

chipper rebate program



HOW TO START AND
OPERATE A
CHIPPER RENTAL
REBATE PROGRAM



1. Obtain Funding:

- Funding is mandatory for the success of a chipper rental rebate program!

2. Create Application:

- When creating your fillable application, ensure you explain all the necessary requirements. Include a page explaining what rentals are allowed, maximum reimbursement, necessary photos, how to submit, and contact information.
- On the fillable application, include a space for ALL the information you will need including: Name, Address, Mailing (if different) email, phone, date, acres, slash volume, volunteer hours, total invoice, amount of invoice that is solely chipping, rebate amount, and newsletter sign up.
- Create an email address for applicants to send all the required materials and any questions.

3. Spread the Word:

- Alert your community to the new opportunity.
- Be creative! Use word of mouth, community bulletin boards, website, social media, local newspapers, contact HOA members, utilize Ambassadors, or contact chipper rental agencies. If people don't know about the program, they won't use it.
- Canva.com is a great website for creating flyers, posts, videos, etc. and they offer free premium access for non-profits.

4. Process Application:

- Create a spreadsheet to track all applicants' details. Include name, address, mailing address, email, phone, date, acres, slash volume, volunteer hours, total invoice, amount of invoice that is only chipping, rebate amount, and match.
- Once you receive an application, make sure you have all the required materials: 2 photos, paid invoice, and application.
- Verify the invoice amount matches what is on the application and determine the rebate amount.

- Respond to the applicant and reassure them how much they should expect a check for and a timeframe.
- If they requested to be on the mailing list, add their information to your newsletter system.
- If your reporting requires GIS data, creating shapefiles for each chipper as they come may be helpful.

5. Send Reimbursement Check:

- Use your accounting system, such as QuickBooks, to accurately track which funding source the chipper rebate checks are coming from.
- Send the homeowner a reimbursement check within a reasonable timeframe. Ensure you send the check to the mailing address, which is often different than the address that the chipping took place.

6. Report:

- Use your spreadsheet for reporting to funders. Oftentimes reporting must include cost of reimbursement, match, and GIS data.