

ALPHA OMICRON PI

foundation

Named Scholarships

Toolkit

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HOW TO LAUNCH A NAMED SCHOLARSHIP

Step One:

Complete a Named Scholarship Questionnaire, determining the scholarship criteria & eligibility.

Step Two:

Decide on how your scholarship will be funded!

Option 1: Make an initial cash* contribution of at least \$5,000 and agree to contribute additional funds over the next five years, for a minimum of \$25,000.

Option 2: Fully launch the scholarship with a cash* gift of \$25,000.

Step Three:

Finalize your commitment by signing a Scholarship Gift Agreement that has been customized to fulfill the intent of your scholarship.

Step Four:

The AOII Foundation Scholarship Committee selects a recipient based upon the criteria you have specified.

How You Benefit:


You have the flexibility to support sisters who are members of your chapter and/or an area of study that's important to you. The AOII Foundation staff manages all administrative processes for you including investment, recipient selection, marketing and publicity.

Your scholarship will be endowed, allowing your gift to live on in perpetuity. Gifts to your scholarship are invested to provide income to be awarded as you have directed.

You'll receive information on the scholarship recipient and may have the opportunity to meet the recipient of your gift.

Step One:

The AOII Foundation is thrilled you have decided to start a
Named Scholarship!
What would you like to name this scholarship? Who would you like to
receive it? The first step is letting us know your wishes by filling out our
Named Scholarship Questionnaire.


Alpha Omicron Pi Foundation

NAMED ENDOWED FUND QUESTIONNAIRE

(This questionnaire is intended to provide the specifics needed to formalize a Gift Agreement which contains the full expression of the donor(s) intent.)

An agreement between Alpha Omicron Pi Foundation, a Tennessee non-profit corporation, and (Name of Donor/Donors) _____, to establish a (NAMED or MEMORIAL) fund in honor of (NAME) _____ ("Fund").

The terms of this agreement are as follows:

- Purpose of the fund.** How is the "Fund" to be used? (*ex. To provide a scholarship for a collegiate member in good standing from _____ chapter, studying X. To provide Leadership Training grants for members to attend Leadership Academy each year, etc.*)

- Secondary Purpose.** What is your secondary preference, should the first purpose temporarily or permanently cease to exist, or no candidates or grant applications meet the qualifications.

- Name of award/fund.** The award/fund shall be called:

- Initial Contribution:** _____ A cash* gift of any amount of \$5,000 or more may be made to initiate the "Fund." (Initial contribution for **scholarships** must be at least \$5,000 with the intent to achieve a minimum endowed balance of \$25,000 of cash* gifts within five years of the date of the agreement. Initial contribution for **all other endowed funds** must be at least \$5,000 with the intent to achieve a minimum endowed balance of \$75,000 of cash* gifts within 5 years.)
- Subsequent contributions.** Any person or organization may make contributions to the Alpha Omicron Pi Foundation for the "Fund". All contributions to the Fund shall be administered pursuant to the terms and conditions of the agreement. Additional gifts to the Fund are encouraged in order to allow the balance and its earnings to reach full potential. (Individual contributions made will be supplemented by the primary donor such that gifts to the "Fund" will achieve the minimum funding within five years of the initial agreement. If the "Fund" does not meet the appropriate minimum after five years, then the Foundation, in its discretion, may extend the period for donations. If after the established time period, the "Fund" has not reached the minimum, then the balance shall be transferred to the Diamond Jubilee Fund or other appropriate endowment fund.)

* Cash may also refer to donations of stock or other cash equivalent.

*Please see actual Named Scholarship Questionnaire on Pages 8-10

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Step Two:

How will you fund your scholarship?

The AOII Foundation will need at least \$5,000 by October 1st to begin your scholarship. This can be given as a one-time gift or raised using some of the following ideas:

Fundraising Ideas

- Host a Fundraising Event
 - Bowling tournament
 - 5K Run
 - Chili cook off
 - Silent auction
 - Wine tasting event (alumnae only)

- Written Campaign
 - Letter to chapter sisters
 - Email to parents of chapter members
 - Secure event sponsorships
 - Create your own scholarship logo
 - Distribute a flyer with giving information


- Group Solicitation
 - Make an ask at a group meeting
 - Create a power point presentation about your scholarship
 - Invite campaign chair to speak at an event
 - Offer a monthly giving option
 - Utilize social media announcements

*Please see detailed examples of these great ideas (and more!) on pages 11 & 12.

