

# FLEX FUNDS

## HOW-TO: 6 STEPS

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.

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- ☐ FEBRUARY: ALC Culture Committee meeting, let everyone know how much in Flex Funds your market center has to help children this year.
- ☐ MARCH: At the weekly Business Meetings, hand out the 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 events to add to and/or which charities to help.
- ☐ Send an email to your agents with information on how to cast their vote, which events to add to and/or which charities to help.
- ☐ APRIL: Compile all votes in April to discuss in your ALC or Culture Meeting.
- ☐ MAY: Make charity selection decisions in May. Communicate all charity selections and dollar amounts to PPG and Marci.