

Foundation Focus

OCTOBER 2021



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We are the DO GOOD SISTERHOOD

Delta Gamma Foundation fosters lifetime enrichment for members, promotes Service for Sight and partners with the Fraternity to ensure the future of our sisterhood. Our dedicated members and friends make this mission possible through philanthropy, service and generous gifts to the Foundation, which fund our three areas of support: Individual Member Support, Training and Programming, and Service for Sight.

We are one Delta Gamma, but in accordance with Internal Revenue Code, the Foundation and Fraternity are two separate organizations. In 1951, the Delta Gamma Foundation was formed as a complement to the Fraternity, creating a vehicle for members to promote the educational interests and social responsibility referenced in Article II of the [Fraternity Constitution](#). Each entity offers unique opportunities for our members to do good. To see how we are living out this motto, view our most recent [annual impact report](#) and [990 Report](#).

The Foundation is governed by the Delta Gamma [Foundation Constitution and Articles of Incorporation](#). Six elected members, and three ex-officio members who serve concurrently while in the Fraternity Council positions of Fraternity President, Council Trustee: Fraternity Programming, and Fraternity Treasurer, lead the Delta Gamma Foundation to ensure the fulfillment of its philanthropic mission. The Foundation has a body of voting members who participate in an Annual Meeting to determine both the leadership and direction of the Foundation.

The Foundation Focus contains ready-to-use information on topics relating to the Delta Gamma Foundation for both collegians and alumnae as we pursue our motto to do good. The Foundation is an umbrella over all of our membership, both collegians and alumnae, and has programs and areas of involvement that support all groups. This resource provides introductory guidance and resources for all Delta Gamma groups to engage meaningfully with the mission of the Foundation.

Thank you for your commitment to our philanthropy Service for Sight and for your support of your sisters. Together, we can do good and make an amazing impact. Should you have questions related to this resource or the information contained within, please use the contact list included within this resource.





THREE AREAS OF SUPPORT



Individual Member Support

Endowments and annual gifts allow the Foundation to provide merit-based undergraduate scholarships and graduate fellowships, and need-based scholarships. Crisis Grants provide funding for members experiencing dire financial need. Even though these awards can't be used to offset the cost of membership dues, financial assistance can alleviate the financial burden on our members for the cost of tuition, and in some cases, living expenses. Initiated members can apply for these scholarships, fellowships and grants through the Delta Gamma Foundation.

Merit-Based Scholarships/Graduate Fellowships

Scholarships reflect Delta Gamma's commitment to education through continuing investment in members who are seeking their undergraduate, graduate or professional degree. Scholarship/Fellowship funds are sent directly to the university/college for educational expenses. Many chapters have scholarships established specifically for members of a chapter. Information and electronic applications, including all required documentation, are accessible on the Delta Gamma website at www.deltagamma.org/foundation/applications. Learn more about funding a merit-based scholarship or fellowship in the DG website library or click [here](#).

UNDERGRADUATE MERIT-BASED SCHOLARSHIPS

- Delta Gamma Foundation merit-based scholarships are awarded on a competitive basis to qualified, initiated members pursuing undergraduate degrees.
- Candidates must have a 3.0 or higher cumulative GPA on a 4.0 scale or the equivalent.
- Selection is based on scholastic excellence, Delta Gamma involvement, campus involvement, service, work experience and essays.
- Undergraduate merit-based scholarship applications are due annually by March 1. The award recipients are announced during summer.

GRADUATE MERIT-BASED FELLOWSHIPS

- Delta Gamma Foundation merit-based fellowships are awarded on a competitive basis to qualified initiated members pursuing graduate/professional degrees.
- Selection is based on scholastic excellence, contributions to chosen field, past and current Delta Gamma activities and leadership roles in collegiate chapter and alumnae group, and campus and community involvement.
- Graduate fellowship applications are due annually by April 1. The award recipients are announced during summer.

Sisters Helping Sisters: Need-Based Scholarships



These awards are offered to collegiate members who have proven student loan debt and unmet financial need. Scholarship funds are sent directly to the university/college for educational expenses. Information and electronic applications, including all required documentation, are accessible on the Delta Gamma website at www.deltagamma.org/foundation/applications.

- Each recipient is granted \$2,500 paid directly to the college or university for credit to her account for educational purposes only. Learn more about funding a Sisters Helping Sisters: Need-Based Scholarship in the DG website library.
- Funds may not be used for Delta Gamma dues or expenses.
- Applications are submitted through SmarterSelect and grants will be made as funds permit.
- Applications will be accepted from current, initiated undergraduate members of Delta Gamma Fraternity in good standing.
- Applicants must have completed a minimum of two semesters or three quarters of college coursework (which generally means sophomore, junior or senior status).
- Applicants must have a cumulative GPA of 2.5 (on a 4.0 scale) or higher.
- Applicants must have accepted financial aid from their college or university.
- While the application materials will state that the deadline is April 1, the deadline actually varies according to when the individual applicant has begun the process. It is up to each applicant to monitor her progress and complete the application process within 30 days of starting it. Awards will be granted throughout the year, as available. Applications can be found at www.deltagamma.org/foundation/applications.

Crisis Grants

Delta Gamma Foundation Crisis Grants, established in 1996, help Delta Gamma sisters who find themselves in extreme financial need created by job loss, health crisis, natural disaster or other unexpected life circumstances. The process for receiving financial assistance is simple and confidential. The Foundation Board of Trustees Finance Committee and select Foundation staff members review all grant applications. If the Delta Gamma applicant is unable to complete this application due to disability, a family member, close friend, sponsor or guardian may assist in its completion.

In order for the Delta Gamma Foundation to maintain its tax-exempt status under the Internal Revenue Code, grants are provided to assist members with basic necessities such as food, clothing, housing or extraordinary medical care not covered by insurance. Tuition assistance is provided through Sisters Helping Sisters: Need-Based Scholarships available from the Foundation. **Per capita and collegiate/alumnae dues, obligations or social fees and university Panhellenic fees are not eligible expenses.**

All applicants must complete the appropriate application and sign the certification statement. Additionally, applicants must be current with their collegiate or alumnae dues and in good standing with the Delta Gamma Fraternity. [Applications](#) are accepted and evaluated on a continuous basis. Grant amounts are based upon funds available.



Training and Programming

Delta Gamma creates cutting edge programming to develop members' social responsibility, maintain their health and well-being, enhance their leadership skills, and exemplify Article II of the Delta Gamma Constitution, which states: "As provided in the Articles of Incorporation, the objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character." The Foundation provides annual grants to the Fraternity to provide funding for the development and implementation of the following training and programming initiatives, among others.

Training and Programming supports initiatives in the areas of:



**Social
Responsibility**



**Health &
Well-Being**



Leadership

Delta Gamma Foundation Lectureships in Values and Ethics

The Delta Gamma Lectureships were established in 1992, when the late Dr. Paul Martin and Dotty Martin, Eta-Akron, contributed three \$50,000 grants (The Dorothy Garrett Martin Challenge Grants) to the Foundation in recognition of their 50th wedding anniversary.

Devoted volunteers Dr. Karla Treckel Mugler, Gamma Epsilon-Kent State, Margaret Hess Watkins, Alpha Xi-West Virginia, and Maureen Sweeney Syring, Nu-Idaho worked with the Martins to develop their vision: to establish a venue on college campuses where values and ethics could be discussed in an open format. The outcome was the Delta Gamma Foundation Lectureships in Values and Ethics.

Much of the programming sponsored by the Foundation focuses on personal development. Article II of Delta Gamma's Constitution states: "As provided in the Articles of Incorporation, the objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character." Lectureships in Values and Ethics speak to the very heart of Delta Gamma's purposes.

Established Lectureships are as follows:

- American University
- DePauw University
- Duke University



- Indiana University
- Louisiana State University
- Mississippi State University
- Purdue University
- Roanoke College
- Southern Methodist University
- Texas Christian University
- Texas A&M University
- University of Houston
- University of Michigan
- University of Akron
- University of Missouri
- University of North Dakota
- University of Oklahoma
- University of Southern California
- University of Texas
- University of Washington
- Wichita State University
- Convention Lectureship

At this time, new lectureships are not being established.

Please find resources related to Lectureships in the [website library](#) (search "lectureship").



Service for Sight

In 1936, Eta-Akron chapter member Ruth Billow made a plea to the Convention body to adopt sight preservation and aid to those who are blind or visually impaired as Delta Gamma's philanthropy. That shared philanthropic mission has become the cornerstone of our service and commitment to do good. Delta Gamma's philanthropy, Service for Sight, provides access and advocacy for those in the blind and visually impaired community. Promoting Service for Sight both through service and fundraising is a key piece of the Delta Gamma Foundation's mission. Service for Sight helps members live out our do good motto.

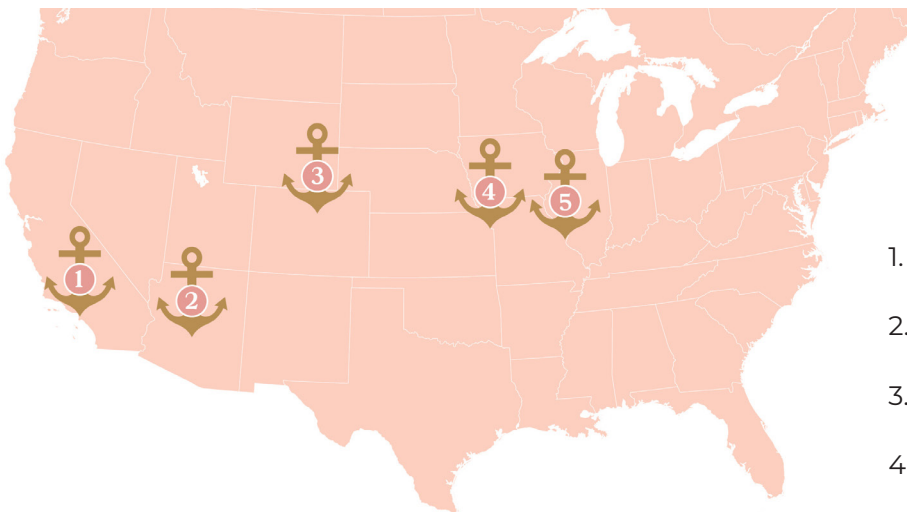
Grants

The Delta Gamma Foundation makes a significant impact in the blind and visually impaired community by awarding grants to qualified national organizations sharing Delta Gamma's Service for Sight philanthropic mission. Organizations interested in receiving financial support in the form of a grant can apply each year; a link to grant applications is available on the Delta Gamma website. Grant recipients for each year are posted on the [Delta Gamma website](#).

Chapters/groups can support local partner organizations by voting to direct a portion of their fundraising efforts or other gifts to a sight-related 501(c)(3) charity that shares our Service for Sight mission. Individual donors and groups can make gifts to the general Service for Sight fund, or designate gifts to support groups that work with veterans who are blind or visually impaired through the Service for Sight: Joining Forces fund.

Schools

The Foundation proudly supports the five Delta Gamma Schools for Children with Visual Impairments founded by Delta Gammas and supported by members through service and fundraising. We highlight our dedication to the Delta Gamma schools with [Hope Child](#), a story-telling initiative. Schools are supported through Service for Sight national grants, and many alumnae groups and collegiate chapters choose to direct a portion of their fundraising proceeds to the Delta Gamma school of their choice.



1. [Blind Children's Center](#), Los Angeles, CA
2. [Foundation for Blind Children](#), Phoenix, AZ
3. [Anchor Center for Blind Children](#), Denver, CO
4. [Children's Center for the Visually Impaired](#), Kansas City, MO
5. [Center for Children with Visual Impairments](#), St. Louis, MO



Hope Child

Endorsed in 2020, Hope Child invites both members and potential new members to learn more about the Delta Gamma Schools for Children with Visual Impairments through the faces and stories of their students. A Hope Child is another way to share the impact of the Foundation and to spotlight the personal stories of Service for Sight. This initiative is an opportunity to inspire our collegiate and alumnae members for increased fundraising and most importantly, a challenge to our members to do good for Delta Gamma schools. Please consult the [Hope Child section of our webpage](#) for information and resources.

Sponsorships

The Delta Gamma Foundation is proud to sponsor events that provide opportunities for athletes who are blind to participate in the California International Marathon and the Boston Marathon. The Foundation also sponsors the American Foundation for the Blind's (AFB) Delta Gamma Fellows program. The Foundation sponsors 12 advanced-degree students working in the field of blindness and their faculty advisors to attend the AFB annual conference.

Previous sponsorships have included:

- [USABA](#) National Blind Marathon Championships (California International Marathon)
- [Team with a Vision](#) (Boston Marathon)
- Guide Runner
- [AFB](#) conference Delta Gamma Fellows

Do Good Hours

In the last two years, Delta Gammas have given over 340,000 hours in service to others, and 3.6 MILLION hours since we started keeping track 30 years ago!

Do Good Service for Sight

will be strictly defined as supporting the community of persons who are blind or visually impaired, promoting sight conservation, or volunteering with organizations whose philanthropic mission is to support the community of persons with blindness or vision impairments, or to prevent, treat, or advocate on blindness or vision impairments.



Do Good Non-Service for Sight

will be defined as volunteering in support of any organization or cause to which the member feels connected.



DO GOOD HOURS: COLLEGIANS

Every Delta Gamma collegian is encouraged to complete a minimum of 8 Do Good Hours each year. Although 8 hours is the minimum encouraged, many members and chapters do much more!

Collegiate vp: Foundation/director of service hours responsibilities

- Organize Do Good Service for Sight Hours opportunities.
 - Review the [Service for Sight Volunteer Opportunities](#) for list of SFS organizations interested in Delta Gamma volunteers.
- Encourage members to complete 8 Do Good Hours per academic year.
- Present the [Foundation Education for Recruitment: Let's Talk Philanthropy](#) workshop during recruitment prep week.
- Help members track service hours.
- Maintain a record of both Do Good Service for Sight hours and Do Good Non-Service for Sight hours per member.
- Complete progress reports on the Log Service Hours task in [Anchorbase](#).

A complete list of responsibilities is located in the [Collegiate Chapter Officers Manual \(CCOM\)](#).

Tracking and Logging Do Good Hours

With the recent transition to Do Good: Service for Sight Hours and Do Good Hours, Delta Gamma has created a simple way to track hands-on service by members. Whenever Delta Gammas participate in a volunteer service opportunity, they can now submit their participation by filling out a one minute survey of their experiences from a smart phone or other device via google form. Tracking Do Good Hours helps us celebrate and recognize our members and chapters for all of the ways in which they do good for our Service for Sight philanthropy and other worthy causes.

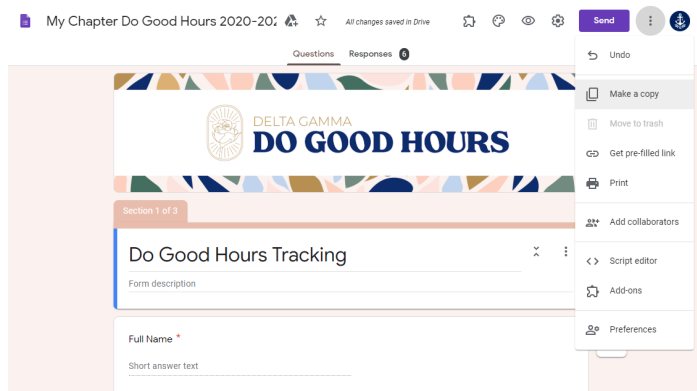
- vp: Foundation/director of service hours will enter Do Good Service for Sight Hours and Do Good Non-Service for Sight Hours using a tracker (google form or other tracking document) into the Log Service Hours task in Anchorbase five times throughout the year: October 15, December 15, February 15, April 15 and the last day of classes. (see below).
- If a member participates in a group service event, that member is responsible submitting their own Do Good Hours using the Do Good Hours Google Tracking Form or other tracking process.
- To be eligible for Foundation service awards, an upload of current progress will need to be submitted in Anchorbase by April 15 every year.
- Do Good Hours completed in the summer will be applied to the upcoming academic year.

Tracking Do Good Hours:

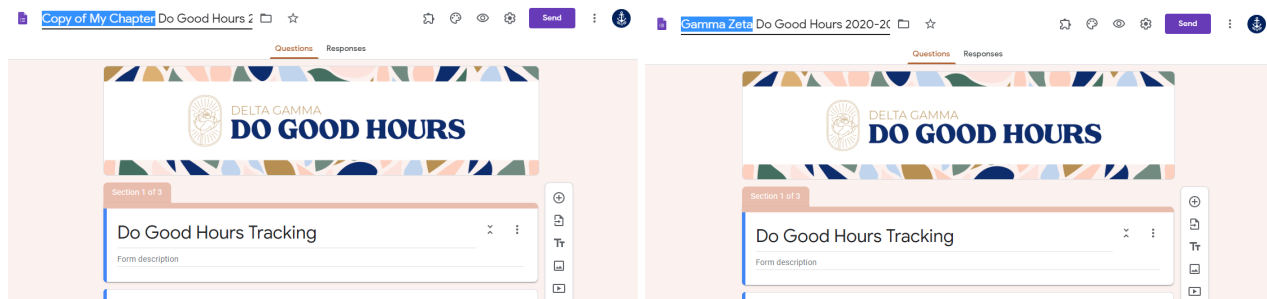
The vp: Foundation for each collegiate chapter can perform the following steps once each school year to set her chapter up for success in recording Do Good Hours for all of her sisters throughout the year.



