

# ALPHA OMICRON PI

## Foundation

### Ruby Fund Messaging for Founders' Day 2017-2018

Is your chapter hosting or attending a Founders' Day event this year?

Did you know that for decades, the Ruby Fund Message has served as a key part of Founders' Day celebrations? And that Founders' Day celebrations serve to grow the Ruby Fund which helps sisters in dire need?

It's very important that:

1. The Ruby Fund Message is read during your program and
2. There is an opportunity for sisters to donate to the Ruby Fund.

Please ensure that either the hostess or the host chapter of your event share the Ruby Fund Message from our Ruby Fund Committee to all of your attendees. [Click here](#) for a copy or visit our website's [Programs page](#) under the "Ruby Fund" section.

For instructions on collecting donations, please see below.

### Collecting & Submitting Ruby Fund Donations

At your event:

- Please encourage attendees who desire to donate to the Ruby Fund to give via a personal check, if at all possible.
- For cash donations, please make a [spreadsheet](#) or document that includes the donor's name, home address and donation amount (this allows us to give individual tax credit to each donor for their specific donation).
- *Please do not:* collect cash and checks written to the chapter and write one general check to the AOII Foundation. This does not allow us to give credit to the individual donors either for tax purposes or in our annual donor listing.

Within 30 days of your event:

- Convert all cash donations to a money order or cashier's check (please DO NOT mail cash or coins).
- Please send all checks, money orders and/or cashier checks to the AOII Foundation, any spreadsheets or notes regarding specific donations, along with a note stating at what event the funds were raised. Our mailing address is: AOII Foundation, 5390 Virginia Way, Brentwood, TN 37027
- As always, contact us with any questions: [foundation@alphaomicronpi.org](mailto:foundation@alphaomicronpi.org) or 615-370-0920