ALPHA OMICRON PI
foundation

CHAPTER DONATION SUBMISSION FORM

Regardless of the type of fundraiser or philanthropy event, this resource will guide you in submitting your donation properly to the AOII Foundation. Once your event is complete, it is very important the funds raised are properly handled.

*All donations should be mailed to the AOII Foundation **within 30 days of the philanthropy event**.*

Donating to another cause altogether, such as Red Cross, cancer research, or your local philanthropy? Contact that organization directly for instructions on how to submit your donation. *NOTE:* the chapter will not get any fundraising credit from AOII if your donation is sent anywhere other the AOII Foundation (this includes sending funds directly to the Arthritis Foundation).

DO convert all cash to a money order made payable to *AOII Foundation.*	**DO NOT** send cash through the mail.
DO have your chapter's VP of Finance write a check from the chapter's BillHighway account after all donations have come in.	**DO NOT** have a member, officer or adviser write a personal check for the entire chapter's donation.
DO make checks payable to the *AOII Foundation.*	**DO NOT** write checks to other organizations (i.e. Arthritis Foundation, etc). These checks WILL be returned and no fundraising credit will be given to the chapter until the check is recut.
DO have others who wish to make a tax-deductible donation make checks payable to *AOII Foundation*. Include this with the proceeds you send to the AOII Foundation office. **These funds will be added to your chapter's fundraising total.**	**DO NOT** have an organization or individual donor write a check to the chapter and expect to get a tax deduction. Donations to the chapter are NOT deductible, only monetary donations to AOII Foundation.
DO mail money order(s) and all checks written to the *AOII Foundation* to our office WITH a [Chapter Donation Submission Form](#) (next page) within 30 days of your event.	**DO NOT** hold checks for several months, as checks are no longer cashable after a certain time period. This reflects discredit upon your chapter, the AOII Foundation and our organization as a whole.

All donations submitted by collegiate and alumnae chapters (of all fund designations) are included in consideration for the AOII Foundation's Excellence in Fundraising Award each year.
*Donations must be received in the AOII Foundation office by **April 15, 2021** to be considered for this award given at Convention in summer 2021.*

If your event will occur close to or after April 15, 2021, please make sure the Fundraising & Philanthropy Planning Form (located on AlphaLink) is completed by April 15th to ensure award consideration is given.

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Within 30 days of the event: Include all individual checks made out to "AOII Foundation" and convert all cash into a money order made payable to Alpha Omicron Pi Foundation. Please DO NOT send cash. Complete a separate form for *each* philanthropy event.

Checks made payable to organizations other than the AOII Foundation (i.e. Arthritis Foundation) will be returned to the chapter, and no fundraising credit will be given to the chapter until the check is re-cut.

Within 30 days of the event, please complete this form and send with all donations to:

Alpha Omicron Pi Foundation
5390 Virginia Way
Brentwood, TN 37027

Chapter: _____

Event Name (if applicable): _____

Brief Event Description (if applicable): _____

Event Date (if applicable): _____   Total Donation Amount: $_____

What area does the chapter wish to support with this donation?
(If multiple areas, please write out beside each one how much should go to that fund.)

☐ **Arthritis Fund** -- Amount $_____

    ☐ Yes! This event was an official *Strike Out Arthritis!* event

    ☐ This event was <u>NOT</u> an official *Strike Out Arthritis!* event

☐ **Scholarship Fund** --   Amount $_____

    Which scholarship? _____

☐ **Leadership and Educational Grants (Endowment Fund)** ------ Amount $_____

☐ **Ruby Fund** ---   Amount $_____

☐ **Loyalty Fund** --   Amount $_____

Contact Name: _____ Office Held: _____

Contact Email: _____ Contact Phone _____

Signature: _____ Date Signed: _____

Additional Notes:
(Ex: successes, challenges, best practices)