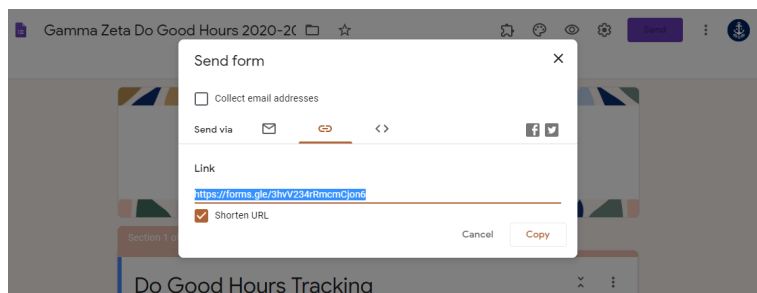
1. Your Regional Foundation Coordinator (RFNC) will notify you via email that you have access to the Do Good Hours Tracking Google Form. You may request access from your coordinator if you have not received an email.
2. Once you open the form, make a copy by selecting the option “Make a copy” from the forms editor options menu. You’ll find this option by clicking on the row of three vertical dots to the right of the “send” button in the upper right hand corner of the page.



3. When copying, you’ll have the opportunity to rename the form. Highlight “Copy of My Chapter” and type in the name of your chapter, but keep the “ Do Good Hours 2021-2022.”



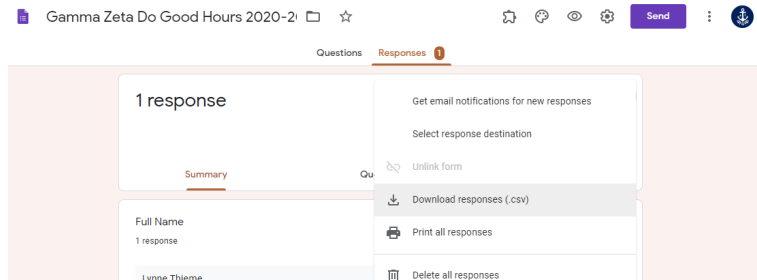
4. Click “okay” after changing the name of the form.
5. In order to share the form’s location with members of your group or chapter, you’ll need to share the URL of the form you just copied and renamed.
6. Copy the form link by first clicking on the “Send” button in the upper right corner. From the “Send Form” pop-up window, select the link icon (the paperclip looking icon in the middle) and click on the “Shorten URL” box.



7. Save the link on your phone and/or computer somewhere that will be easy for you to find when members ask you for the link. You can share the link via text, email, Twitter, or post it to your chapter's Facebook page. You can also use the envelope icon to send yourself a link to the page via email.

Uploading Service Hours into Anchorbase:

1. Download your form responses into a .csv file by selecting this option from your form "Responses" tab.



2. Log in to Anchorbase (Foundation > Tasks > Log Service/Awareness Hours) and upload the saved file.





Service for Sight Philanthropy and Do Good Hours: A Resource for Collegians

The do good motto has been a hallmark of membership in Delta Gamma since its founding. Members live out this motto in multiple ways, including by supporting Delta Gamma's philanthropy Service for Sight and the Delta Gamma Foundation. Adhering to our do good motto also shows our campus communities and prospective new members what being a Delta Gamma is all about and shares the impact of our Service for Sight philanthropy.

Since 1936, when Ruth Billow, Eta-Akron asked the convention body to adopt "aid to the blind" as Delta Gamma's official philanthropy, members have been committed to serving those in the blind and visually impaired community through Service for Sight. Ruth herself was blind and knew first-hand the needs of those in the blind and visually impaired community, particularly children. Since 1951, the Delta Gamma Foundation has fostered relationships with hundreds of organizations that provide access and advocacy for those in the blind and visually impaired community, along with supporting sight preservation and conservation, and founding five Delta Gamma schools for children with visual impairments: Blind Children's Center in Los Angeles, Foundation for Blind Children in Phoenix, Anchor Center for Blind Children in Denver, Children's Center for the Visually Impaired in Kansas City, and Delta Gamma Center for Children with Visual Impairments in St. Louis.

Delta Gamma recognizes the many ways in which collegiate members do good, although Service for Sight remains our philanthropy and priority for both fundraising and volunteer service. All members are encouraged to complete volunteer service — to do as much good for our Service for Sight philanthropy and in your communities as your time, talents, and treasures allow.

Key enhancements to volunteer service hours:

Delta Gamma recognizes members for all the volunteer service you do in your communities, and as such, service hours are referred to as **Do Good Hours**.

Collegiate members are encouraged to complete 8 **Do Good Service for Sight and/or Do Good non-Service for Sight hours each year** as a responsibility to our membership.

Members will no longer face disciplinary action if they are unable to meet the encouraged 8 hours of volunteer service, but individual chapter leadership and vp: Foundation should continue to work with members to facilitate Do Good Service for Sight volunteer and fundraising opportunities.

Do Good Service for Sight

will be strictly defined as supporting the community of persons who are blind or visually impaired, promoting sight conservation, or volunteering with organizations whose philanthropic mission is to support the community of persons with blindness or vision impairments, or to prevent, treat, or advocate on blindness or vision impairments.



Do Good Non-Service for Sight

will be defined as volunteering in support of any organization or cause to which the member feels connected.

What counts as Do Good Hours:

Hands-on service, tabling to educate others about our Foundation and/or our philanthropy, advocacy for the blind community and any other interactive volunteer service.



Fundraising, purchasing or donating items are **not** considered Do Good Hours.

Tracking Do Good Hours:

Individual members should continue to track Do Good Hours. This should be done with the chapter specific Google Form distributed by your vp: Foundation.

Did you ...

- volunteer in support of a person or persons with blindness or vision impairments?
- volunteer with an organization that serves the blind and visually impaired community?
- perform activities promoting sight conversation?



Yes,
I did one or more of these activities.

Hours are logged as
Do Good Service for Sight Hours.



No,
I did another type of service.

Hours are logged as
Do Good Non-Service for Sight Hours.

Vp: Foundation or director of service hours should complete the Log Service Hours task in Anchorbase throughout the year, upload their chapter's tracking spreadsheet, and fill in cumulative chapter hours to date for Do Good Service for Sight and Do Good Non-Service for Sight Hours. Progress reports requested on 10/15, 12/15, 2/15, 4/15, and the final submission is due on the last day of classes.

The information collected will be used to recognize those chapters and members who have completed their encouraged Do Good Hours each year.

Recognition Opportunities:

Individual chapter leadership and vp: Foundation can brainstorm ideas to reward chapter members who meet their encouraged Do Good Hours each year.

Delta Gamma Foundation will recognize members who complete 8 Do Good Service for Sight Hours each year by inviting them to join the Foundation's Collegiate Giving Society.

Delta Gamma will continue to recognize chapters for their devotion to Service for Sight volunteer service and fundraising through annual Foundation awards.

- Regional Foundation Award for Collegiate Chapters, Excellence in Philanthropy: Service (based on Do Good Service for Sight Hours)

Delta Gamma will recognize chapters for their Do Good Hours through biennial Foundation awards.

- H.K. Stuart Spirit of Service Award is presented every Convention year and recognizes chapters that evidence the spirit of dedication and commitment to serving others and the personification of the Delta Gamma motto, do good, in every aspect.

We trust that our membership will continue to prioritize Service for Sight through volunteering and fundraising, as well as engage in individual volunteer service in areas to which they feel a strong connection. Changes to Do Good Hours went into effect as of July 1, 2020.

Questions? Contact your Regional Foundation Coordinator (RFNC) or email collservice@deltagamma.org.

DO GOOD HOURS: ALUMNAE

Alumnae vp: Foundation responsibilities

- Organize Do Good Service for Sight Hours opportunities.
 - Review the [Service for Sight Volunteer Opportunities](#) for list of SFS organizations interested in Delta Gamma volunteers.
- Maintain a record of both Do Good Service for Sight Hours and Do Good Non-Service for Sight Hours for group and individual members using the [Do Good Hours Tracker](#).
- Complete progress reports on the Log Service Hours task in [Anchorbase](#).

A complete list of responsibilities is located in the [Alumnae Officers Manual](#).

Tracking and Logging Do Good Hours

- vp: Foundation will enter Do Good Service for Sight Hours and Do Good Non-Service for Sight Hours into the Log Service Hours task in Anchorbase (see below).
- Please upload progress into Anchorbase on November 15 and May 15.
- To be eligible for Foundation service awards, an upload of current progress will need to be submitted in Anchorbase by May 15 every year.

Tracking Do Good Hours:

Use the optional [Do Good Hours Tracker](#) located in the website library.



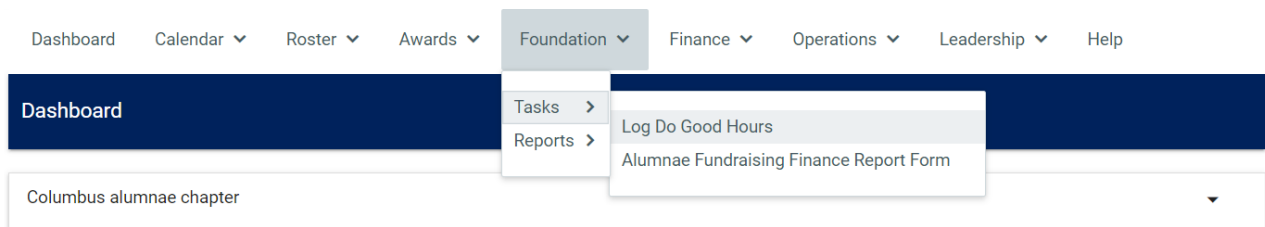
[Alumnae Group Name] Do Good Hours Tracker

Member Name	Type of Hours	Group/Individual	Total Hours
Example Member Name	Do Good Service for Sight	Group	2

Logging Do Good Hours:

- Log in to Anchorbase. Go to Foundation > Tasks > Log Do Good Hours. Click "Continue" on the next screen.

Do Good Hours are reported just twice a year (November 15 and May 15). This includes all Do Good Service for Sight or Do Good Non-Service for Sight group and individual hours rolled into one report (groups/members no longer earn hours for activities formerly known as "awareness").



2. Select the current year's task below and click "Continue."

Select	Key Field	Status	Date Submitted	Date Posted
<input type="checkbox"/>	2020-2021			9/29/2020
<input checked="" type="checkbox"/>	2021-2022			7/1/2021

- Section 1: describe the type of Do Good Service for Sight activities your group completed.
- Section 2: enter the total number of Do Good Service for Sight hours your group completed.

Do Good Service for Sight will be strictly defined as supporting the community of persons who are blind or visually impaired, promoting sight conservation, or volunteering with organizations whose philanthropic mission is to support the community of persons with blindness or vision impairments, or to prevent, treat, or advocate on blindness or vision impairments.

Hours are cumulative, so you will enter your year to date hours in November and then enter the full year in May. Reporting the hours in November is a check-in to show progress, but May will total the entire year.

Note: You will be able to fill this report in throughout the year to capture portions of data if you like to work that way. Just click on the orange "save" button on the right side of your screen to keep your work in progress.

- Section 3: enter the total number of Do Good Non-Service for Sight hours your group completed.

Do Good Non-Service for Sight will be defined as volunteering in support of any organization or cause to which the member feels connected.



- Section 4: upload your tracking spreadsheet. This can be your own spreadsheet, or you can download the sample from the DG library: Foundation: Alumnae Service Hour Tracker.

4. Upload your tracking form of group/individual Do Good hours.

Upload document here
 No file chosen

- Once the form is completed, you will click “Continue.”
- Next is the validation step. The form will only be submitted when you proceed to the validation step and submit. Scroll all the way to the bottom of the form. Type your name and the date to electronically sign after verifying the information is correct. Click “Continue” to proceed to the receipt page to make sure that the form was submitted correctly.

Type your name and date as shown to certify the information you entered is correct. Then click the blue “Continue” button.

First Name	Last Name	10/26/21
First Name	Last Name	10/26/2021

(Enter Information)
 Step: Validation
 (Receipt)

- Once you have started a form, you can return to that form by clicking the box in front of the form. This will allow you to save your work as you go.

Select	Key Field	Status	Date Submitted	Date Posted
<input type="checkbox"/>	2020-2021			9/29/2020
<input checked="" type="checkbox"/>	2021-2022	Last Saved by Name of Officer	10/26/2021	7/1/2021

(Overview)
 Step: Selection
 (Enter Information)





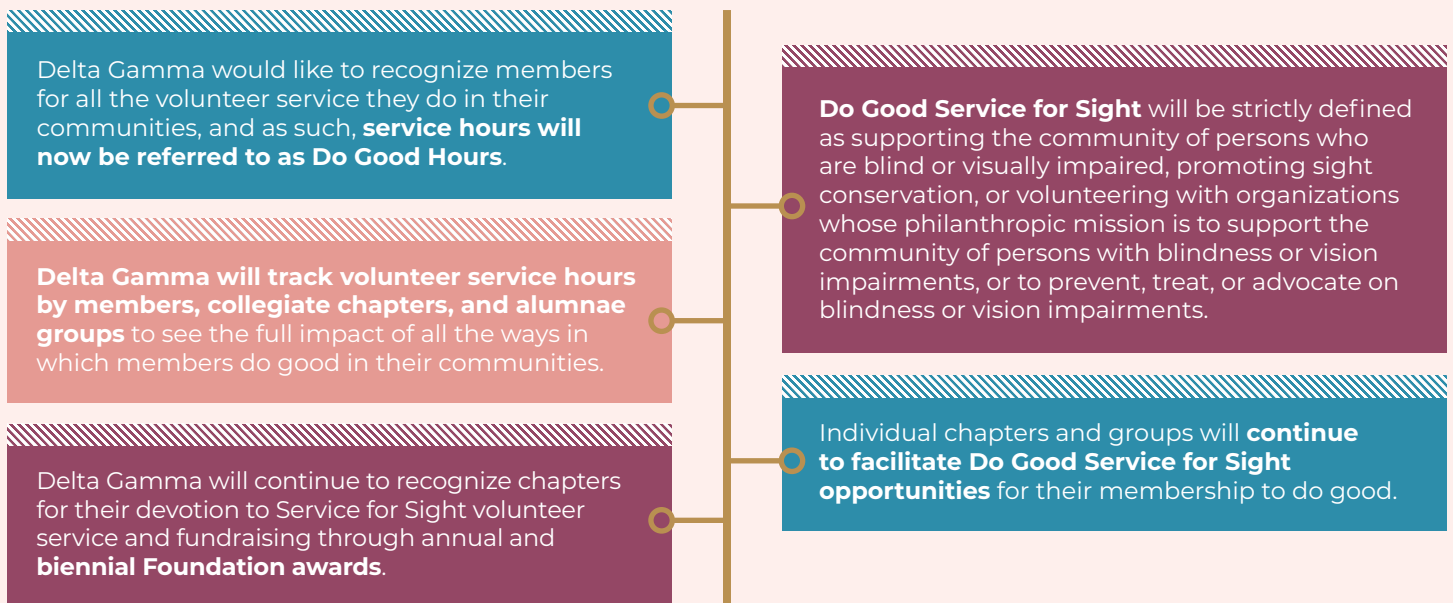
Delta Gamma

Service for Sight and Do Good Hours: Alumnae Resource

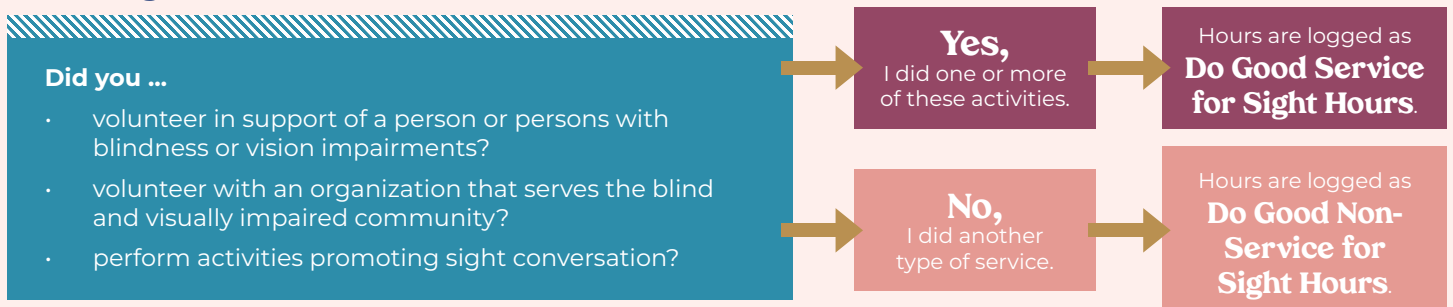
Since 1936, when Ruth Billow, Eta-Akron asked the convention body to adopt “aid to the blind” as Delta Gamma’s official philanthropy, members have been committed to serving those in the blind and visually impaired community through Service for Sight. The Delta Gamma Foundation has fostered relationships with hundreds of organizations that provide access and advocacy for those in the blind and visually impaired community, along with supporting sight preservation and conservation, and founding five Delta Gamma schools for children with visual impairments. The Foundation has facilitated support for Service for Sight by collegiate chapters, alumnae groups, and individual members by creating and maintaining programs to allow members to engage with their philanthropy.

Delta Gamma recognizes the many ways in which collegiate members do good, although Service for Sight remains our philanthropy and priority for both fundraising and volunteer service. All members are encouraged to complete volunteer service — to do as much good for our Service for Sight philanthropy and in your communities as your time, talents, and treasures allow.

Key enhancements to volunteer service hours:



Tracking Do Good Hours:



We trust that our membership will continue to prioritize Service for Sight through volunteering and fundraising, as well as engage in individual volunteer service in areas to which they feel a strong connection.

Questions? Contact your Regional Foundation Coordinator (RFNC).

COMPONENTS OF A SUCCESSFUL SERVICE PROGRAM

Motivating Members for Do Good Service for Sight

- Review and present information from the Foundation [Annual Impact Report](#) and information found on the Delta Gamma Foundation [website](#).
- Show the [Delta Gamma philanthropy video](#) at a meeting.
- Consult the Service for Sight organization [Google map](#) for organizations in your area that share our Service for Sight mission.
- Invite a person who is blind or visually impaired to speak to members of your group about living with visual impairments.
- Invite an eye care professional to speak about eye health and eye diseases.
- Invite a guide dog handler to come to the chapter and learn about meeting and working with guide dogs. Check out [guidedogs.com](#) for some advice on meeting a working guide dog team.
- Ensure that all members know sighted/human guide techniques so they are comfortable serving as guides. Check out [these techniques](#) to learn more.

