



## **Description of Loan**

### **A. Policies of the ITNS Chapter Charter Loan Program**

#### **1. Purpose**

The purpose of the International Transplant Nursing Society's (ITNS) Chapter Charter Loan Program is to encourage the development of ITNS chapters and membership. Chapter Charter loans are designed to assist any ITNS chapter under development who in good faith incurs significant expenses toward chartering their chapter and without ITNS loan funding would not be able to charter their chapter.

#### **2. Chapter Funding**

ITNS issues the following information for Chapter Charter Loans:

- a. Chapter charter loans will not exceed \$1,500.00 per each ITNS chapter under development.
- b. Each loan allocation will be determined by the amount of funds requested and must be clearly delineated on the loan application form.
- c. Funding cannot be obtained from ITNS for a chapter charter that is already 100% funded from another source. However, a request can be made to ITNS for partial funding that is not covered by other source.
- d. Applications are accepted throughout the year. The Director of Chapter Development will critique all applications and present proposals to the ITNS Board of Directors for approval.
- e. Policies and procedures used in making chapter charter loans are approved by the Board of Directors.
- f. Allocation of funds is based on the financial need of developing chapters and the extent that a loan will serve to help charter a chapter.
- g. ITNS chapters under development may request a chapter charter loan only once during their chartering process.
- h. Full repayment to ITNS of loaned funds with NO accrued interest is will be made by chapter within 1 year (365 days) of receiving funds.

#### **3. Criteria for awarding ITNS Chapter Charter Grant:**

- a. Applicant(s) must have current active membership in ITNS.
- b. Have submitted a complete application package.
- c. Are ready to charter their chapter immediately upon obtaining funding. (Funds will be loaned only after the chartering chapter has obtained a bank account and **state** registration / incorporation status, elected officers, drafted bylaws, and chapter is

ready to submit chapter charter application to ITNS but needs loan to obtain Federal tax- exempt status).

d. Chapter officer must have signed an ITNS Chapter Charter Loan Agreement

**4. Use of funds**

- a. Funds may not be used to purchase office supplies, computers, or for the cost of chapter meetings/dinners.
- b. Funds must be used for direct costs of chapter charter (i.e. legal fees to obtain Federal tax-exempt status).

**5. The Loan**

- a. Recipients of loans will receive a check in the amount (in U.S. Dollars) determined by the ITNS Board of Directors as limited by the guidelines for the program and by the budget submitted by the recipient.

Chapter Charter Loan should be made payable to: \_\_\_\_\_ Chapter.  
(Bank account name)

11/19/09

mf



International  
Transplant  
Nurses  
Society

## ITNS Chapter Charter Loan Application

**This application must be completed by authorized officer (President and/or Treasurer) of ITNS chapter under development.**

<b>Applicant Information</b>
Name of Chapter: _____
Chapter President: _____
Address: _____
Business Phone: ( ) _____ Fax: ( ) _____ Home Phone: ( ) _____ Email: _____
Chapter Treasurer: _____
Address: _____
Business Phone: ( ) _____ Fax ( ) _____ Home Phone: ( ) _____ Email: _____
Amount requested from ITNS: \$ _____ Total Budget for chartering chapter: \$ _____
Have you received other financial support to charter your chapter? Yes _____ No _____ If yes, identify sponsor and amount: _____
Briefly describe why funds are needed (financial hardship of developing chapter) Provide examples of your significant expenses – i.e. legal expenses, filing for 501(C3):

Provide documentation of your estimated chapter charter expenses (must provide detailed actual cost sheet/quotes):

### ITNS Chapter Charter Loan Agreement:

In signing this form:

- I declare that all the information I have provided is true, correct and complete.
- I further declare my chapter will use loan funds for stated intended purpose(s) and will return any excess funds to ITNS.
- I will submit all chapter charter receipts related to loan funding to ITNS within sixty (60) days of receiving grant.
- I agree to repay ITNS the amount loaned to my chapter (with NO accrued interest) within 1 year (365 days) from receiving loan.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date signed: \_\_\_\_\_

Submit chapter loan application to:

Mimi Funovits, RN, BS, CCTC

Director of Chapter Development

Office: 412-647-5432

Fax: 412-647-5070

[funovitsm@upmc.edu](mailto:funovitsm@upmc.edu)

ITNS

1739 East Carson Street

Box 351

Pittsburgh, PA 15203

412-343-ITNS (4867)

[itns@msn.com](mailto:itns@msn.com)

ITNS office:

Received application with itemized expense report: \_\_\_\_\_

BOD Vote: \_\_\_\_\_

Check Issued: \_\_\_\_\_

Receipts received: \_\_\_\_\_

10/26/09 mf