**Sample - Request chapters to check points on-line.**

**Hello.**

**We need your help to be sure you receive Founders points for your local chapter involvement during this last year.**

**Please review your HFMA Founders points for the current year by XXXX.  Let your Founders Contact (Name) know of any changes/additions to your Founders Award points via e-mail at XXXXXXXXXXXXXX. They are responsible for collecting activity from chapter members and returning the data to the Association by the requested date.**

**You can view your Founders points on the HFMA website 24/7. From** [www.hfma.org](http://www.hfma.org)**, enter your username and password. Click on the My Account icon and select My Founder’s Points. A list of your Founders Points will appear on the screen. Note: Any points related to chapter leadership and/or national committee positions are already posted to your database record.**