Examples of Do Good Service for Sight Hours activities

Help someone with blindness or low vision:

- Serve as a sighted/human guide and/or assist students who are visually impaired. Check with the Student Services office on campus or with local schools for opportunities.
- Assist persons who have impaired vision with their correspondence, transportation and daily living chores or read to them, talk to them and play games with them.*
- Develop a supportive relationship with people at risk for visual impairments such as the elderly living in a local retirement or assisted living facility.
- Install the [Be My Eyes](#) app and remotely assist people who are visually impaired.
- Teach others how to make their social media accessible by using [best practices](#) as recommended by AFB.
- Blind New World advocacy: [blindnewworld.org](#)
 - Create a blind awareness social change campaign to demystify blindness and break down the barriers to inclusion.
- Contact [Prevent Blindness America](#) to participate in glaucoma screening, vision screening and other programs.
- Serve as guide runners and guides during 5Ks, marathons, and other outdoor activities with athletes who are blind or visually impaired.
- Babysit or sponsor a special occasion party for children who are blind or visually impaired.
- Recognize [White Cane Safety Day](#) on October 15.



Help an organization ([use this Service for Sight organization map](#)) supporting the blind community by:

- Volunteering with guide dog organizations and helping raise guide dog puppies.
- Volunteering at schools for children who are blind or visually impaired.
- Working with a local school for the blind to:
 - Make “touch and feel” books, musical/beeping eggs or other projects.
 - Host and facilitate a mock interview/resume building program for teenagers and adolescents.
 - Hold a braille spelling bee.
 - Assist with computer technology sessions, reading to the blind, or support in other daily tasks.
- Offering to help with administrative work for local agencies serving people who are blind or visually impaired.
- Recording textbooks/audiobooks with [Learning Ally](#).
- Offering to help with administrative work or fundraisers for local agencies serving people who are blind or visually impaired.

Educate communities about Service for Sight, eye health, sight preservation, and the experiences of people living with blindness. Some examples include:

- Participating at campus or community health fairs by setting up a “Facts About Eyes” booth. Distribute information about visual impairments obtained from www.nei.nih.gov/nehep or Delta Gamma Foundation [website](#).
- Assisting the Lion’s Club with White Cane Safety Day vision screening.
- Spread education for the many [vision and eye health awareness months](#) throughout the year by distributing brochures or starting a social media campaign.
 - [Order and print information](#) to distribute from the National Eye Institute.
- Promoting eye health in your community: nei.nih.gov/learn-about-eye-health
 - Use materials from [Think About Your Eyes](#) for community outreach on vision health.
 - Check out w-e-h.org for facts about Women’s Eye Health.
 - To celebrate Louis Braille’s birthday (January 4), pass out cupcakes and allow people to write their name in braille using a slate and stylus or with muffin tins and tennis balls. Braille games and more can be found at [American Print House Braille Bug](#).
 - [Download Prevent Blindness fact sheets](#) to create an informative display for tabling.
 - Invite a guide dog organization to bring puppies to campus to make others aware of the process of training and placing a guide dog.

**We do ask that all of our members be especially careful about the locations used for personal meetings and individual service opportunities. It is not recommended that the reading take place in chapter houses, suites or lodges. Location suggestions include: public places, student centers, restaurants and libraries. Volunteering at a person’s home should only occur after a relationship has been well-established. In this case especially, members should always use the buddy system and never go alone.*



REFLECTION AND RECOGNITION

As members engage in doing good for their communities, we are given the opportunity to remember the values we hold true as Delta Gammas. We encourage all members to take time to reflect after engaging in Do Good Hours service and consider what you learned from those you served and how the opportunity contributed to your personal growth.

Each year, in recognition of service to Delta Gamma Foundation's Service for Sight philanthropy, the top ten chapters/groups, both collegiate and alumnae, are selected based on service hours completed. These dedicated chapters/groups are recognized in various ways at Convention and on the Delta Gamma website.

Collegiate members will be invited to membership in the Collegiate Giving Society if they complete and record 8 Do Good Service for Sight hours in an academic year.



***FAQs- Want to know more or still have questions?
Consult the [Collegiate](#) or [Alumnae](#) FAQ
documents at the end of this resource or contact
your [Regional Foundation Coordinator \(RFNC\)](#).***



Sight-Related Holidays and Monthly Observances

You can learn more about the monthly observances at preventblindness.org or by visiting the website noted in the descriptions below.

January

National Glaucoma Awareness Month

More than 2.2 million Americans age 40 and older suffer from glaucoma. Nearly half do not know they have the disease — it causes no early symptoms.

Braille Literacy Month

World Braille Day — January 4

February

AMD/Low Vision Awareness Month

Age-related macular degeneration is a leading cause of vision loss, affecting more than 2 million Americans age 50 and older. Low vision aids can make the most of remaining vision.

March

Workplace Eye Wellness Month

When it comes to eye health, the more vision ailments employees have, the more medical care they utilize, increasing healthcare related expenses.

World Glaucoma Week

World Glaucoma Week is a global initiative of the World Glaucoma Association (WGA). Visit worldglaucomaweek.org to find out the specific dates each year.

April

Women's Eye Health and Safety Month

Women often manage family health concerns. Do you know how to protect your sight? Hormonal changes, age and smoking can endanger sight.

International Guide Dog Day — Last Wednesday in April

#GuideDogDay

May

Ultraviolet Awareness Month

Exposure to UV rays can burn delicate eye tissue and raise the risk of developing cataracts and cancers of the eye. Protecting your eyes from UV dangers and choosing the right sunglasses will be the topic of the month.

June

Cataract Awareness Month

Cataract is the leading cause of blindness in the world. There are close to 22.3 million Americans age 40 and older with cataracts. More than half of all Americans will have cataracts by age 80.

National Sunglasses Day — June 27

nationalsunglassesday.com
#NationalSunglassesDay #SunglassSelfie

July

Dry Eye Awareness Month

Nearly 16 million Americans have dry eye, which in severe cases, may cause serious vision problems.

Fireworks Safety Awareness Week — June 28-July 4

August

Children's Eye Health and Safety Month

Healthy vision contributes to children's school readiness, ability to learn, overall healthy development and ability to reach motor developmental milestones and that vision screening and eye care are essential.

September

Sports Eye Safety Month

There are thousands of eye injuries a year related to sports and hazards around the house.

National Guide Dog Month

Guide dogs can make a profound difference in people's lives. This month serves as a celebration of all the wonderful work guides dogs have done.

October

Blindness Awareness Month

Every October, Blindness Awareness Month brings a heightened focus on the blind and visually impaired community and the realities of living without sight.

World Sight Day — Second Thursday of October

White Cane Awareness Day — October 15

November

Diabetes-Related Eye Disease Month

According to the National Eye Institute, over 7 million Americans are impacted by diabetic retinopathy, a condition involving chronic high blood sugar that damages the retina's blood vessels.

December

Give the Gift of Sight Month

Prevent Blindness has declared December as "Give the Gift of Sight Month," asking the public to reflect on the joys of healthy vision and give back financially.





GIVING



Collegiate Chapters and Alumnae Groups

Since our founding in 1873, Delta Gammas have had a strong desire to help others, as evidenced by our motto "do good." Today, the Delta Gamma Foundation creates meaningful experiences and impacts the lives of our members because of the financial generosity of donors. Individuals, collegiate chapters, and alumnae groups make gifts to the Foundation which in turn are used to fund our three areas of support: Individual Member Support, Training and Programming and Service for Sight. Collegiate chapter and alumnae group fundraising events are a vital pillar upon which the Foundation fulfills its mission.

Every collegiate chapter and alumnae group is encouraged to support the Foundation through fundraising events. See below for fundraising event ideas.

Foundation Fundraising

TAX-DEDUCTIBLE FUNDRAISING

The Delta Gamma Fraternity and its chapters are formed under section 501(c)(7) of the tax code and as such, gifts to the Fraternity are not tax deductible. However, the Delta Gamma Foundation is formed under section 501(c)(3) of the tax code which allows donors to take a tax deduction for gifts to the Foundation.

A tax-deductible fundraiser must:

- Have 100% of the proceeds be processed by the Delta Gamma Foundation for charitable purposes.
- Be clear whether or not gifts to their fundraisers are tax deductible or not in all marketing and communications (see below for sample language).
- Instruct donors/purchasers to make their checks payable to the Delta Gamma Foundation or via memberplanet. The Foundation will send receipts directly to the donor for gifts of \$250 or above.

When fundraising, keep in mind:

- A donor must give something away in order for a gift to be tax deductible. Ex: a cash donation, purchase a ticket to a dinner where the admission price exceeds the cost of the meal, goods or services to be sold or auctioned.
- Chapters cannot retain a portion of the proceeds for their own purposes. In order for the Foundation to maintain its tax-exempt status, it is essential that this basic guideline be followed.
- The Foundation will reimburse your group for expenses with receipts up to the total amount of fundraising dollars raised.
 - Record each expense on the Fundraising Finance Report Form and submit the form in Anchorbase with your original receipts, along with any checks made payable to the Delta Gamma Foundation, 3250 Riverside Dr., Columbus, OH 43221.
 - Make photocopies or take photos of all receipts for your records.
- Complete the Fundraising Finance Report Form (FFRF) in Anchorbase.



- If there are no checks to be mailed to the Foundation, please email a photocopy of the receipts for reimbursement with your completed FFRF to FoundationFinance@deltagamma.org.
- Collegians – vp: finance completes FFRF together with vp: Foundation via Anchorbase within two weeks after the event and will send a printed copy to Delta Gamma Foundation. If there are no checks to be mailed in, email a PDF of completed FFRF to FoundationFinance@deltagamma.org.
Chapter Management > Finance > Tasks > Fundraising Finance Report Form
- Alumnae - vp: finance and/or vp: Foundation (or president if there is no vp: finance) completes FFRF via Anchorbase within two weeks after the event and will send a printed copy of FFRF to Delta Gamma Foundation together with any checks. If there are no checks to be mailed in, email a PDF of completed FFRF to FoundationFinance@deltagamma.org.
Foundation > Tasks > Fundraising Finance Report Form

Examples of tax-deductible fundraisers include:

- Anchor Games (Anchor Splash®, Anchor Slam, Anchor Bowl, Anchor Dash, etc.),
- Tables That Bloom
- Parents’ Day auctions
- Raffles, silent auctions of donated items, etc.
- And many more where the proceeds are directed to the Delta Gamma Foundation.

Advertising tax-deductible fundraisers:

- You **can** say:
 - “Proceeds will fund the areas of support of the Delta Gamma Foundation”
 - “Proceeds will fund the areas of support of the Delta Gamma Foundation and the ABC local organization” *(If directing a portion of your gift to a local 501(c)(3) that shares our Service for Sight mission)*
- You **cannot** say:
 - “Proceeds will support Alpha Beta chapter of Delta Gamma”
 - “Proceeds will support the Delta Gamma Fraternity”

NON TAX-DEDUCTIBLE FUNDRAISING

In general, if a chapter is purchasing goods or services to be sold, these fundraisers are not tax deductible. Examples include: flower sales, candle sales, poinsettia sales, holiday card and stationery sales and car washes.

Net proceeds sent to the Foundation will still count toward the chapter’s giving total, and chapters can still direct a portion of the proceeds to qualified 501(c)(3) organizations that share our Service for Sight mission. Donors, however, will not receive a tax deduction for their donations. Chapters should not make statements suggesting or stating donations are tax deductible.

For questions about whether a fundraiser is tax deductible or not, [contact](#) the Foundation professional staff at Executive Offices.



TYPES OF GIFTS

- **One-time gifts:** make a gift online at donate.deltagamma.org, by mail, or by phone.
- **Tribute gifts:** Make donations to the Loyalty Fund in honor or memory of someone special, as well as to sponsor a scholarship or fellowship. The Foundation will notify the honoree or the family of those memorialized.
- **Brick Walkway:** Donors can buy a brick in honor or memory of an individual or group to be placed in the brick walkway and patio at Executive Offices in Columbus, OH. Please complete the [brick order form](#) in the Delta Gamma website library or [make a gift online](#) and include information in the comments section.
- **Scholarships and fellowships:** Many collegiate chapters and alumnae groups choose to endow a scholarship or fellowship or fund a one-time scholarship or fellowship. Please consult the resources in the Delta Gamma [website library](#) for more information on how to endow a scholarship or fellowship.
- **Directing your gift to local organizations:** See the infographic on the following page to learn how collegiate chapters and alumnae groups can direct a portion of their Delta Gamma Foundation gift to a local 501(c)(3) organization that shares our Service for Sight mission.

DIRECTING COLLEGIATE CHAPTER OR ALUMNAE GROUP GIFTS

Collegiate chapters and alumnae groups can direct their gifts to a specific Delta Gamma Foundation fund or purpose. However, gifts to the Loyalty Fund, funding areas of greatest need and our three areas of support, allow the Foundation to address the emerging or immediate needs of Delta Gamma's membership and constituents. The Board of Trustees regularly reviews and then allocates unrestricted donations to the areas of greatest need.

The Foundation also offers a way for collegiate chapters and alumnae groups to receive credit for their gifts to the Delta Gamma Foundation, while also giving to local organizations that share our Service for Sight mission.

Collegiate chapters may donate up to 50% and alumnae groups may donate up to 90% of their net Foundation fundraiser proceeds. Fundraising event advertising should state: "proceeds will fund the Delta Gamma Foundation's areas of support and the ABC local charity (organization must share our Service for Sight mission)" Chapters may direct a portion of their gift whether their fundraisers are tax deductible or not. For more information, view the infographic on the following page.





Delta Gamma Foundation

Collegiate Chapters and Alumnae Groups:

How to Direct a Portion of Your Gift to a Local Organization

Many alumnae groups and collegiate chapters give 100% of their fundraising proceeds to the Delta Gamma Foundation to the Loyalty Fund supporting areas of greatest need and our three areas of support. The Foundation offers a way for chapters to receive credit for their gifts to the Delta Gamma Foundation, while also giving to local organizations that share our Service for Sight mission. Chapters may participate whether their fundraisers are tax deductible or not.



USING MEMBERPLANET FOR ONLINE FUNDRAISING

Memberplanet is the only approved online donation site for Delta Gamma-related fundraising. Templates exist for both collegians and alumnae to share with family and friends. Donation sites can include thermometers showing amounts raised and goals, pictures and video uploads, and funds collected for T-shirts, donations and tickets!

To create a site, begin by logging in to memberplanet.com. Once logged in, you will be able to edit, customize and create a unique page to fit your chapter's event. Visit the [Delta Gamma Success Site](#) for step-by-step instructions on setting up your page. Once complete, the page can be shared via social media or in an email explaining the campaign.

Members can also download the mobile app allowing on-site donations, collection of funds for tickets and many other options. The funds will be deposited directly to the Foundation.

Venmo is available for any fundraiser attached to the Foundation with the following caveats:

- The Foundation does not have a Venmo account. Venmo is only available through a memberplanet donation site or payment form as a payment option.
- The fundraiser must be attached to the Foundation. If the fundraiser is not attached to the Foundation, then the chapter will need to create a new fundraiser which is attached to the Foundation bank account.
- **For Donation Sites:** If setting up a donation site for your fundraiser you do not need to contact anyone for assistance to set-up Venmo. That is done when creating your site.
- **For Payment Forms:** You will need to contact the Foundation finance team (foundationfinance@deltagamma.org) to initially set up the form. They will create a blank form attached to the Foundation bank account that you can edit. Venmo will be attached to that payment form.

QR codes (Redemption Codes) are great for pre-sell of admission-tickets, t-shirts, food sales, any pre-sell item. QR codes allow you to collect money for items or tickets BEFORE the event which allows for control of expenses and exchanging of cash.

Please watch the [instructional video](#) and [QR redemption code video](#) to better understand how to implement Venmo as a payment option. Both of these enhancements can streamline and increase your donor reach.



SAMPLE THANK YOU NOTES

Generic Service for Sight:

Dear [Name],

[Chapter] of Delta Gamma at [List school/university] appreciates the support your business has shown our chapter this year and your contribution of [description] for our [Event name] was very generous.

Our [Event type] raised more than [amount raised], which will go to our philanthropy, Service for Sight, which provides support to the blind or visually impaired community and promotes eye health and sight conservation. Your generous donation will support Service for Sight which helps fund important programs for the who are visually impaired and blind community.

Thank you again for your support of the [Chapter] of Delta Gamma.

Sincerely,

[Your Name]

Fundraising for the Foundation and a local 501(c)(3) sight-related organization:

Dear [Name],

[Chapter] of Delta Gamma at [List school/university] appreciates the support your business has shown our chapter this year and your contribution of [description] for our [Event name] was very generous.

Our [Event name] raised more than [amount raised], a portion of which will go to support the mission of the Delta Gamma Foundation, and to [Name of Local 501(c)(3) that shares our Service for Sight mission]. Your donation will enable Service for Sight to help fund important services to those who are visually impaired and blind.

Thank you again for your support of [Chapter] of Delta Gamma.

Sincerely,

[Your Name]

Generic Foundation mission:

Dear [Name],

[Chapter] of Delta Gamma at [List school/university] thanks you for [description of donation]. Your support for our [Event Name] is greatly appreciated.

Proceeds from our event will go to the Delta Gamma Foundation. The Foundation's mission is to foster lifetime enrichment for members, promote Service for Sight and partner with Delta Gamma Fraternity to ensure the future of our sisterhood. Your support has helped us continue our mission.

Thank you again.

Sincerely,

[Your Name]



Generic/short for alumnae groups:

Dear [Name],

Thank you very much for [description of donation/support from the business]. Our [Event Name] was a huge success, in a large part due to your help. Proceeds raised will benefit Delta Gamma's philanthropy, Service for Sight, which provides access and advocacy for those in the blind and visually impaired community.

