

ALPHA OMICRON PI

Foundation

CHAPTER DONATION SUBMISSION INSTRUCTION FORM

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

General Information:

AOII Foundation

Gifts supporting the Alpha Omicron Pi Foundation provide resources for Alpha Omicron Pi Fraternity's educational, leadership and philanthropic activities. The AOII Foundation was established as a separate 501(c)(3) organization, and it accepts tax-deductible gifts to fund a variety of opportunities that benefit Alpha Omicron Pi and its members as well as the community at large. We are tremendously grateful for the support of our sisters and Foundation friends who make it possible for us to provide emergency grants to members in crisis, scholarships, and leadership training for collegiate and alumnae sisters, and so much more! If your chapter is working with a vendor who is seeking a tax-deduction for their donation, please contact the AOII Foundation for a copy of our tax exemption determination letter from the IRS.

AOII Fraternity

Under IRS Code Section 501(c)(7) non-profit classification for social and recreational clubs, fraternities and sororities are recognized as tax-exempt organizations, which means we do not pay federal taxes. As a reminder, an individual or vendor will not receive a tax-deduction for donating to the AOII Fraternity or any of its subsidiaries, including collegiate and alumnae chapters. It is important for chapters to establish this expectation prior to receiving gifts from the individual or vendor.

Remittance Reminder

- All donations submitted by collegiate chapters 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, 2024**, to be considered for this award given at international events in the summer 2024.
- If your event will occur close to or after **April 15, 2024**, please notify us via email at foundation@alphaomicronpi.org by April 15th to ensure award consideration is given.

Thank you for making a difference! Your gift allows us to ensure that our sisterhood remains strong. To achieve our mission, we depend on the generous support of our collegiate chapters. We are grateful and hope you take great pride in the difference your gift makes to all those who benefit from your generosity!

Please follow the steps below to help you process your donations.

DO:	DO NOT:
<p>The chapter should record all the ways in which funds were raised. For example, did the chapter collect cash at the event? Did the chapter only use CrowdChange? Was Billhighway Anywhere utilized?</p>	<p>Do not send cash through the mail.</p>
<p>If the chapter received cash, please be sure to convert the cash to a money order. The money order should be made payable to the collegiate chapter. The chapter should then proceed to deposit the money order in their General Checking Account through Billhighway. Please visit Cash In>Deposit>Mail Deposit.</p>	<p>If the chapter received cash, do not have a member, parent, officer, or advisor write a personal check to the Foundation for donations received.</p>
<p>The Director of Finance should write a check after all donations are accounted for in the chapter's Billhighway account. Ensure the chapter creates a Billhighway check made payable to the AOII Foundation.</p>	<p>Do not hold on to checks for several months as they are time sensitive. Be sure to mail them within 30 days of the event.</p>
<p>Send the required donation form with your donation check.</p>	<p>Do not mail checks to the AOII Foundation without including the required donation form.</p>
<p>As a reminder, if donors or vendors want to make a tax-deductible donation, the check needs to be made payable to the AOII Foundation. Please include these checks with the chapter's Billhighway check. All checks (and the required donation form) should be mailed to the AOII Foundation.</p>	<p>If an individual, organization, or vendor would like a tax deduction, they cannot write a check out to the chapter. Donations to the chapter are not tax-deductible.</p>

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CHAPTER DONATION SUBMISSION FORM - REQUIRED

Within 30 days of the event: Complete a separate form for each event the chapter hosts. Please be sure to mail all applicable checks along with this form.

Alpha Omicron Pi Foundation
5390 Virginia Way
Brentwood, TN 37027

Chapter: _____

Event Name: _____

Event Date: _____ 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 \$ _____

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: _____

Finance Advisor Name: _____

Finance Advisor Email: _____

On behalf of our sisterhood, thank you again for your generous gift. An email receipt will be sent to your Finance Advisor within the next 30 days.