

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.

NOTE: The chapter will not get any fundraising credit from AOII if your donation is sent anywhere other than the AOII Foundation (this includes sending funds directly to the Arthritis Foundation).

Below is a list to help you process your donations.

- DO make checks payable to the AOII Foundation
- DO convert all cash to a money order made payable to AOII Foundation
- DO send the required chapter donation form with your donation
- DO have others who wish to make a tax-deductible donation make checks payable to AOII Foundation. Include these with the proceeds you send to the AOII Foundation Office.
- DO (collegiate chapters) have your Chapter's VP Finance write a check from the Chapter's Bill Highway account after all donations have come in.
- DO make sure your checks from Bill Highway are made out to AOII Foundation
- DO the following if donating online using the chapter's credit card:
 - Use your name and address to start the donation
 - Select the Fund from the drop down
 - Select making a donation on behalf of an organization and it will allow you to enter your chapter name
- DO NOT send cash through the mail.
- DO NOT have a member, parent, officer, or advisor write a personal check for any donations received.
- DO NOT hold checks for several months, as checks are no longer cashable after a certain time-period.
- 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 tax deductible.

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 15th** to be considered for this award given at international events.*

*If your event will occur close to or after **April 15th**, please notify us via email at lagossett@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 and alumnae chapters. We are grateful and hope you take great pride in the difference your gift makes to all those who benefit from your generosity!

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CHAPTER DONATION SUBMISSION FORM - REQUIRED

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 AOII Foundation or sent to the chapter and included in a chapter check processed via Bill Highway. Complete a separate form for each event, not for each check.

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/Alumnae Chapter Treasurer Name: _____

Finance Advisor/Alumnae Chapter Treasurer Email: _____

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