Thank you again for your generosity and your support.

Sincerely,

[Your Name]

Generic/longer for alumnae groups:

Dear [Name],

Thank you for being a supporter of [Alumnae Chapter/Association] of Delta Gamma. Your generous donation of [description of donation] to our [Event Name] is greatly appreciated. [Description of how items donated will be used/have been used].

Our [Event Name] was very successful. Proceeds from the event will benefit the Delta Gamma's Foundation, whose mission it is to foster lifetime enrichment for members, promotes Service for Sight and partner with Delta Gamma Fraternity to ensure the future of our sisterhood. Proceeds will also be shared with [Name of Local 501(c)(3) that shares our Service for Sight mission]. Your donation will help fund important services to those who are visually impaired.

Thank you again for being an important member in the [Location Name] community and for your continued support. We wish your business continued growth and prosperity in the months and years ahead.

Sincerely,

[Your Name]

Impact message:

Dear [Name],

Thank you for your [description of donation] to [Chapter] of Delta Gamma. It really [short statement of impact].

Thanks to you, proceeds raised from our [Event Name] will benefit the Delta Gamma Foundation and Service for Sight. This enables the Delta Gamma Foundation to give grants locally and nationally to those who share our Service for Sight mission, providing access and advocacy for those in the blind and visually impaired community.

Thank you again for your support!

Sincerely,

[Your Name]

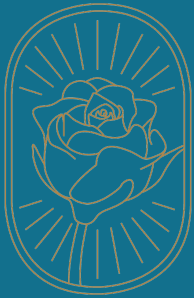


Collegiate Chapter Fundraising

Collegians raise money for the Foundation through our Signature Foundation Fundraisers like Anchor Splash®/Anchor Games and Non-Signature Foundation Fundraisers like food sales, restaurant percentage nights, and online percentage fundraisers. The most popular fundraiser for Delta Gamma collegiate chapters is Anchor Splash. It is a competitive swim meet among teams representing fraternities, sororities, dorm sections, campus organizations and others. Today more than 100 of our collegiate chapters host these events. Anchor Splash events on some campuses are so well-organized and recognized that they are among the major annual campus activities, raising thousands of dollars for many worthy areas of support of the Delta Gamma Foundation.

Please review the [Collegiate Foundation Fundraising Resource](#) located on the following pages for more specifics related to collegiate fundraising.





Collegiate Foundation Fundraising Resource

ANCHOR SPLASH® | ANCHOR GAMES | FOUNDATION FUNDRAISING

OCTOBER 2021



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The History of Anchor Splash®

Anchor Splash is a Signature Foundation Fundraiser of Delta Gamma collegians where fraternities, sororities and non-Greek organizations compete in swimming events! It is one of the most recognized philanthropic fundraisers in the fraternity/sorority community today.

Begun in 1966 at Beta Tau-Miami as a way to celebrate its 25th anniversary, Anchor Splash has spread to chapters across North America. More than 100 Delta Gamma chapters annually hold an Anchor Splash competition which includes events from synchronized swimming to relays. Both campuses and communities heavily support Anchor Splash in participation and sponsorship. On many campuses, it is one of the most popular events of the school year.

Many Anchor Splash events also include a banner contest, skit competition, or other creative and friendly events that follow our [Foundation Policies](#). Some chapters distribute sight-saving materials and hold eye screenings as well.

Along with Anchor Splash, Delta Gamma collegians hold other Anchor Games events, including Anchor Slam (basketball/volleyball), Anchor Dash (runs), and Anchor Bowl (bowling/football).

Funds from these events contribute to the Delta Gamma Foundation's key areas of support: [Individual Member Support](#), [Training and Programming](#), and [Service for Sight](#). By donating the proceeds of an Anchor Splash/Games event to the Delta Gamma Foundation, you are furthering Delta Gamma's ability to do good.

Signature and Non-Signature Fundraising Events

Collegians are encouraged to hold a minimum of one Signature Foundation Fundraiser and one Non-Signature Foundation Fundraiser per academic year.

SIGNATURE FOUNDATION FUNDRAISERS are large-scale and easily identifiable fundraisers that require the full chapter membership when planning, participating, and executing the fundraising event. These are normally tax-deductible fundraisers.

Examples:

- Anchor Splash
- Anchor Games
- Anchor Bowl
- Anchor Slam
- Anchor Dash (5K Run/Walk)
- Anchor Tee (Golf)
- “Champion of the Anchor” for Anchor Splash/Games
- Cornhole Tournament
- Hoops for Troops

NON-SIGNATURE FOUNDATION FUNDRAISERS are small-scale fundraisers that are planned by the Foundation team and/or a small committee but require full chapter membership support. These are normally non-tax-deductible fundraisers.

Examples:

- Corn for a Cause
- Delta Gamburger
- Deserts or Donuts with DGs
- Eye Scream for Ice Cream
- Milk and Cookies
- Paws for a Cause
- Penny Drop/Penny Wars
- Puppies and Pizza/Pizza for Paws
- Restaurant percentage nights
- Service for Slice
- T-shirt sales for events

Some chapters choose to hold **lead-in fundraising events** the week leading up to their Signature Foundation fundraiser. Some of the more popular lead-in events are Penny Drop/Penny Wars, T-shirt sales, restaurant percentage nights, food sales, and other creative small fundraising events that require little planning and build up to the Signature Foundation fundraiser.

****Note: If your chapter’s Signature or Non-Signature Foundation Fundraiser has to be canceled due to unforeseen circumstances, try to replace it with a virtual fundraiser. Please reach out to your RFNC for ideas about how to pivot to a virtual fundraiser.***

MULTI-PURPOSE PROGRAMMING

Consider incorporating Do Good Service for Sight Hours activities as part of your Anchor Splash/Games week. Educating your campus community by tabling and adding a service component for the Anchor Splash/Games participants can boost your fundraiser.

Tabling is an excellent way to teach others about Service for Sight and the mission of our Foundation. Hosting a speaker from the organization to which you are directing a portion of your fundraising proceeds can help inform others about the impact of your fundraiser. Additionally, invite competition from your participants with a do good opportunity.

Multi-Purpose Programming Ideas:

- Show the [Delta Gamma philanthropy video](#) (available on Vimeo).
- Download various eye information resources and fact sheets from the [National Eye Institute](#) to create an informative display.
- Sponsor a vision screening during Anchor Splash/Games week.
- Invite a speaker from the local school for the blind or from an organization where members volunteer to educate others about blindness.
- Invite a guide dog organization to bring puppies to campus to make others aware of the process of training and placing a guide dog.
- Collect specific items to donate to the local school for the blind, a senior residential community, or for care packages for the military.
- Set up a booth for collecting eyeglasses that can be donated to the local Lions Club or another group that recycles eyeglasses. *(Some organizations have suspended collections due to COVID-19.)*
- Challenge participants to submit receipts with eligible products that can be scanned with the digital Box Tops app to provide cash for one of the participating Delta Gamma schools or your local school for the blind. *(Box Tops collection does not count towards Do Good Hours.)*
- Implement your own creative idea to involve participants in a service project to benefit a local organization or school that supports the blind community.

Additional service and fundraising ideas can be found on the Foundation [Pinterest page](#) or in the bi-weekly vp: Foundation newsletters.

You may also contact collservice@deltagamma.org for additional service ideas and information.

RISK MANAGEMENT AND YOUR ANCHOR GAMES

Delta Gamma's Alcohol Policy

The objects of the Delta Gamma Fraternity shall be to foster high ideals of friendship among college women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them the best qualities of character. (Delta Gamma Fraternity Constitution, Article II)

[Delta Gamma policy](#) states that no alcoholic beverages may be served or stored on Delta Gamma property. Pre- and post-event activities (sponsored or co-sponsored by Delta Gamma) wherein alcoholic beverages are available may take place no less than 24 hours before a fundraising event or 24 hours after the event.

Delta Gamma's Relationship to Host Institution

Delta Gamma Fraternity has enjoyed mutually satisfying relationships with colleges and universities for more than 120 years. Because membership to Delta Gamma Fraternity begins at the student level, the Fraternity has sought to instill goals and foster programs that are in concert with the mission and purposes of the host institution.

These relationships have thrived because of Delta Gamma Fraternity's objects as stated in the Delta Gamma Fraternity Constitution Article II.

Fundraising Precautions

The following precautions shall be taken for all Delta Gamma Foundation Signature Fundraising events that involve the athletic performance and/or require maximum mental alertness and physical condition of participants. Examples of such Signature Foundation fundraising events include swimming events, basketball, football, golf and tennis tournaments, bike racing, runs or walkathons, track and field events, road block intersection collections, and any other fundraising activity wherein participants' well-being is endangered or athletic competition is a factor.

- Collegiate chapters must have at least one licensed security guard on duty at fundraising events.
- All participants (competitors, judges, coaches, timers, etc.) shall sign the official [Delta Gamma Fraternity Medical Waiver and Release of Liability Form](#) before the event. Minors who are unable to obtain the signature of parents or legal guardians may not participate.
- Alcoholic beverages are forbidden. See [Foundation Policies](#).
- Any participant or spectator who consumes alcohol during the event or arrives at the event under the influence of alcohol will be disqualified and not allowed to participate in or observe the event.
- A fully equipped first-aid station with qualified attendants shall be maintained throughout the event.
- A non-Delta Gamma certified lifeguard shall be in attendance throughout all poolside

or water-related events. Chapter members shall not be utilized nor contracted to act as lifeguards for the event. Chapters need to utilize the university's lifeguards or contract with a third party to provide the lifeguards.

- There shall be no diving competition or exhibition.
- The use of dunk tanks at Foundation fundraising events is prohibited.
- Before the event, the chapter will contact local law enforcement and rescue organizations to advise them of the time and location of the event.
- Delta Gamma Fraternity or Foundation functions may not be sponsored by distributors of alcoholic beverages or tobacco.
- Pre- and post-event activities sponsored or co-sponsored by Delta Gamma wherein alcoholic beverages are available may take place no less than 24 hours before a fundraising event or 24 hours after the event.
- Any rewarding or a celebratory event for winning organizations or individuals that involves alcohol or is held at a venue that serves alcohol pertaining to or following a Delta Gamma fundraiser event is prohibited.

EVENT GUIDELINE FORM

Executive Offices would like for all of our collegiate chapters to be able to have fun, safe and memorable social events. As is the process for those events where alcohol is present, a Delta Gamma Event Guideline form is also necessary for many events without alcohol (i.e. Anchor Splash, Anchor Games, social events without alcohol). Please be aware that the Delta Gamma Event Guideline serves many purposes; most importantly it is a way to ensure that you, as an officer of Delta Gamma, are working to manage your risks and liability, so that you can have safe events.

When your chapter holds Signature and Non-Signature Foundation Fundraisers, the following items need to be completed. This will produce the required forms and review process necessary in order to hold a Foundation-approved fundraising event.

The Delta Gamma **Event Guideline Form for Events without Alcohol** is populated as a task 6 weeks prior to the event in Anchorbase > Social Standards > Task > Event Guideline Form for Events without Alcohol. **It needs to be completed and submitted for ATC approval no later than 4 weeks prior to the event via Anchorbase.**

If you are holding a virtual/online only or percentage of sales (i.e. percentage of food sales at restaurant) fundraiser, Anchorbase will not populate or require the completion of an Event Guideline Form for Events without Alcohol form.

Please be sure to consult the [tax-deductible fundraising](#) portion of the Foundation Focus to ensure that your Anchor Splash/Anchor Games follows the guidelines.

ANCHORBASE SUBMISSION PROCESS

1. Put the Signature and Non-Signature Foundation Fundraisers (including any lead-in events) on the chapter **calendar in Anchorbase** within at least a 6-week window for planning. *Note: Choose a date where there are no events, either sponsored or co-sponsored by Delta Gamma, where alcoholic beverages are available 24 hours prior to or after the fundraising event date. (See [Foundation Policies](#))*
2. 6 weeks prior to your Signature or Non-Signature Fundraising Event, the **Pre-Planning Fundraising Event Form** will populate as a task on the Anchorbase Dashboard. Complete the task under Foundation > Task > Pre-Planning Fundraising Form.
3. Your Regional Foundation Coordinator (RFNC) will need to review the Pre-Planning Fundraising Event Form and may ask you to make revisions before giving final approval. Please revise and resubmit via Anchorbase until your RFNC has given final approval.

Note: You will receive a notification if your RFNC sends the form back for revisions.

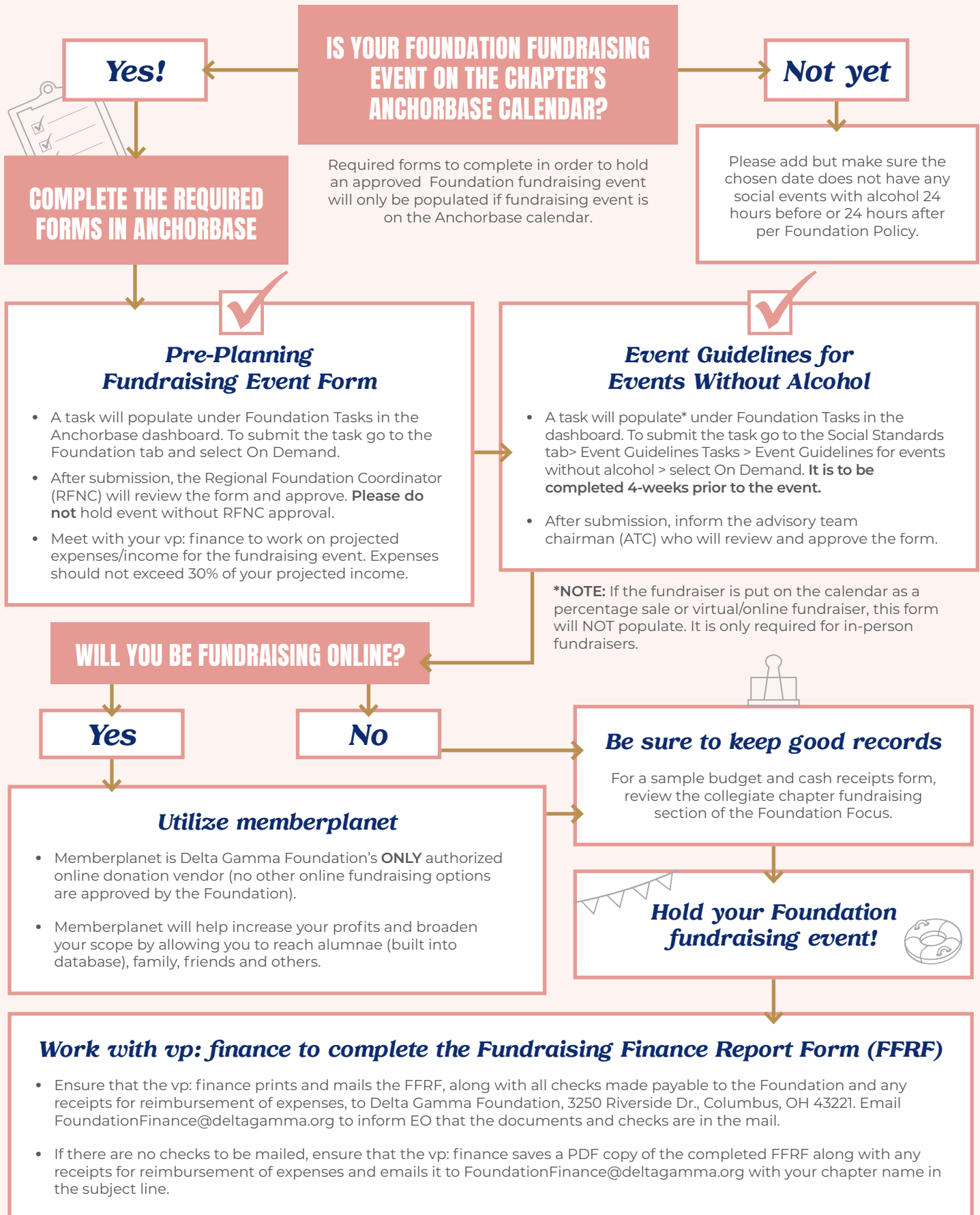
4. 6 weeks prior to your Signature or Non-Signature Foundation Fundraising Event, a task will populate on the Anchorbase Dashboard for you to complete and submit the **Event Guideline Form for Events Without Alcohol**. This form, found under Social Standards > Task > Event Guideline Form for Events, will need to be reviewed and approved by your ATC no later than 4 weeks prior to the event.

Note: If you are holding a virtual/online only or percentage of sales (i.e. percentage of food sales at restaurant) fundraiser, Anchorbase will not populate or require the completion of an Event Guideline Form for Events without Alcohol form.

5. Within 2 weeks after your Signature or Non-Signature Fundraising Event, vp: finance will need to complete and submit the **Fundraising Finance Report Form (FFRF)** with vp: Foundation's assistance. The FFRF, found in Anchorbase under Chapter Management Team > Finance > Task > Fundraising Finance Report Form, is to be completed and submitted via Anchorbase **AND** the vp: finance will need to print a hard copy and send in with any checks made payable to Delta Gamma Foundation and receipts for reimbursement of expenses to: Delta Gamma Foundation, 3250 Riverside Dr, Columbus, OH 43221. If there are no checks to be mailed in, email a PDF of the completed FFRF and receipts for reimbursement of expenses to: FoundationFinance@deltagamma.org.

Reminder: Please do NOT wait for all donations before sending the FFRF with any proceeds at the time of submission. If donations are received after the submission date, you can send them to Delta Gamma Foundation with a note that states your Chapter Name, Name of Event, Date of Event, and ask that funds are attached to the fundraiser so that your chapter receives full credit for all proceeds raised for the Foundation.

Foundation Fundraising Flowchart for Collegians





Greekbill Account Codes for Fundraising

for vp: finance and vp: Foundation

332

Account #332 - Anchor Splash/Games To the Foundation (revolving)

All income and expenses related to all **Foundation** fundraising events, including Anchor Games activities, need to be coded to account 332-Anchor Splash/Games.

