



BEST PRACTICES

If your office has accrued a Flex Funds balance, then you are able to help even more children! Use these guidelines as you plan your Flex Fund spending for the year.

FEBRUARY

- ☐ At your ALC Culture Committee meeting, let everyone know how much funds your market center has to help children this year.

MARCH

- ☐ Attend Culture Committee meeting to brainstorm ideas on which charities to help
- ☐ At two business meetings, hand out voting sheet for your agents. See sample in your Ambassador book
- ☐ Post on your market center's private Facebook group how much you have in Flex Funds, and give them a way to contact you (or someone) to cast their vote(s) on which charities to help
- ☐ Send email to your agents with information on how to cast their vote on which charities to help

APRIL

- ☐ Attend Culture Committee meeting and get any other votes from attendees that you do not have yet

Compile all votes and make final selections

MAY

- ☐ Communicate all charity selections and dollar amounts to Marci and PPG.

PRO TIPS!



- You may use your Flex Funds to add to any of the existing Kares 4 Kids events, such as **We Kare Bears**, **Book Bags 4 Kids**, **Books 4 Kids**, **Shopping 4 Kids**, or **Kards 4 Kids**.
- You may also use Flex Funds for your Red Day events, as long as the Flex Funds will go toward helping children in need.
- Flex Funds may also be used to create your own event to support a charity that helps children. Funds must directly support children in order to qualify.
- You may choose to donate Flex Funds directly to the charity of your choice. Please review the **Flex Funds Reimbursement Guidelines** found in your Ambassador book for details.