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Step Three:

After your fundraising is complete, send your funds to the AOII Foundation by October 1st. Then finalize your commitment by signing a customized gift agreement.



Gift Agreement between
Joan A. Sample
and
The Alpha Omicron Pi Foundation

Joan A. Sample Scholarship Fund

SOURCE: Joan A. Sample

ELIGIBILITY: A collegiate then alumnae member in good standing from the ABC Chapter.

SELECTION PROCESS: To provide a scholarship for a collegiate member in good standing from the ABC Chapter. Preference shall be given to a GPA of 3.0 and above.
Next, to provide a scholarship for an alumna in good standing from the ABC Alumnae Chapter to pursue graduate study.

VALUE: An Annual award of at least \$1,000 annually.

Approved by:

_____	Date: _____
Joan A. Sample	June 28, 2017
_____	Date: _____
Jana Adkins, Director of Donor Relations	June 28, 2017
_____	Date: _____
Kristie Prichard Ryan, Executive Director	June 28, 2017

*Sample page only of Gift Agreement. Actual document will be customized.

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Step Four:

The AOII Foundation Scholarship Committee selects a recipient based upon the criteria you have specified.



"I cannot express enough thanks to the Alpha Omicron Pi Foundation for awarding me this scholarship. Coming from a single-income household and being one of three children, two of which are now in college, my family's financial burdens have definitely increased in the last few years. Because of this scholarship and the sisterhood of support that Alpha Omicron Pi has given me, the burdens have been lifted and I can breathe knowing that I will be able to help my parents and continue my education on the path that is set before me."

Sidney Carol Hall
Tau Delta Chapter – Birmingham Southern College
2017 Ginger Banks Scholarship Winner

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_____, to establish a (*NAMED* or *MEMORIAL*) fund in honor of (NAME) _____ (“Fund”).

The terms of this agreement are as follows:

1. **Purpose of the fund.** How is the “Fund” to be used? (ex. *To provide a scholarship for a collegiate member in good standing from ____ chapter, studying X. To provide Leadership Training grants for members to attend Leadership Academy each year, etc.*)

2. **Secondary Purpose.** What is your secondary preference, should the first purpose temporarily or permanently cease to exist, or no candidates or grant applications meet the qualifications.

3. **Name of award/fund.** The award/fund shall be called:

4. **Initial Contribution:** _____ A cash* gift of any amount of \$5,000 or more may be made to initiate the “Fund.” (Initial contribution for **scholarships** must be at least \$5,000 with the intent to achieve a minimum endowed balance of \$25,000 of cash* gifts within five years of the date of the agreement. Initial contribution for **all other endowed funds** must be at least \$5,000 with the intent to achieve a minimum endowed balance of \$75,000 of cash* gifts within 5 years.)

- 5. Subsequent contributions.** Any person or organization may make contributions to the Alpha Omicron Pi Foundation for the “Fund”. All contributions to the Fund shall be administered pursuant to the terms and conditions of the agreement. Additional gifts to the Fund are encouraged in order to allow the balance and its earnings to reach full potential. (Individual contributions made will be supplemented by the primary donor such that gifts to the “Fund” will achieve the minimum funding within five years of the initial agreement. If the “Fund” does not meet the appropriate minimum after five years, then the Foundation, in its discretion, may extend the period for donations. If after the established time period, the “Fund” has not reached the minimum, then the balance shall be transferred to the Diamond Jubilee Fund or other appropriate endowment fund.)

** Cash may also refer to donations of stock or other cash equivalent.*

- 6. Eligible recipient(s) or grant applications.** Who/what programs will be eligible to receive awards/grants from this fund?

- 7. Criteria for the award/grant.** The _____
Award/Grant is to

_____ (ex. For scholarships a Collegiate or Alumnae member in good standing of “X” Chapter who has served in a leadership role and is majoring in Engineering. Please provide specification for criteria such as GPA requirements, course of study, Chapter/Community involvement, and/or locale. For all other Endowed funds specify any restrictions such as funding for Alumnae or Volunteer training.)

- 8. Award Selection Process.** The review and selection of candidates or grant awardees for this award will be assigned to members of the Scholarship or Grants Committee of the Alpha Omicron Pi Foundation according to the Rules of Procedure for the appropriate committee. Primary donors to this fund are required by IRS regulations to recuse themselves of selection or review of candidates/grant applications for this award/grant.
- 9. Award terms.** *For scholarships:* a minimum award of \$1,000 will be given as earnings allow **(Annually or Biennially) (Convention Year or Leadership**

Institute Year) Circle one from each category. **For grants:** awards will be made annually or as appropriate applications are received according to the available earnings of the fund, as determined by the Finance Committee.