Monies raised through Foundation fundraising events is deposited to and donated from revolving account #332-Anchor Splash/Games. Checks payable to the Delta Gamma Foundation from participating donors should be sent directly to the Foundation and not deposited into the chapter's bank account.

Both income and expenses are entered into the same account. Account balance **must be \$0.00 by June 30** of each fiscal year and should be \$0.00 after each fundraising event has concluded.

**Note: Income collected through memberplanet for tax-deductible fundraisers should go directly to the Foundation and should not be reflected in account #332 on Greekbill.*

330

Account #330 - Chapter Fundraising For the chapter (income)

This account is used seldomly. If you need to use this account, please contact collegiate finance at Executive Offices or your CFA.

This account includes income from **non-tax-deductible** fundraisers for the chapter to purchase something for the chapter.

Special rules apply to 501(c)(7) organizations, like Delta Gamma chapters. In general, the special rules are designed to impose a tax on income from nonmember sources. Very exact records must be kept if using this account.

745

Account #745-Fund Raising For the chapter (expense)

All expenses incurred for chapter fundraising events for non-tax-deductible fundraisers and Do Good Hours group service events. These are **non-reimbursable expenses**. If the chapter conducts fundraising projects that are NOT tax deductible, and are for use by the chapter, those expenses would be coded to this budget. This budgeted expense account is covered by chapter dues.

741

Account #741 - Contributions To community & fraternities/sororities (expense)

All charitable donations made by the chapter to other community or fraternity/sorority philanthropies. These dollars are budgeted and covered by chapter dues.

Questions? Please contact CollFinance@deltagamma.org.

Marketing your Anchor Splash/Anchor Games

Your philanthropic fundraising proceeds should be directed to the Delta Gamma Foundation. Up to 50% may be designated to benefit a local 501(c)(3) organization(s) that shares our Service for Sight mission. Please see the [directing your gift](#) section of the Foundation Focus or contact your [Regional Foundation Coordinator](#) (RFNC) if you have questions.

FUNDRAISING LANGUAGE

How can we advertise our fundraiser?

You **can** say:

- “Proceeds will fund the areas of support of the Delta Gamma Foundation”
- “Proceeds will fund the areas of support of the Delta Gamma Foundation and the ABC local organization” (*If directing a portion of your gift to a local 501(c)(3) that shares our Service for Sight mission*)

You **cannot** say:

- “Proceeds will support Alpha Beta chapter of Delta Gamma”
- “Proceeds will support the Delta Gamma Fraternity”

When fundraising promotion/PR says:	Then:
“Proceeds will support the DELTA GAMMA FOUNDATION, Service for Sight, Scholarships, Fellowships, Training and Programming”	All proceeds MUST be directed to the Delta Gamma Foundation for processing.
“Portions of the proceeds will support the Delta Gamma Foundation or Portions of the proceeds will support XXXX (a local 501(c)(3) that shares our Service for Sight mission).	All proceeds should be sent to the Delta Gamma Foundation for processing. Up to 50% should be directed to the local 501(c)(3) named in the promotion (that shares our Service for Sight mission) and the remaining proceeds directed to the Foundation.
“A Delta Gamma CHAPTER fundraising project” Note: This option is not to be affiliated with any Delta Gamma Foundation fundraising events.	Since NO Service for Sight or Foundation support is advertised, profit may be spent as chapter membership desires. Please consult “Considerations for Chapter Fundraising” (link to follow) for more information.



HOW TO DIRECT YOUR GIFT TO THE FOUNDATION

Many of our collegiate chapters direct 100% of their fundraising proceeds to the Delta Gamma Foundation. Through those donations, the Foundation funds its three areas of support, including Individual Member Support, Service for Sight, and Training and Programming.

By submitting your fundraising proceeds to the Foundation, you are offered a way to direct up to 50% of your proceeds to a local 501(c)(3) not-for-profit philanthropic organization that shares Delta Gamma's mission of sight preservation and assistance to those who are blind or visually impaired. However, we encourage our chapters to consider designating more than 50% to the Delta Gamma Foundation's Loyalty Fund which truly supports all Foundation areas of support for our collegians and alumnae.

Chapters may participate whether they perform tax-deductible or non tax-deductible fundraisers.

Chapter membership should vote on which Foundation area of support they will choose to fund with their fundraising proceeds. This vote should occur BEFORE the fundraiser marketing starts, so that the chapter can accurately market the event.

What are the advantages of directing your gift to the Foundation?

The chapter receives giving credit for 100 percent of its net fundraising! Giving credit is used to recognize chapters for chapter awards, Convention awards and provide year-round recognition. The Foundation will be able to recognize and report on national and local philanthropies supported by more than 300 collegiate chapters and alumnae groups of Delta Gamma. Also, soliciting tax deductible gifts may increase the chapter's fundraising. Also, any donors you have who make a gift of \$250 or more to the Foundation will receive recognition for their gift directly from the Foundation.

How does directing your gift to a local 501(c)(3) work?

Chapters should complete the Fundraising Finance Report Form found in Anchorbase and submit it to the Foundation along with their fundraising proceeds. The chapters may direct a portion of their net fundraising to qualified local organizations that fulfill our philanthropic mission of Service for Sight. Gift checks are issued to qualified local organizations by the Delta Gamma Foundation. A letter is included with the check identifying the local chapter as the sponsor of the gift. The chapter receives credit with the Foundation as well as the local charity.

What kinds of organizations can our chapter designate to receive a portion of our fundraising?

Either local or national 501(c)(3) non-profit organizations who share our mission of Service for Sight. The Foundation will only make gifts to these types of organizations.

For more information about directing a portion of your fundraising proceeds to a local organization that shares our Service for Sight mission, please reach out to the RFNC for your region.

HOW CAN WE RECEIVE DONATIONS ONLINE?

Memberplanet has donation site templates, allowing you to fundraise online and share with family and friends. Donation sites include thermometers showing the amount raised and goals, allow you to upload videos and pictures, and collect funds for T-shirts, donations and tickets! Memberplanet is Delta Gamma's ONLY authorized online donation vendor (other online options are not approved for collecting donations).

To create a site, begin by logging in to memberplanet, www.memberplanet.com. Once logged in you will be able to edit, customize and create a unique page to fit your chapter's event.

Visit the [Delta Gamma Success Site](#) for step-by-step instructions on setting up your page. Once complete, the page can be shared via social media or in an email explaining the campaign.

Questions on getting started with memberplanet? Contact Foundation Director: Special Events & Collegiate Fundraising at fundraising@deltagamma.org or Foundation staff at FoundationFinance@deltagamma.org.

WHAT ABOUT TRADEMARKS AND LICENSES?

Delta Gamma has paired with Affinity Marketing Consultants Inc. (AMC) to protect its registered trademarks. Only licensed vendors can legally sell merchandise with Delta Gamma's marks. In turn, these vendors pay royalties to Delta Gamma.

Delta Gamma's Registered Trademarks

The name Delta Gamma, the Greek letters ΔΓ, Dee Gee, the crest, the badge, the title Anchor Splash®, and the magazine *ANCHORA* of Delta Gamma.

Anchor Splash® = Delta Gamma's official philanthropic event is two words, capitalized and always followed by ® (Ctrl Alt R in Microsoft Word.) The ® is not required after the initial use.

Licensed Vendors

[Hannah's Closet](#) is the official boutique for Delta Gammas. Overall, there are more than 600 vendors who are licensed to sell products with Delta Gamma trademarks on them. A frequently updated list of all licensed vendors is always [available online](#).



Greek Product Logo

Be sure to look for this Official Licensed Product logo on "legal" merchandise, catalogs, vendor advertisements and websites.

FindGreek Mobile App

AMC also has a mobile app, [FindGreek](#), which displays all Delta Gamma products that are sold by licensed vendors.

Questions? Affinity Marketing Consultants, Inc. 760-734-6764 | greeklicensing.com/contact

GAINING SUPPORT FROM SPONSORS AND DONORS

- Compile a list of local businesses that may donate money (include campus businesses, corporations in your town, eye doctors, the Lions Club, alumnae, parents, etc.). Update this list every year!
- Record information about each one on the official sponsor list (see sample letters in the next section of this resource).
- Send a personalized letter or email to each business (see sample letters in the next section of this resource).
- Write a personalized [thank you note](#) immediately after receiving any donations.
- Determine the criteria for listing the sponsors' names in the program and/or T-shirt.
- Donations are only tax deductible if the check is made out to the "Delta Gamma Foundation" and if the chapter vp: finance sends it to the Delta Gamma Foundation. Checks payable to Delta Gamma Fraternity or the chapter are not tax deductible to the donor/sponsor.
- "Sell" advertising space in the Anchor Splash program (size of ad varies with the amount donated).
- List major sponsors' names on the back of the Anchor Splash T-shirts.
- Keep accurate, up-to-date files and sponsor lists.
- Contact with businesses must be professional; be credible!
- Discount coupons for alcoholic beverages may not be included in the program. Neither should ads for "ladies night," "bar or pub crawl" or "happy hour."
- Communicate with family, alumnae, service groups, etc., as you would potential business sponsors (see sample letters in the next section of this resource).
- Share your memberplanet campaign page with family, alumnae, friends, etc.
- Solicit help from campus administrators, faculty and public officials; invite them to attend Anchor Splash.
- List donors' names in the program.

NOTE: A Delta Gamma Fraternity or Foundation function cannot be sponsored by distributors of alcohol or tobacco. For example: bars or smoke shops ([see Foundation Policies](#)).

On the following page are two sample letters/emails that can be adjusted and used to send to potential sponsors or donors as well as family and alumnae. Be sure to personalize the letter to meet the specifics of your event and why they should support the Delta Gamma Foundation and/or local 501(c)(3) that shares our Service for Sight mission. Be creative and have fun!

Sample Merchant Initial Letter

Dear [Name],

[Your chapter name] of Delta Gamma at [List school/university] is planning a major fundraiser to benefit our philanthropy, Service for Sight. We will be holding our [Event name] on [Date] at [Location]. [Give brief description of event]. More than 140 chapters across the United States and Canada sponsored these competitions last year, enabling the Delta Gamma Foundation to give grants locally and nationally to those who share our Service for Sight mission, providing access and advocacy for those in the blind and visually impaired community.

Our success depends on you and we are asking for your support! Our chapter and the Delta Gamma Foundation would appreciate a donation of any amount.

Please help [Chapter Name] chapter of Delta Gamma do good for our philanthropy, Service for Sight, which provides aid to the blind or visually impaired. We would be proud to add your company's name to our list of donors who feel the Delta Gamma [Event Name] is a worthy cause to support.

Thank you for your consideration. I will be contacting soon to answer any questions you may have. I may be reached at [phone number or e-mail].

I hope to hear from you soon!
[Your Name]

Enclosed: Delta Gamma Anchor Splash Sponsorship Levels, Information on event, past flier

Sample Alumnae/ Family Sponsor Letter

Dear [Name],

The [Your chapter name] of Delta Gamma at [school/university] is planning our major fundraiser to benefit the Delta Gamma Foundation, which supports Service for Sight, Training and Programming for members, and Individual Member Support in scholarships and grants. More than 140 chapters across the United States and Canada sponsored these competitions last year, enabling the Delta Gamma Foundation to give grants locally and nationally to those who share our Service for Sight mission. We are excited to be holding our [Event] on [Date].

Your support as a donor would be extremely beneficial for the Delta Gamma Foundation. Any donation you are able to make would be greatly appreciated and help us reach our fundraising goals to do even more good!

If you would like to support our fundraiser, please make checks payable to the Delta Gamma Foundation. Please send checks to (please mention (Event Name) in the memo section):

[vp: finance contact info] [chapter address]

You can also make a gift online on our fundraising site [[link to memberplanet fundraising page](#)]. We would really appreciate your help in making this [Event Name] our greatest event yet! Thank you for your support; I look forward to hearing from you soon!

In the Bonds, (or other closing)
[Name]

Champion of the Anchor

A special event to be held in conjunction with Anchor Splash or Anchor Games, this individual participant competition honors individuals based on character, personality, knowledge and support of Delta Gamma and Service for Sight. The competition should be open to all genders and no participant should be asked to compete in any activity that is strictly based on physical strength or beauty. It is critical that it be held with the most respect for human dignity and abides by all [Foundation Policies](#). If you do not abide by all of the above, your chapter runs the risk of having this event eliminated in the future.

Please ensure that your chapter is executing a Champion of the Anchor contest that creates a friendly, tasteful, respectful and inclusive event that will reflect positively to the contestant, the Fraternity and your university.

DO:	DON'T:
Do create a Signature Foundation Fundraising Event that has a clear and meaningful purpose that enhances the image and reflects positively on the fraternity/sorority community.	Don't participate in or sponsor activities that are demeaning and have even a hint of sexism. Delta Gamma has supported and signed the National Panhellenic Conference (NPC) resolution that supports this.
Do conduct interviews that ask candidates value and character based questions that focus on their philanthropic projects, do good service activities, achievements, goals and qualities as a human of good character.	Don't require candidates to answer any interview questions that are embarrassing in nature or puts the candidate in an awkward or uncomfortable position.
Do require contestants to have presentations or performances that are in good taste and reflect the high values of our Fraternity and abide by the Foundation Policies .	Don't allow any vulgar movements, gestures, or touching of judges, members, or audience members.
Do ensure that all competition criteria is equally acceptable for all participants.	Don't hold any events that are based on beauty or pageantry.
Do create a format via interviews or presentations that highlight Delta Gamma and our philanthropy, Service for Sight.	Don't require candidates (via point system or other means) to hold their own individual fundraising events to support or raise money on behalf of the Delta Gamma Foundation (see Foundation Policies).
Do have the judges of competitive events be non-collegians. Examples: university faculty/administrators, DG alumnae, advisers, House Directors, or parents.	Don't hold fundraising events at a venue that sells or serves alcoholic beverages. No alcohol or events with alcohol 24 hours before, during, or 24 hours after fundraising events. (See Foundation Policies)

How to Have a Profitable Anchor Splash/Anchor Games

Vp: Foundation and/or director of Anchor Splash and CMT should hold a meeting to map out projected income and expenses, then work with the vp: finance to make sure it is reflected in the chapter's budget.

- Make a simple list of all the necessary expenses. Aim to make expenses **less than 30 percent** of anticipated total income.
- Set the prices for entry fees, T-shirts, admission, programs and project contributions to be received.
- Compare your projected income to your projected expenses (see [Sample Budget](#)). Make any necessary adjustments in order to make the profit your chapter expects.
- Work with the vp: finance on a regular basis to make sure things are on track.
- Consult the Foundation [Fundraising Flowchart for Collegians](#).

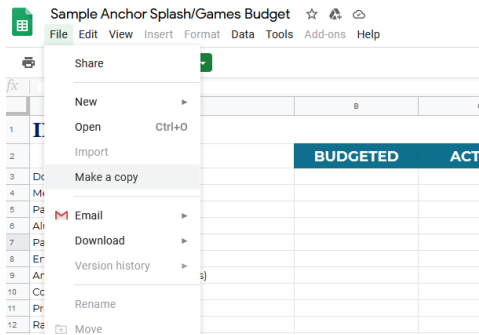
STAYING ON BUDGET AND KEEPING TRACK OF EXPENSES

- Keep track of expenses per event by listing on your Anchor Splash budget (see [Sample Budget](#)). Purchases should be pre-approved from the projected expenses list. Be sure all members assisting with the event keep track of receipts and indicate them in the budget.
- There should be only one event listed on a budget. If there are expenses for more than one event, use separate budgets.
- Record the exact amount of expenses on the budget. This is what the vp: finance will use for reimbursement.
- Remember, all expenses must be within the budgeted amount.
- Tell the vp: finance to code all income and expenses to the fundraising account #332.
- Total all expenses per event after Anchor Splash/Anchor Games/Fundraising Event. Transfer the total to the Anchor Splash financial summary sheet.

Use this Sample Budget to keep track of your expenses and income.

To edit and use this form:

1. Sign in to your Google account.
2. [View the Sample Budget here.](#)
3. Go to File > Make A Copy



4. Rename and save the document.

FUNDRAISING EVENT TIPS

- Sell tickets ahead of time to members on campus.
- Pre-sell T-shirts before ordering to prevent excess inventory which decreases the profits from your fundraiser.
- Utilize [QR redemption codes](#) in memberplanet to pre-sell admission tickets, T-shirts, food sales, and any other pre-sale items. QR codes allow you to collect money for items or tickets BEFORE the event which allows for control of expenses and exchanging of cash.
- Have Service for Sight educational materials printed for tabling and other promotion.
- Work closely with your vp: finance and Regional Foundation Coordinator (RFNC).
- Assign members to crews and utilize these crews to distribute your workload responsibility (use your sisters for support!).
- Make arrangements prior to the event for tables, chairs, tents, etc.
- Set goals and work together as a CMT and JCMT to achieve them
- Articulate to your chapter what exactly needs to be done and how they can help; use and follow an agenda for the event.
- Work with your Panhellenic community to get others involved.
- Look to other chapters for ideas. Utilize the [Delta Gamma Fundraising for Chapters](#) Facebook group to communicate with other collegians across the United States and Canada.
- Share event info in your chapter newsletter to alumnae.

- Personally thank each donor/sponsor with a call and [thank you note](#).

Anchor Splash Income

- Get a receipt book and use for all cash donations, entry fees, etc. Keep copies for the files.
- Set up file folders with large envelopes to keep forms, checks and supplies in. Label them: cash receipts forms, checks to be logged and completed forms.
- Gather cash/checks as they are received. Deposit cash in [chapter checking accounts](#) and remember that any checks made out to the chapter are not tax deductible. For all checks made out to Delta Gamma Foundation, please send them to the Foundation.
- Using a cash receipts spreadsheet (see following page), fill in your name, title, committee, date and the sequential number of cash receipts forms that you are on.
 - List each receipt individually.
 - If a receipt is for more than one category, break it out accordingly across the line.
 - Make a copy of the form and checks and give it to the vp: finance. DO NOT hold on to receipts. Fill in partial cash receipts forms and give them to the vp: finance to deposit in the bank.
- After all Anchor Splash money has been received, transfer the total for each category to the Anchor Splash financial summary sheet.

