

ALPHA OMICRON PI

Foundation

Collecting Ruby Fund Donations

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

Did you know that for decades, AOIIs have incorporated the Ruby Fund Message and a collection of donations in their Founders' Day celebrations?

It's very important that the Ruby Fund Message be a highlighted portion of your celebration! As a result, we sincerely hope that you will ask your attendees to donate to the Ruby Fund so we can continue to assist sisters in need during the year ahead.

Please have the hostess or host chapter of your event share the message from the 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 or 615-370-0920