10. Management of the “Fund”. The “Fund” will be managed in accordance with the financial policies and procedures of the Foundation. **For Scholarships:** Once the first \$5,000 in cash* is contributed, a scholarship may be awarded for the first five years until the Fund reaches the minimum. The initial contribution must be completed by October 1, of any year in order for the scholarship to be awarded in the following year. In a year where the “Fund” income is less than \$1,000, (including the .5% *one-half of one percent* administrative fee), of the annual investment income, exclusive of the principal, if assessed, the scholarship would not be awarded. **For Grants:** Once the Fund reaches the minimum funding level of \$75,000, requests for funding will be accepted by the Grants Committee. Grant funding will be awarded to the extent that earnings are available and no more than 3%- 5% of the fund’s corpus if investment earnings do not permit an appropriate award to be granted.

11. Duration of the “Fund”. The “Fund” shall exist in perpetuity. In the event that it becomes impractical or impossible to use the Fund for the purposes as described above, the remaining funds will be moved to the Scholarship Endowment, General Endowment, or the next most appropriate fund. If for any reason the Alpha Omicron Pi Foundation ceases to exist, the funds will be dispersed to _____ at the following address.

(ex. XYZ University or other named non-profit organization, Anytown, USA 00000)

Donor(s) Signature: _____

Permanent _____ **Mailing** _____ **Address:** _____

Additional contact information: **Phone** (_____) _____ **Email** _____

Return questionnaire to Jana Adkins at JAdkins@alphaomicronpi.org
For additional information please call the Foundation Office at **615-370-0920**.

Event Ideas (Collegiate Chapters)

Bowling Tournament

- Individuals pay \$10 to bowl (an hour of bowling time)
- Teams of 6 can enter the bowling tournament for \$200 a team
- T-shirt sales

Run for the Roses (5K/10K)

- Each member gets 2 people to sign up
- Have Multiple Levels of sponsorship
- Contact local running group in town for support
- Have local businesses donate coupons for race bags

Cornhole Tournament

- Each team pay \$20 to play (try to get each fraternity/sorority/group to sponsor 2-3 teams).
- Winner receives trophy and \$ to their philanthropy

Photo Sessions

- Have talented sisters take family sessions for Christmas cards in the community with donations going toward scholarship
- Around Christmas this can be tied into a Santa Visit
- Around Easter—Easter Bunny

Parents Night Out

- Host at a local church/community center
- Parents can drop off for a date night for a donation to charity

Top Chef Contest

- Chili Cook-Off
- Baking Contest
- Have local chef be judges
- Have participants pay to taste food

Event Ideas (Alumnae)

Blind Auction

- Items are donated (wrapped) to be auctioned off. Clues can be given but not the exact prize.
- People can bid on items and a surprise is inside (can give estimated \$ amount of prize). Can open once money has been paid.

Trivia Night

- Host on campus
- Entry Fee to get in (\$5)
- Higher Entry fee to play \$10

Gala/Black Tie Event

- Cash Bar
- Silent Auction

Sell “Finals Goody Bags”

- Ask parents to purchase their daughter a treat during finals
- Purchase any size goody bags in bulk
- Fill with goodies to help relieve the stress of final exams

Community Garage Sale

- Ask people to donate their unwanted (in good condition) items
- Sell and donate profits to scholarship
- A good time would be college move out. Many hardly used items.

Sample Donor Letter 1

Dear Sister,

I hope your memories of your time at Iota Chapter are as wonderful as mine. Imagine what it would have been like if you didn't have the tuition you needed to stay in school—you would have missed out on the wonderful sisterhood and friendships that are a part of being a member of Alpha Omicron Pi. Today we have an opportunity to ensure this doesn't happen to today's Iota members.

Join me in establishing the **Iota Chapter Scholarship** Fund. This scholarship will be offered to Iota collegiate and/or alumnae members. Application requirements will focus on academic excellence and philanthropic service. Scholarships are more important than ever as the cost of tuition and housing keep increasing.

The AOII Foundation requires an endowment base of \$25,000 to fund a scholarship. We have almost \$20,000 and hope to endow the scholarship by the end of Convention 2013. These monies will be permanently restricted principal with the scholarship award coming from the annual interest. The more money we raise the larger the scholarship awards can be!