Immediately upon completion of Anchor Splash/Anchor Games/Fundraising Event summarize your finances and distribute your proceeds to the Delta Gamma Foundation as voted on by the chapter.

- Collect any outstanding contributions, fees, T-shirt sales, etc.
- Pay any outstanding bills.
- Total all expense and income summary sheets. Using the Anchor Splash financial summary, enter the total income and expenses from each event. Subtract your expenses from your income to arrive at your total profit. Profit = Income – Expenses
- Record all chapter checks written from your Anchor Splash profits.
- Complete the Anchor Splash budget to determine profit.

Note: If all income and expenses are coded correctly as #332 in the chapter bookkeeping records, your monthly financial report also should show the same net profit amount.

What to do if Anchor Splash/Anchor Games/Fundraising Event money is collected and a deposit cannot be made during regular banking hours:

- Only checks can be deposited in an ATM. Do NOT deposit cash in an ATM.
- Before the scheduled event, call your local bank to find out the proper procedures for making a night deposit.
- For cash, ask if the bank has money bags that can be locked and see if the chapter can use them for making a night deposit.



- Deposit money as it is collected; record all of the deposits for your records. Deposit all cash, make copies of all checks and mail the tax-deductible checks made out to the Delta Gamma Foundation by UPS or Fed Ex to Executive Offices. Any check made out to the chapter should be deposited in the chapter account, it is NOT tax deductible.
- After deposits are recorded and you are ready to deposit the money, call campus security to escort you or another member to the bank to make the deposit.
- Ask your ATC for help in holding the money for you and getting it to the bank.
- **VERY IMPORTANT! Deposit the cash ASAP! Do not store cash in your room.**

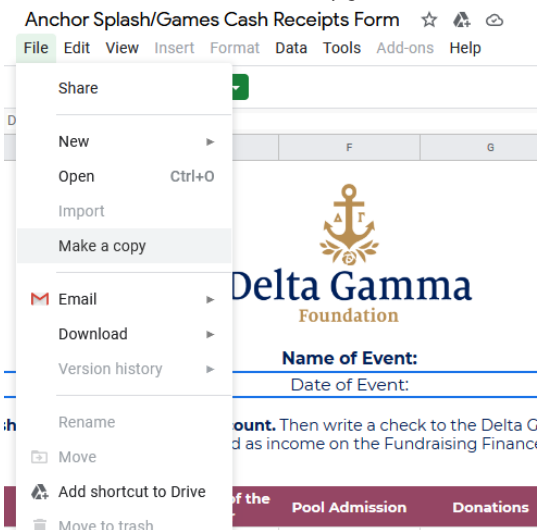
Submitting the money to Delta Gamma Foundation for processing:

- Per chapter vote, direct the funds. Remember, ALL money raised must be distributed through the Delta Gamma Foundation. Make sure the vp: finance marks “Anchor Splash/ Games” in the memo section of the check and indicates how the gift should be directed (see following pages for more information).
- Please work with your vp: finance and remind her to mail checks (**no cash**) and a copy of the completed Fundraising Finance Report Form submitted via Anchorbase to: Delta Gamma Foundation, 3250 Riverside Dr., Columbus, OH 43221.

SAMPLE CASH RECEIPTS FORM

To edit and use this form:

1. Sign in to your Google account.
2. [View the Sample Cash Receipts Form here.](#)
3. Go to File > Make A Copy



4. Rename and save the document.

ANNOUNCER SCRIPT FOR ANCHOR SPLASH/GAMES

Pick a chapter member to be your Announcer who is a clear, strong, confident and poised public speaker.

Hello everyone!

Welcome to (name of chapter) chapter of Delta Gamma's annual (name the Signature Foundation Fundraising Event). My name is (state your name) and I am your announcer for today.

Let me introduce our Foundation team (introduce director of Anchor Splash and the director of fundraising by name) who I would like to thank in planning this fabulous event!

Along with the judges (ask each judge to stand up and introduce themselves and what role they play).

We also have special guest here today: (Introduce any special guests ask each special guest to stand up and introduce them and where they are from).

Participating in today's event will be (Introduce the participants in today's event state individual's name or organizations that are participating).

Today we are holding our annual (event name) for the Delta Gamma Foundation.

Delta Gamma was the first Panhellenic organization in 1951 to form a foundation. The Delta Gamma Foundation's mission is to foster lifetime enrichment for members, promote Service for Sight and partner with the Fraternity to ensure the future of our sisterhood.

Our philanthropy is Service for Sight, dedicated to both the prevention of blindness and the improvement of lives affected by visual impairment. Each year our Foundation is grateful to be able to give funding to organizations that share our Service for Sight mission through education, genetic research, adaptive devices, braille and audiobooks, guide dogs and many other life-changing programs. As Delta Gammas, we are grateful to be able to support the Delta Gamma Foundation and our philanthropy through this year's (event name).

Today at our (name the Delta Gamma Foundation Signature Fundraising Event) we will be holding (list out events).

We would like to thank you for attending our event today and contributing to the (name the Delta Gamma Foundation Signature Fundraising Event).

If you have a break during the event, please show a Foundation video or have your special guest speak about their organization.

ANCHOR SPLASH/GAMES PLANNING CHECKLIST

6-9 Months Prior:

- ❑ Determine an overall budget with vp: finance.
- ❑ Set goals with CMT (amount to be raised, participation, sponsorships, attendance).
- ❑ Set date for fundraising event (review with University, FSL/Panhellenic and chapter calendars).
- ❑ Add fundraising event to your chapter calendar in Anchorbase by the deadline. For more information on successfully completing a fundraising event in Anchorbase, click on the help tab.
- ❑ Review [Alcohol Policy](#) and chapter calendar in Anchorbase for conflicts.

3-6 Months Prior:

- ❑ Reserve facility for event and meet with facility coordinators.
- ❑ Make sure that deposit for facility is refundable in the case of unforeseen circumstances that are outside of the chapter's control.
- ❑ Finalize artwork/design for T-shirt and submit to CMT/ATC for approval.
- ❑ Compile a list of possible sponsors/alumnae.
- ❑ Reach out to possible sponsors/alumnae/family/friends.
- ❑ Confirm with all vendors (date/time/location/services needed).
- ❑ If offering T-shirts, always pre-sell (members and participants buy in advance) to avoid being left with unsold inventory that cuts into your chapter profits.

2-3 Months Prior:

- ❑ Hold chapter vote to determine the allocation of proceeds and discuss how the chapter would like to direct the gift to the Foundation.
- ❑ Use [memberplanet](#) to create a donation site for your event.
- ❑ Share memberplanet page with family, friends and alumnae.
- ❑ Create program itinerary.
- ❑ Share event on social media.
- ❑ Hire security guard and certified non-DG lifeguards.
- ❑ Utilize crews and share responsibilities.

6 Weeks Prior/Week of Event:

- ❑ Complete Event Guidelines for Events without Alcohol and submit to ATC via Anchorbase (at least 4 weeks prior to event).

Please note: If you are holding a virtual/online only or percentage of sales (i.e. percentage of food sales at restaurant) fundraiser, Anchorbase will not populate or

require the completion of an Event Guideline Form for Events without Alcohol form.

- ❑ Complete the Pre-Planning Fundraising Event Form in Anchorbase and submit for your Regional Foundation Coordinator to review 6 weeks prior to the event. If revisions are needed, please complete and resubmit until you receive RFNC approval.
- ❑ Share event on social media.
- ❑ Share memberplanet donation site on social media.
- ❑ Hang banners/signs around campus.
- ❑ Finalize program itinerary.
- ❑ Utilize crews to set up/clean up event.
- ❑ Sell ticket/register teams.
- ❑ Distribute and collect Medical Waiver and Release of Liability Forms.
- ❑ Review and finalize budget.
- ❑ Make arrangements for cash box at event.
- ❑ Create a Foundation info board for event.
- ❑ Meet with facility to sign contracts/go over details.
- ❑ Meet with security/lifeguards to discuss expectations and event details.
- ❑ Organize prizes, raffles, giveaways (if needed).
- ❑ Obtain Certificates of Insurance for venue/security (if necessary off-campus).
Contact your Regional Foundation Coordinator or ATC with questions.
- ❑ Assign a member to be the Announcer and go over Announcer script as outlined in the handbook. Following the script will ensure a well-timed and executed event.

After the Event:

- ❑ Secure funds, process and deposit.
- ❑ Remind and help your vp: finance to complete the Fundraising Finance Report Form (FFRF) via Anchorbase. Have vp: finance send a copy of completed FFRF with proceeds (**no cash**) to Delta Gamma Foundation within 2 weeks following the event. If no checks are to be mailed in, have vp: finance email a PDF of the completed FFRF to FoundationFinance@deltagamma.org.
- ❑ Send [thank you letters](#) to donors, sponsors and participants.
- ❑ Congratulate your chapter on a job well done!

Foundation Contacts

Foundation Director: Special Events and Collegiate Fundraising -
fundraising@deltagamma.org

Regional Foundation Coordinators

Region 1 - RFNC1@deltagamma.org

Region 2 - RFNC2@deltagamma.org

Region 3 - RFNC3@deltagamma.org

Region 4 - RFNC4@deltagamma.org

Region 5 - RFNC5@deltagamma.org

Region 6 - RFNC6@deltagamma.org

Region 7 - RFNC7@deltagamma.org

Region 8 - RFNC8@deltagamma.org

Foundation Executive Offices Staff - dgfoundation@deltagamma.org

To find contact information for other regional team members or advisers, go to Anchorbase
> Roster > Reports.



Delta Gamma Fraternity Medical Waiver and Release of Liability

Name of Participant: _____ Date of Birth: _____

Address: _____

Phone: _____ Email: _____

Emergency Contact: _____ Phone: _____

Team Affiliation: _____

Name of Event: _____

I hereby represent and certify that I have the required level of physical fitness to participate in Delta Gamma activities, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to refrain from participating by a qualified medical professional. I certify that there are no health-related reasons or problems that preclude my participation in this activity or event.

1. I acknowledge that this Medical Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said event or activity.
2. It is understood that by signing this waiver and release, I agree to abide by the rules and regulations of the above mentioned organizations and events. It is also understood that signing this waiver and release releases Delta Gamma Fraternity, its chapters, and the Delta Gamma Foundation from liability. It is further understood that signing this waiver and release releases Delta Gamma Fraternity's and Delta Gamma Foundation's members, employees, officers, volunteers, agents, sponsors, judges, coaches, and managers, from liability in connection with any injury or death to the above named participant.
3. I hereby consent to receive medical treatment which may be deemed advisable in the event, of injury, accident, and/or illness during this activity or event.

Warning and Assumption of the Risk

I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury. I understand that the dangers and risks of playing or practicing to play/participate in the above mentioned event include, but are not limited to: death, serious neck and spinal injuries which may result in complete or partial paralysis, injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the skeletal system, and serious injury or impairment to other aspects of my body, general

health, and wellbeing. I understand that the dangers of playing or practicing to play/ participate in the above mentioned event may result not only in serious injury, but in serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally enjoy my life.

Acknowledgment of Warning and Assumption of the Risk

I knowingly and freely assume all such risk, both known and unknown, even those arising from the negligent acts or omissions of others, and assume full responsibility for my participation. I, _____, hereby acknowledge that I have been properly advised, cautioned, and warned by the proper personnel facilitating this activity and/or through this document, that by participating in such event, I am exposing myself to the above described risks.

Date _____ Signature of Participant _____

Date _____ Signature of Witness _____

General Release of Liability and All Claims

In consideration of the permission granted me by Delta Gamma Fraternity/Foundation to participate in Delta Gamma activities, I hereby, for myself and on behalf of my heirs, assigns, personal representatives, administrators, executors, and next of kin, release, agree to hold harmless, and discharge Delta Gamma Fraternity, its chapters, the Delta Gamma Foundation, Delta Gamma Fraternity's and Delta Gamma Foundation's members, employees, officers, volunteers, agents, sponsors, judges, coaches, and managers, from any and all liability in connection with any and all injury or disability to me, or death, including personal injuries or death caused by negligence, or otherwise, known or unknown, and injuries to property, real or personal, caused by, or arising out of the above described event. I, the undersigned, have read this General Release of Liability and fully understand all its term, and understand that I have given up substantial rights. I execute it freely, voluntarily, and without any inducement and with full knowledge of its significance.

Date _____ Signature of Participant _____

Date _____ Signature of Witness _____



End of
**Collegiate
Fundraising
Resource**

Alumnae Group Fundraising

Delta Gamma's alumnae groups are key to the Foundation's fundraising efforts. These efforts provide crucial funding for our three areas of support: Individual Member Support, Training and Programming, and Service for Sight. During these uncertain times, Foundation fundraising and donations provide vital assistance to many Foundation programs, including:

- Our five Delta Gamma Schools for Children with Visual Impairments.
- Merit-based undergraduate scholarships and graduate fellowships, and need-based scholarships. 550-600 sisters receive Foundation scholarships and fellowships each year.
- Crisis Grants, which are available to members in times of extreme financial need created by job loss, health crisis, natural disaster, or other unexpected life circumstances.
- Foundation-funded Fraternity programming and training around Social Responsibility, Health and Well-Being, and Leadership.

Thank you for all that you do to help us do good, especially in times of trouble — we truly could not do it without you!

General Fundraising Event or Group Donation Guidelines

Alumnae groups are encouraged to make an annual donation to the Foundation. This may be done by hosting a fundraiser of any size or collecting donations from local members.

TABLES THAT BLOOM

Tables That Bloom is the signature Foundation event for alumnae which allows community members and Delta Gammas alike to showcase their design skills, event business or simply support our philanthropy. The event can be as small or as large as the group desires. It may include light desserts with tea and coffee or a complete meal. It might feature a variety of fundraisers including auctioning the centerpieces or having a silent/live auction. The most important thing to remember is that no amount of money raised to support the Foundation is too small!

For more information, read the Tables That Bloom Resource on the following pages.

VIRTUAL AND SOCIALLY-DISTANCED FUNDRAISING EVENT IDEAS

This section provides a variety of ideas for socially distant and virtual fundraising or donation events. Please note that these are suggestions and that you are not required to choose an event from these lists. Original, creative event ideas are welcome — we can't wait to see what you come up with! If you have questions, please contact your Regional Foundation Coordinator (RFNC).

Percentage nights at restaurants:

- Many restaurants offer programs to help organizations raise money. Contact the manager of a local restaurant to start planning. It's a win/win for the restaurant and the group.
- Promote and invite local DG alumnae, local collegian chapter, friends, and family.



- Focus on takeout orders or gift cards.

DIY or virtual class fundraiser:

- Reach out to a local expert/professional or a member who has a special skill and set up a class to raise money for the Foundation. The group will receive a percentage of the fee and the expert can promote their business.
- This fundraiser could be cooking classes, floral arrangement, art lessons, tech workshops (anything that teaches a DIY skill).
- Charge participants a fee and/or admission for the supplies and to learn from the expert either through virtual class OR in a location where you can maintain a social distance if need be.
- Example: Ask a local florist to teach your attendees how to create an appealing floral arrangement. The event fee covers the cost of the flowers and vase/container while also providing a profit to be donated to the Foundation. If your event will be virtual, you may request that participants pick up their supplies before the class. Alternatively, alumnae members could pick up and deliver the supplies to participants. If your event will be socially distant, arrange to have all supplies at the event location.

In-person or online trivia tournament (details below are for online version):

- For in person Trivia try partnering with a local establishment that might have an existing trivia night.
- Utilize memberplanet to create an event registration page; require a registration fee and encourage participants to create their own memberplanet fundraising pages for the event.
- To host the trivia game/tournament, use Zoom or a trivia platform like TriviaMaker or CrowdPurr. Note that having a limited number of participants is likely cheaper (or free), so this may work best with teams rather than individual entrants.
- This is a great opportunity to raise awareness of the Foundation's programs or eye health, visual impairments, and sight preservation. Consider circulating or presenting information about these topics in the days leading up to the event and include a related category in your trivia game.

Direct sale percentage fundraisers :

- Reach out to local direct sale representatives to hold a percentage fundraiser with popular direct sale companies. Work with the representative to agree upon a percentage of the total sales that will be donated to the Foundation.
- Examples: Jewelry, cosmetics and skincare, oils, cleaning supplies, cooking products.

Pledge challenges:

- Ask your members to pledge any amount \$1, \$5, \$10, etc. for the Foundation and local Service for Sight Organization. This can be done during in person events or virtually via memberplanet.
- For example: Share with members that your group would like to raise funds for a local guide dog. Share how the funds would be used and how they can donate.



The donation period can be open for however long the group estimates it will take to raise the funds. We recommend picking something that could be raised in 1-3 months.

Virtual Anchor Dash:

- Participants complete their run or walk remotely within a specific period of time (e.g. 2 weeks) designated by your group and gather pledges from donors via memberplanet.
- Consider allowing varied types of participants: individual, team, corporate sponsors.

Other ideas:

- Hannah's Purse: collection at in person events. Pass around basket to collect change or cash members might have in their purse. We recommend doing this all events to keep the conversation of the donation top of mind.
- Founders Day: consider doing one of the following alongside your Founder's Day; center piece sales, raffle, donation collections, ticket sales that include a percentage donation to the Foundation.
- Collegiate treat boxes: Alumnae group works with collegiate chapter to sell treat boxes for the end of the quarter or semester. These can be purchased by collegiate friends and family. Example: Purchased for \$40, cost is \$25 and \$15 goes to the Foundation.

