



Vietnam Veterans of America
8719 Colesville Road, Suite 100
Silver Spring, MD 20910

HGDP REPORT INSTRUCTIONS

This report should be a consolidated report reflecting the combined expenditures of your chapters as well as the state council expenditures.

The HGDP Grant agreement states in part that "Under no circumstances shall State Council retain more than 25 percent of the funds received for its own use". Several states, with the approval of their chapters, retain the majority if not all of the funds received and disburse these funds at the state level. If this is the case with your state, submit written chapter approvals concurring in this procedure.

HGDP funds are to be used for charitable purposes only. They are NOT to be used for social events or building funds.

Fill in the top of the report indicating the report period, whether it is Semi annual or Annual and finally the state council name.

Description of Disbursements - These are the categories of recognized acceptable expenditures.

Chapter Expenditures - Combine the dollars spent by all your chapters, if appropriate, into the respective category. NOTE: Rounding off your figures is encouraged.

State Expenditures - Categorize state expenditures into the respective lines.

Total - Add chapter and state figures.

Total TOTAL - This figure should equal the total amount of HGDP grant funds received by the state during the fiscal year.

Verification and Certification - Have the certification signed by two officers and identify their titles.

NOTE: Keep a master copy of these instructions as well as of the report for future use. The report and instructions will not be sent out on a regular basis unless there is a change to the report or the instructions.

H G D P REPORT for the PERIOD ENDING _____

Semi annual report ____
 Annual Report ____
 (Check one)

State Council Name _____

Description of Disbursements	Chapter Expenditures	State Expenditures	Total
Agent Orange Information Programs	_____	_____	_____
Service Representative Programs	_____	_____	_____
Publication of Newsletters	_____	_____	_____
PTSD & Substance Abuse Programs	_____	_____	_____
Travel to VVA Sponsored Programs	_____	_____	_____
Education Programs	_____	_____	_____
Scholarships	_____	_____	_____
Incarcerated Veterans Programs	_____	_____	_____
Homeless Programs	_____	_____	_____
Community Service Program	_____	_____	_____
		TOTAL	_____

Verification and Certification

The undersigned officers of Vietnam Veterans of America State Council of _____
certify that we have read the foregoing HGDP financial report and to the best of our knowledge and belief,
certify that the information contained herewith is true correct and complete.

Signature

Signature

Print Name & Title

Print Name & Title

NOTE: Chapters – send your reports to your State Council.

State Councils – combine the figures on your various reports, include the State Council information and
send to the VVA National Office – Attn: Finance