Choosing to donate is a great way to:

- Provide financial support for a deserving University of Illinois collegiate
- Honor and remember your own sisterhood or a special sister

Your gift is important. Which giving level is best for you?

- Iota Friend \$50
- Iota Rose \$100
- Iota Founder \$200
- Iota Scholar \$500 or greater

Have fun with the amount you donate

- This year there were 52 new members this year, donate a dollar per new member = \$52
- Iota chapter has celebrated its 100 years. You might consider donating...
 - 100 Dollars (nice but not required!)
 - 100 Quarters (\$25.00)
 - 100 Dimes (even \$10.00 is a nice start)
 - 100 pennies PLUS one dollar for each year you've been an AOII (a 15-yr AOII would give \$16.00 dollars).

Please make your check out to the Alpha Omicron Pi Foundation and earmark it for **Iota Chapter Scholarship**. You may also give by credit card and/or online at www.aoiifoundation.org. Click the donate now button, complete the form and select **Iota Chapter Scholarship** in the drop-down box that asks where to direct your donation.

All contributions to the AOII Foundation are tax deductible and may be eligible for your company match programs. Please feel free to contact me at name@email.com if you have any questions. Make your most generous gift today.

Fraternally,

Sample Letter 2 (Event Based)

Carli E. Sears Memorial Tournament

Earlier this semester, we lost our dear sister Carli Sears in a hit and run accident in Morgantown, WV.

We as a chapter have decided to create a scholarship in her name. We are in the process of raising \$25,000 for the scholarship endowment.

This bowling event will help our chapter in achieving this goal, and also contributions will be made the Arthritis Foundation. As AOIIs, the Arthritis Foundation is close to our hearts because it is our National Philanthropy.



We are asking for you be a sponsor of this wonderful event. There are various sponsorship option and we hope that you will chose to be a part of this event.

Level 1: \$0-\$199 you will be a sponsor that is announced throughout the night. Your logo will also be put on our sponsorship table.

Level 2: \$200-500 you will be a corporate sponsor and this means your logo will be placed on the front table and your name will be announced. Your business will receive 4 free tickets to the event.

Level 3: Sponsor-A- Strike This is where you are able to make a donation for every strike that is bowled during the event. Anything from \$.01 to \$50

Level 4: Donate Item to Silent Auction

We hope that you will donate and attend our event on April 6th. Please feel free to contact me with any questions.

Name: _____ Phone

Number: _____

Company Name: _____ Sold By:

Sponsorship Level: _____

Please attach a logo or business card to the back of this form so that we can recognize you at the event.



AUTHORIZATION FORM FOR MONTHLY CREDIT CARD GIFTS **To the *Your Named Scholarship**

I authorize Alpha Omicron Pi Foundation to charge \$_____ to my credit card (or checking account*) each month. I understand that all credit card charges are processed on the last business day of each month.

I understand that there is a \$5.00 per month minimum donation. I also understand that charges will continue until I cancel this agreement and that my monthly credit card statement and/or bank statement will serve as a receipt for my monthly donations.

Name: _____

Address: _____

City, State & Zip: _____

Credit Card Number: _____ Exp. Date: _____

Signature: _____

Daytime Phone: _____

Evening Phone: _____

Email: _____

Fund: ***Your Named Scholarship**

Date: _____

*for checking account withdrawal, a voided check must be attached to this form.

Alternatively, you can include a check for a one-time donation in the amount of \$_____. Please make checks payable to the AOII Foundation and write **“Your Named Scholarship”** in the memo line.

Please return to AOII Foundation, 5390 Virginia Way, Brentwood, TN 37027

You may also fax to 615-370-4424.

You will receive a cumulative year end statement for tax purposes.

Thank you for your commitment to the AOII Foundation

Sample Thank You Letter

Dear Sister,

Thank you for attending the ABC Chapter Bowling Tournament! We were delighted that you could join us! On behalf of the Alpha Omicron Pi Foundation and our chapter, thank you for your donation to the Joan A. Sample Scholarship Fund.

As of today, almost \$4,000 has been committed! We lack just \$1,000 to get our scholarship award started this year! We are almost there!

All contributions to the AOII Foundation are tax deductible and may be eligible for your company match programs. Please feel free to contact us if you have any questions about this scholarship or the AOII Foundation. Thank you again for your generosity.

Roses and best,

ALPHA OMICRON PI
Foundation