USING MEMBERPLANET

Memberplanet has collaborated with Delta Gamma Foundation to create donation site templates, allowing you to fundraise online. Donation sites include thermometers showing the amount raised and goals, allow you to upload videos and pictures, and collect funds sales of items, donations, and tickets! Memberplanet is Delta Gamma's ONLY authorized online donation vendor. Utilize memberplanet to create a donation site for your Foundation fundraising or donation event whether it is virtual or in-person.

To create a site, begin by visiting the [DG Success Site](#) for step-by-step instructions on setting up your page. Once logged in, you will be able to edit, customize and create a unique page to fit your groups event. If you need support, please email FoundationFinance@deltagamma.org for assistance.

Within memberplanet your group may decide to utilize Venmo for a fundraiser or donation event. The memberplanet site MUST BE connected to the Foundation. Connecting to the Foundation is easy when creating a donation site. Simply select raising funds for the Delta Gamma Foundation.

To connect with the Foundation using a payment form, the form must be created by the Foundation. For assistance with connecting Venmo, please email FoundationFinance@deltagamma.org. This will ensure that the payment form is connected to the Foundation and that Venmo is activated. If you create your own payment form, Venmo will NOT be a payment option.

Venmo will only show up on mobile devices. It takes about 30 minutes for the Venmo option to show up on published donation sites and payment forms.



Fundraising money should not be collected through a personal Venmo account. Money collected through an individual's account is considered income, even if it is collected on behalf of the group and can cause issues for the individual with the IRS if audited.

Virtual or online fundraisers should be conducted via memberplanet. Please make sure that donations are connected to the DG Foundation account.

Memberplanet FAQ

Q: How do I become an administrator on memberplanet so I can create a campaign?

A: For details on how to add members, assign administrative roles and other management of group members questions, go to support.memberplanet.com. Once on the home page: Manage Members>Administrator Tools and Resources>How do I create a New Administrative Role. If you are still in need of assistance, please contact the Foundation finance team at FoundationFinance@deltagamma.org and they will assist you.

Q: We are holding a Foundation fundraiser or donation event. How do I make sure that the money donated through our memberplanet donation site goes directly to the Foundation bank account since this is a tax-deductible fundraiser?

A: Go to support.memberplanet.com: Reporting & Account Settings>How to Add and Verify Bank Account. When you set up your donation site, you will follow the above instructions and the Delta Gamma Foundation bank account will be listed as an option. If you need the Delta Gamma Foundation bank information, please email FoundationFinance@deltagamma.org.

Q: Our group has never implemented memberplanet for our Foundation fundraising events. We would like to set up a donation site to help increase our fundraising dollars by increasing our reach of donors. How do we get started?

A: Go to dgsuccess.memberplanet.com. Be sure and click on Alumnae Support and it will walk you through how to get started. If you have any questions throughout the process, contact FoundationFinance@deltagamma.org or email support.memberplanet.com. They will get back with you and help you create a personalized donation site for your group's event.

FUNDRAISING FINANCE REPORT FORM (FFRF)

(Anchorbase>Foundation>Task>Fundraising Finance Report Form)

- vp: finance is to complete the FFRF WITH the assistance of vp: Foundation or president.
- The FFRF is due within 2 weeks AFTER the date of the fundraiser or donation event.
- vp: finance is to complete and submit the FFRF via Anchorbase and then PRINT A COPY of the completed form and send in with any checks made payable to the Delta Gamma Foundation and any receipts if reimbursement is needed for expenses. Send an email to FoundationFinance@deltagamma.org to inform EO that the documents and checks are in the mail.
- If there are no checks to be mailed, email a PDF copy of the completed FFRF and any receipts for reimbursement of expenses, to FoundationFinance@deltagamma.org.

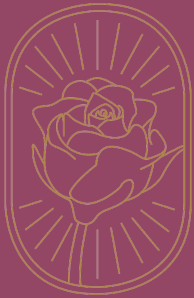


RISK MANAGEMENT AND DISABILITY ETIQUETTE

When holding either a virtual or in-person fundraising event, it is vital that groups adhere to all [Foundation Policies](#). It is Delta Gamma's expectation and hope that all fundraising activities include respect for members, participants, and potential donors.

When promoting Service for Sight within your fundraisers, always refer to the Disability Etiquette Guide, included at the back of this handbook, to ensure that we are always respectful to people in the blind and visually impaired community who are the heart of our philanthropy.





Tables That Bloom Resource

A GUIDE FOR ALUMNAE GROUPS

OCTOBER 2021





Tables That Bloom Resource

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Introduction

In 2004, Greater Kansas City alumnae chapter brainstormed to create a signature fundraising event for alumnae. Over the next ten years they developed “Tables that Bloom” from a small dinner for Delta Gammas with tables decorated by Delta Gammas into a large community event raising thousands of dollars for the Delta Gamma Foundation along the way.

Recently, other alumnae groups have followed with their own versions of this event idea. The resources shared here can provide a map for successful fundraising for any group.

Mission:

To encourage a signature fundraising event for alumnae groups, offering resources and guidance tailored to assist any and all groups.

WHAT IS TABLES THAT BLOOM?

Tables That Bloom is an event that allows community members and Delta Gammas alike to showcase their design skills, event businesses or simply support our philanthropy. The event can be as small or large as the group desires. It may include light desserts with tea and coffee or a complete meal. It might feature a variety of fundraisers including auctioning the centerpieces or having a silent/live auction. The most important thing to remember is that no amount of money raised is too small!

Before Getting Started

It is important to think through a few items first...

Realistic expectation of volunteers needed:

- Does the majority of the alumnae group support the idea and are willing to help from start to finish?

Timing:

- Is there enough time to organize the event?
- And also, when is a good time to hold an event like this?

Budget & ticket pricing:

- It is important to put a preliminary budget together to understand all monetary components of the program.
- In determining a budget, a ticket price can be chosen and can help inform the final decision is this type of event is right for the alumna group.

Venue options:

- What are they?
- A restaurant, a country club, a hotel ballroom or any venue that fits the size and needs of the event planned.

Entertainment options:

- Determine needs of event.
- Utilize local philanthropic leaders or personalities.

Leadership potential:

- Are there one or two members that want to champion this cause? Code name: Chair!

How to Start

The decision of the alumnae group is to move forward and plan a Tables That Bloom. No matter what size event the group feels like it can support, it is important to put a few things in place to get started.

Select a Chair:

- This a great way to involve a sister that might not want to take on an office but wants to help the group.

Select a date:

- Some groups find weekdays work better especially if the location is a country club.
- The name suggests spring but choose the date on what works best for your group.

Choose a theme:

- Decide if a theme for the event is wanted or needed. This can be incorporated on invitations, on your memberplanet donation page, etc. Make sure to use the [official Delta Gamma brand](#).

EVENT DETAILS: STARTING SMALL

The following items are for the alumnae group that wants to start small.

- Small volunteer base
- DGs design limited number (»5) of tables - or enlist a friend/designer to design tables
- Private room in a restaurant
- Payments & donations by cash/check
- An additional money-maker (a limited silent auction, blind wine, 50/50 raffle, gift-card giveaway, etc.)
- Beneficiary Spotlight (info in program, pamphlets from organization, display, speaker, game, etc.)
- Promote in existing communication channels (newsletters, emails, Facebook, etc.)
- Electronic invitations
- Use the official [Delta Gamma brand](#).
- No corporate sponsorship

Please note...

- All materials must include that the event benefits the Delta Gamma Foundation and the local organization of choice.
- Any Fraternity or Foundation officers or staff present should be recognized and would be happy to speak of the work of the Foundation.

EVENT DETAILS: GROWING YOUR EVENT

A few or all of the items below can be utilized to grow the event.

- Larger volunteer base
- More tables! Majority of tables designed by professional designers
- People's Choice Award for favorite table design
- Public venue (i.e., hotel, country club, convention center, art museum, etc.)
- Entertainment or guest speaker
- Beneficiary presentation
- Offering alcohol (determine how executed: complimentary, for purchase, included in ticket price)
- Facilitate sales of designer table items
- Larger scale or several money maker options (see list above)
- Virtual auction (allowing those not in attendance to bid on items)
- Live auction
- Utilize auction software
- Outsource the entire auction
- Corporate sponsorship
- DG underwriting of fixed costs (some alumnae groups have members willing to cover some budgeted items such as venue reservation, portion of food, advertising)
- Automated credit card payments (memberplanet, Square, PayPal, etc.)
- Accept online donations & reservations
- Use the official [Delta Gamma brand](#).
- Snail mail invitations
- Nametags
- Website for event
- Community publicity (local radio, TV, magazines, newspapers, press releases, designer shops, etc.)

After the Event

- Tally all the donations and ticket sales.
- Pay all remaining expenses and take care of reimbursements.
- Complete the Fundraising Finance Report Form (FFRF) via Anchorbase and send a copy to Executive Offices no later than two weeks following the fundraising event with the fundraising checks. If no checks are to be mailed in, email a PDF of the completed FFRF to FoundationFinance@deltagamma.org.
 - Please indicate on the FFRF the organization(s) and amounts where your group would like a portion of the gift to be directed. Alumnae groups can [designate up to 90% of funds raised](#) to a local 501(c)(3) that shares in the Foundation's Service for Sight mission.
- Conduct a wrap-up event to celebrate success and evaluate what can be improved. Be sure to send a report to your Regional Director, Regional Alumnae Specialist and Regional Foundation Coordinator.

Examples and Resources

FLYER/HANDOUT EXAMPLE



313-PHX-TTB0 (749-8820)
TablesThatBloomPHX@gmail.com

Tables THAT Bloom

WHO

The Delta Gamma Alumnae Chapter of Phoenix

WHAT

Tables That Bloom: A luncheon fundraiser benefitting the **Foundation for Blind Children** featuring brilliantly designed tablescapes provided by local designers from all different backgrounds.

WHERE

Phoenix Country Club: 2901 N 7th Street | Phoenix, AZ 85014

WHEN

Monday, May 4, 2015 • Luncheon begins at 11 o'clock am

HOW

Contact your Tables That Bloom Ambassador for a Registration Form or email TablesThatBloomPHX@gmail.com today!

Register by November 15, receive 1 complimentary seat to the luncheon and 1 additional seat at a discounted price (1/2 price). Commit by January 1, and you may purchase up to 2 seats at the same discounted price (1/2 price). After January 1, discounted prices are not available. Sign up early!

WHY

You will receive: advertising on individual seats at the luncheon, your company name and logo in event program and website, and potential exposure in local magazines.

Inaugural year designers will have their registration fee waived.



TABLES THAT BLOOM [CHAPTER NAME]

[Date] [time] [location]

Designer Registration Form

Please email copy to [email address] or mail to [mailing address].

This registration form ensures we know the best way to contact you, provide accurate information in published materials, and do our best to meet your needs.

Name of business (as you wish to be listed): _____

Address/City/State/Zip: _____

Business phone: _____ Fax: _____

Website: _____ Facebook: _____

Instagram: _____ Pinterest: _____

Brief description of your business that we could share in our marketing materials:

Who is the primary contact person for this event? Name: _____

Title: _____ Email: _____ Cell phone: _____

How may we contact you? Email Business phone Cell phone Text In person

What is your preferred form of communication? _____

In general, what days/times are best to reach you? _____

Who is the contact person for the day of the event (if different from primary contact)?

Name: _____ Title: _____ Cell phone: _____

What are you hoping to get out of participating in Tables That Bloom?

Any other thoughts/comments to share, such as someone else who might be interested in designing a table?

Your signature indicates you permit Tables That Bloom and the [Insert alumnae group name] to use your business logo, description and business contact information in promotional materials and event programs.

Signature _____

Date _____

Note: If you have an electronic business logo we can use in marketing materials, please email [insert email address].



TABLES THAT BLOOM [CHAPTER NAME]

[Date] [time] [location]

Designer Follow-Up Questions

Please email copy to [email address] or mail to [mailing address].

Name of Designer: _____

1. Who is your contact person for the day of the event?
2. Are there any other assistants/names we should know?
3. What is your approximate expected time of arrival on the day of the event?
4. Do you wish to provide your own linens?
5. Do any items need to be removed after the table viewing period and before lunch is served?
6. Will your display be more than 4 feet high?
7. What item will you donate to our silent auction?
8. Would you like to reserve any seats for you, your assistants and any guests?
9. Is there anything else we should know about preparing for the event or the day of the event?

SOLICITATION EXAMPLE



Tables That Bloom

Thursday, May 8, 2014
11:00 a.m. – 1:30 p.m.
Indian Hills Country Club

Hosted by the
Greater Kansas City
Alumnae Chapter
of Delta Gamma

Chapter President
Lori O'Neal

Executive VP
Ashley Thurston

Steering Committee
Alicia Poole
Chair

Christi Bulit
Auction Coordinator

Brynn Ferraro
Financial Coordinator

Jennifer Westlake
Designers Coordinator

Kristin Wing
Public Relations Coordinator

Dear Community Friends:

March 2014

On May 8th, the Delta Gamma alumnae of Greater Kansas City are sponsoring the *10th Annual Tables That Bloom* luncheon and fundraiser. All proceeds benefit two local organizations, Alphapointe and the Children's Center for the Visually Impaired (CCVI), as well as the Delta Gamma Foundation's Service for Sight: Joining Forces program which assists service members with eye injuries.

Once again, the area's finest designers will create amazing tablescapes, providing the perfect setting for an elegant luncheon. Guests will be inspired by keynote speaker and retired U.S. Army Brigadier General, Colleen McGuire.

The silent auction plays a significant role in our fund-raising effort. You can help us by donating a tax-deductible item from your organization for the auction. For tax purposes, all donations are made to the Delta Gamma Foundation, a 501(c)3 organization. I am happy to arrange to pick-up your donation at your place of business or you may mail it to me at the address at the bottom of this letter.

It is because of the generosity of companies like yours that our local charities continue to thrive and assist the diverse needs of these special individuals in our community. We thank you in advance for your participation with this worthwhile cause.

Most sincerely,

Christi Bulit
Auction Coordinator
Direct: 402.707.3546 / ChristiBulit@gmail.com

TablesThatBloom.com ↓ 913.735.0TTB (0882) ↓ TablesThatBloom@kcdg.org
1533 W Loula St ↓ Olathe, Kansas 66061
Follow us on Facebook @ Tables That Bloom

SOLICITATION EXAMPLE



Tables That Bloom

Hosted by the Delta Gamma Alumnae of Kansas City

2009 STEERING COMMITTEE

Co-Chairmen

*Barb Boersma
Kathy Shapiro*

Designers

*Mary Ann Wilson
Gail Ward*

Auction

Martha Dooley

Treasurer

Susan Durbian

Table Hostesses

Gloria Dobbs

Correspondence

Lisa Hirschman

Volunteers

Lori O'Neal

Day-of Coordinator

Dell Kingan

Mistress of Ceremony

Kim Byrnes

Chapter President

Janise Naughton

May 11, 2009

Aspen Salon & Spa
Attn: Michelle Machado
14884 Metcalf Ave
Overland Park, KS 66223

Thank you for participating in the 5th Annual Tables That Bloom fundraiser on April 8, 2009. Your donation to the silent auction enables us to contribute over \$10,000 to our designated charities!

Information for your tax records:

- ✦ Donation: Hi-Lite & Cut
- ✦ Value: \$135
- ✦ Donations are made to the Delta Gamma Foundation, a 501(c)3 organization with Federal Identification # 31-6034001.

The Delta Gamma Alumnae of Greater Kansas City sponsor this event to support our philanthropic mission of sight conservation and aid to the visually impaired. Through the Delta Gamma Foundation, the proceeds will benefit the Children's Center for the Visually Impaired (CCVI), Alphapointe Association for the Blind, and the Kansas School for the Blind. Because of you, these charities can more easily assist the diverse needs of special individuals in our community. We thank you for your participation with this worthwhile cause.

Most sincerely,

Martha Dooley, Auction Chairman
Tables That Bloom
4112 Sw James Younger Dr
Lees Summit MO 64082-8213
816-405-8149
TablesThatBloomAuction@kcdg.org
www.kcdg.org



End of
**Tables That Bloom
Resource**

Individual Giving

How to Give

Giving to the Delta Gamma Foundation is a personal commitment, and the Foundation has established several different opportunities to allow each member to determine how they would like to support the mission of the Foundation.

Direct Your Gift

- Loyalty Fund (area of greatest need)
- Individual Member Support
- Training and Programming
- Service for Sight

FOUNDATION FUNDS

The Foundation has hundreds of funds for our three areas of support. Examples include:

Loyalty Fund: This annual fund provides funding for areas of greatest need to all Foundation areas of support: Individual Member Support, Training and Programming, and Service for Sight. Members, non-members, collegiate chapters and alumnae groups can support this fund.

Individual Member Support

Crisis Grant Fund: This fund provides financial assistance to Delta Gamma members in crisis.

Endowed Funds: Funds created by individuals, chapters or groups permanently endowing scholarships, fellowships and other Foundation programs, including our three areas of support.

Fellowship Fund: Donations for one-time fellowships are placed in this fund.

Scholarship Fund: Gifts to general scholarships and one-time scholarships are placed in this fund.

Sisters Helping Sisters: Need-Based Scholarship Fund: This fund is designated to assist collegiate members who have proven financial need or who find themselves in a sudden or unexpected financial crisis.

Training and Programming

Training and Programming Fund: This fund supports the Foundation grant to the Fraternity supporting Social Responsibility, Health and Well-Being, and Leadership, including anti-hazing, mental health initiatives, Diversity, Equity, and Inclusion training, sexual assault prevention and survivor support, The Lewis Institute, and other leadership training.



Service for Sight

Service for Sight Fund: Donations to this fund support Service for Sight grants to organizations that share our Service for Sight mission through a grant application process.

Service for Sight: Joining Forces Fund: This fund supports grants to organizations that aid blind and visually impaired veterans.

Types of gifts

- **One-time gifts:** make a gift online at donate.deltagamma.org, by mail, or by phone.
- **Recurring gifts:** Have gifts automatically deducted from your debit card, credit card or bank account through our [secure giving site](#). You choose the amount and duration of your giving and can start or stop donations at any time.
- **Matching gifts:** Double the impact of your gift if your (or your legal partner's) employer participates in a matching gift program. Contact your human resources department for more information and email the Foundation with any questions.
- **Tribute gifts:** Make donations to the Loyalty Fund in honor or memory of someone special, as well as to sponsor a named brick, scholarship or fellowship. The Foundation will notify the honoree or the family of those memorialized.
- **Brick Walkway:** Donors can buy a brick in honor or memory of an individual or group to be placed in the brick walkway and patio at Executive Offices in Columbus, OH. Please complete the [brick order form](#) in the Delta Gamma website library or [make a gift online](#) and include information in the comments section.
- **Stocks:** Many donors may realize substantial tax advantages by transferring gifts of appreciated stock, bonds or mutual fund shares. Capital gains on the amount of appreciation are avoided, and the donor receives a tax deduction for the asset's full market value.
- **Planned gifts:** Many donors discover they can make a substantial gift through planned giving, including trusts, life-income charitable gift annuities, gifts of fully paid whole life insurance policies, qualified retirement plan assets (i.e. 401(k) or IRA), and bequests. Donors may enjoy full tax benefits for such contributions, enhancing their own financial situation even as they make a lasting contribution to the Foundation.
- **Endowments:** Many donors choose to endow a scholarship, fellowship, or other area of support, including Training and Programming and Service for Sight. Please consult the resources in the Delta Gamma [website library](#) for more information on how to endow a scholarship or fellowship.
- **Blended gifts:** Combinations of outright and deferred gifts are welcome. For more information, please contact the Delta Gamma Foundation and visit our planned giving website: deltagamma.myplannedgift.org.





RECOGNITION



Recognition encompasses the ways the Foundation acknowledges and celebrates its culture of philanthropy. We foster a sense of community among donors through our donor recognition groups.

Lifetime Giving Society

Delta Gamma Foundation's Lifetime Giving Societies recognize individual members' total giving. They reflect the sum of gifts to all funds to the Foundation throughout a member's life. Currently there are nine cumulative giving societies:

 Visionary	\$1 million or more
 Champion	\$500,000–\$999,999
 Leadership	\$250,000–\$499,999
 Inspiration	\$100,000–\$249,999
 Empowerment	\$50,000–\$99,999
 Sisterhood	\$25,000–\$49,999
 Hope	\$10,000–\$24,999
 Friendship	\$5,000–\$9,999
 1873	\$1873-4,999

Rose Circle Society

The Rose Circle Society recognizes members who have given a total of \$1,000 or more to the Foundation during one fiscal year, July 1 - June 30. Gifts to all funds during this time qualify a member for this annual giving recognition. There are four levels within the Rose Circle Society and each has its own insignia pin offered to members.

 Bronze	\$1,000-\$2,499
 Pink	\$2,500-\$4,999
 Blue	\$5,000–\$9,999
 Cream	\$10,000 or more



Founders Legacy Society

The Founders Legacy Society recognizes members who are supporting and strengthening Delta Gamma Foundation's three areas of support by making planned gifts. Founders Legacy Society members help ensure a strong future for the next generation of Delta Gammas.

Three recognition levels exist reflecting the value of the planned gift.

Gold	Up to \$49,999
Diamond	\$50,000-\$99,999
Sapphire	\$100,000 and above

* All bequests and beneficiary designations must state the Delta Gamma Foundation as a primary beneficiary to qualify for membership in the Founders Legacy Society.

** For recognition at the Diamond and Sapphire levels, please provide the document or portion of the document that names the Delta Gamma Foundation as a primary beneficiary of the deferred gift.

Please visit our planned giving website at <https://deltagamma.myplannedgift.org/> or contact plannedgiving@deltagamma.org for more information.

Collegiate Giving Society

Collegiate Giving Society (formerly Visionaries) recognizes collegiate members for financial and service support through the Foundation. This giving society educates collegiate Delta Gammas on the mission and goals of the Delta Gamma Foundation and establishes a culture of lifetime giving and philanthropy.





GOVERNANCE



Foundation Volunteers and Staff

The Delta Gamma Foundation is governed by the **BOARD OF TRUSTEES (BOT)**. The BOT consists of six elected Trustees who serve three year terms, and three ex-officio Trustees who serve concurrently while in the Fraternity Council positions of Fraternity President, Council Trustee: Fraternity Programming, and Fraternity Treasurer. They meet a minimum of three times annually. Elected Trustees fill the officer positions of Chairman, Secretary and Treasurer. View the current Foundation Board of Trustees and Fraternity Council [here](#).

The **GOVERNANCE COMMITTEE** is composed of five members. They present to the BOT and the Foundation Voting Membership at least one, but not limited to one, candidate for each vacancy on the Board of Trustees. View the Foundation Governance Resource [here](#).

The **AMBASSADOR TEAM** is comprised of Delta Gamma alumnae who volunteer to further the mission of the Delta Gamma Foundation by working with donors to meet mutual philanthropic goals. An Ambassador Team volunteer may meet with and/or correspond with donors in her geographic area. In addition, an Ambassador Team volunteer may be asked to host a Foundation development officer and/or donor event in her home during a development visit in her area.

FOUNDATION DIRECTORS are appointed by the Board of Trustees. They serve as subject matter experts to the members of the Fraternity and to the public. Foundation Directors include:

- Director: Alumnae Fundraising and Service advises alumnae groups as well as regional officers on information about our philanthropy, Service for Sight, Do Good Hours, and fundraising.
- Director: Collegiate Service advises collegiate chapters as well as regional officers on information about our philanthropy Service for Sight and Do Good Hours.
- Director: Grants oversees national Service for Sight grants.
- Director: Lectureships in Values and Ethics serves as the primary contact for information on the Delta Gamma Lectureships in Values and Ethics and communicates with collegiate chapters, alumnae groups and universities with established Lectureships as well as Lectureships in progress.
- Director: Scholarships and Fellowships coordinates and supervises the merit-based scholarship and graduate fellowship evaluation and selection process.
- Director: Special Events and Collegiate Fundraising advises collegiate chapters and advisers with information on special events and fundraising.



The **REGIONAL FOUNDATION COORDINATORS** are a regional resource for our collegiate chapters and alumnae groups in all Foundation-related activities including service and fundraising. They work in conjunction with our Foundation Directors, the Board of Trustees and the regional team in their region.

The **FOUNDATION PROFESSIONAL STAFF** at Executive Offices consists of:

Foundation Executive Director

Development

Advancement Executive
Director of Development

Donor Relations

Assistant Executive Director/Director of Donor Relations
Foundation Programs Manager
Foundation Administrative Specialist
Donor Relations Specialist (part-time)

Finance

Director of Finance
Foundation Accounting Manager
Chapter Fundraising Finance Specialist
Accounting Specialist

Communications

Director of Strategic Communications
Events and Executive Operations Manager
Graphic Designer and Digital Media Manager

What's the difference between the Fraternity and Foundation?

We are one Delta Gamma, but in accordance with Internal Revenue Code, the Foundation and Fraternity are two separate organizations. In 1951, the Delta Gamma Foundation was formed as a complement to the Fraternity, creating a vehicle for members to promote the educational interests and social responsibility referenced in Article II of the Fraternity Constitution. Each entity offers unique opportunities for our members to do good.

Article II of the Fraternity mission statement says *“The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them the best qualities of character.”* To that end, the Delta Gamma Foundation was created to “provide a means by which the members of Delta Gamma Fraternity may act in concert with each other in the furtherance of exclusively charitable, scientific, literary and educational objectives.”



The Delta Gamma Fraternity and its chapters are formed under section 501(c)(7) of the tax code and as such gifts to the Fraternity are not tax deductible. The Delta Gamma Foundation is formed as a “Public Charity” under section 501(c)(3) of the Internal Revenue Code. As a Public Charity the Foundation can support “charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and the prevention of cruelty to children or animals.” Gifts to the Foundation are tax deductible in the United States as allowed by law.

The Foundation is the philanthropic extension of the Fraternity. The Foundation conducts yearly fundraising campaigns to support programs, scholarships, fellowships, special projects and events. Gifts from individuals, alumnae groups and collegiate chapters help fund the Foundation's three areas of support: Individual Members Support, Training and Programming, and Service for Sight. Gifts to the Loyalty Fund support areas of greatest need.

The Fraternity funds most of the *ANCHORA* costs, establishing new chapters, membership records and training at Conventions and seminars.

There are a number of shared costs among the Delta Gamma entities, including technological advances and the support and maintenance of Executive Offices.

The relationship agreement between the Delta Gamma Fraternity (Fraternity) and the Delta Gamma Foundation (Foundation) was created to clarify both the symbiotic and business relationship of the two organizations. As each organization serves the same membership and is directed by that membership, this agreement outlines how each entity shall support the formative goals of the other in furtherance of Delta Gamma.

In furtherance of their respective mission statements, the Fraternity and the Foundation agree to work together to leverage the strengths and limitations of each entity to enhance and grow Delta Gamma.



Contact List:

Delta Gamma Foundation
3250 Riverside Drive
Columbus, OH 43221

www.deltagamma.org/foundation
dgfoundation@deltagamma.org

Phone: 614-481-8164 • Fax: 614-481-7061



Governance Committee - FoundationGOVChr@deltagamma.org

Director: Alumnae Fundraising and Service - alumservice@deltagamma.org

Director: Collegiate Service - collservice@deltagamma.org

Director: Grants - grants@deltagamma.org

Director: Lectureships in Values and Ethics - lectureships@deltagamma.org

Director: Scholarships and Fellowships - scholarshipfellowship@deltagamma.org

Director: Special Events and Collegiate Fundraising - fundraising@deltagamma.org

Regional Foundation Coordinators (RFNCs):

Region 1 - RFNC1@deltagamma.org

Region 2 - RFNC2@deltagamma.org

Region 3 - RFNC3@deltagamma.org

Region 4 - RFNC4@deltagamma.org

Region 5 - RFNC5@deltagamma.org

Region 6 - RFNC6@deltagamma.org

Region 7 - RFNC7@deltagamma.org

Region 8 - RFNC8@deltagamma.org

Professional staff at Executive Offices - dgfoundation@deltagamma.org

Planned Giving - plannedgiving@deltagamma.org





Delta Gamma

1873

Disability Etiquette Guide

and other helpful information on addressing, interacting
and using appropriate language with individuals who
are blind or visually impaired.





Delta Gamma

1873

Introduction

This guide was compiled by caring Delta Gamma staff, volunteers and community partners and is meant as a resource of best practices for interacting with individuals with disabilities. It is important to note that the world, communication and people are ever changing. Our hope is that you always serve others with your heart and best judgment, and that this guide will help you in your service and interactions with individuals who are blind or visually impaired. If you ever have questions about how to interact with an individual with a disability, it is always best to ask the individual with whom you are interacting directly.

When interacting with someone who is blind or visually impaired, be yourself, relax and speak with the person in a normal tone of voice. Do not feel afraid to approach someone who is blind or visually impaired, and if you have trouble determining if they need assistance, simply ask — it is the kind thing to do. People who are blind or visually impaired are people, and they will let you know their needs, just like anyone else would. If you remember that most people who are blind are different only regarding their vision, you will be off to a great start!

Blindness does not affect a person's hearing or intelligence. Blindness does not change character or personality, and it does not bestow special qualities or powers. It affects vision in people we know as friends, neighbors, family and sisters. Hopefully after reviewing this guide, you will feel more confident in your knowledge about the blind and visually impaired community and in your interactions with them.

“The difference between the right word and the almost right word is the difference between lightning and the lightning bug.”

- Mark Twain

General Guidelines for Talking About Different Disabilities

There are many words to use and ways to refer to individuals with a disability. The following information is meant to answer some questions about what language to use and not to use.

The chart below features some ways that people with disabilities are described. This list includes “outdated language” which are terms and phrases that should not be used. This list also includes respectful language, which should be used to describe different disabilities and individuals. People have individual preferences for how you refer to them. What is “okay” for some people may not be “okay” for others. If you don’t know what to say, just ask how a person likes to be described.

Disability	Outdated Language	Respectful Language
General Disability	Handicapped or the disabled	Person with a disability
No Disability	Normal, healthy	Person without a disability, typical
Blind or Visual Impairment	Dumb, Invalid	Blind or visually impaired, person who is blind/visually impaired
Deaf or Hearing Impairment	Invalid, deaf-and-dumb, deaf-mute	Deaf or hard-of-hearing, person who is deaf or hard-of-hearing
Speech/ Communication Disability	Dumb, “one who talks bad,” mute	Person with a speech/ communication disability, person who communicates with alternative devices or eyes
Learning Disability	Retarded, slow, brain-damaged, “special ed,” learning disabled	Person with a learning or cognitive disability
Mental Health Disability	Hyper-sensitive, psycho, crazy, insane, wacko, nuts	Person with a psychiatric disability, person with a mental health disability
Mobility/Physical Disability	Handicapped, physically challenged, “special,” deformed, cripple, gimp, spastic, spaz, wheelchair-bound, lame	Person with a mobile or physical disability, person who uses a wheelchair or mobility chair, or is a wheelchair user
Emotional Disability	Emotionally disturbed, crazy	Emotionally disabled, person with an emotional disability
Cognitive Disability	Retard, mentally retarded, “special ed,” autistic child	Cognitively/developmentally disabled, person with a developmental disability
Short Stature, Little Person	Dwarf, midget	Someone of short stature, little person
Health Conditions	Victim, someone “stricken with” a disability (i.e. “someone stricken with cancer” or “an AIDS victim”)	Survivor, someone “living with” a specific disability (i.e. “someone living with cancer or AIDS”)

HELPFUL HINTS

When talking about places with accommodations for people with disabilities, use the term “accessible” rather than “disabled” or “handicapped.” For example, refer to an “accessible” parking space rather than a “disabled” or “handicapped” parking space or an “accessible” bathroom stall rather than a “handicapped” bathroom stall.

Refer to a person’s disability only when it is related to what you are talking about. For example, don’t refer to people in general or generic terms such as “the girl in the wheelchair” since the wheelchair has nothing to do with the conversation you are having.

PEOPLE-FIRST LANGUAGE

A common trend and courtesy when talking about individuals with a disability is to use people-first language. The purpose of people-first language is to promote the idea that someone’s disability is secondary. It is not the defining characteristic of the entire individual. To use people-first language, one would refer to the individual first, then to their disability when it is relevant and appropriate. For example, say “person with a disability” rather than “disabled person.”

When in doubt, use the formula below as a way to speak about the individual and their disability:

Name or Title of a Person	+	Verb	+	Assistive Device or Disability
Customer, individual, professor, student, child, applicant, etc.		Has, uses, utilizes, etc.		Wheelchair, autism, developmental delay, etc.

Many guides on disability language and etiquette may likely emphasize using person-first language, except perhaps, when discussing certain disability cultural groups that explicitly describe themselves with disability-first language. While it is generally safe to use people-first language, there are members of certain disability groups in the United States who prefer not to use it, such as the American Deaf community and a number of Autistic people/Autistics. The basic reason behind members of these groups’ dislike for the application of people-first language to themselves is that they consider their disabilities to be inseparable parts of who they are. Using people-first language, some also argue, makes the disability into something negative, which can and should be separated from the person. As mentioned throughout this resource, if you are in doubt, please feel free to ask the person about whom you are speaking.

Working with the Blind and Visually Impaired Community

WHEN GUIDING SOMEONE WHO IS BLIND OR VISUALLY IMPAIRED:

- Offer the use of your arm (at or around the elbow), walking normally. Don't take their arm as this can be invasive. Most often an individual who is blind would rather take your arm.
- Consider the accessibility of a building when walking or navigating a space. Be mindful of the route you are guiding them through or directions you might give them when walking on their own.
- Give specific, non-visual directions. The words "here" and "there" are too general for descriptive use. Be specific and label objects that give direction and location.
- Orient an individual with visual impairments by using numbers on the face of the clock. Straight ahead would be 12, directly to the right would be 3, directly to the left would be 9, etc.
- Describe the layout of large rooms. A brief description of how the furniture is arranged can make it easier for that person to navigate their surroundings. Generally, an in-depth description is not needed. A description such as, "the room is set up in a classroom style" or "there is a low coffee table in front of the couch" will work.
- If you come to a door, mention how it opens (in or out, left or right).
- Indicate the direction of stairs (up or down) and if they are wide or narrow. If there is a handrail, it is often useful for individuals who are blind or visually impaired to access the rail for additional guidance. Additionally, you don't need to tell the person how many stairs there are, as this can be confusing. Simply when to step up or down and use of the handrail is enough.
- When showing a person who is blind to a chair, place their hands on the back of the chair. They will be able to navigate the rest.
- When dining out, offer to read the menu, including prices. Describe the location of the food by using clock numbers as reference points as mentioned above. You may always ask if the person needs additional assistance with their food.

SERVICE ANIMALS:

Some people who are blind or visually impaired may use a service animal to assist them with daily living. Here are some tips on interacting with an individual and their service animals:

- Don't distract, feed or pet the animal. These animals are working, and by distracting them you could be putting them in a situation that is detrimental to their owner.
- Even if the animal is at rest, be sure to ask the owner's permission to interact with the animal.
- Respect the handler's wishes. If they tell you something you should or should not do when interacting with their service animals, comply with their requests.

- Do not speak to the service animal when they are on duty. This can be distracting to the service animal, and they need to be alert to take commands from their handler. Instead, speak to the handler about any instructions or information.
- If you are guiding or walking with someone who has a service animal, walk on the opposite side of the service animal.
- Don't say the animals name or feel like you have to introduce it. Saying its name can be distracting.

WHEN SPEAKING WITH AN INDIVIDUAL WHO IS BLIND OR VISUALLY IMPAIRED:

- Identify yourself by name when initiating a conversation. You should not assume the person will recognize your voice. Just as you would identify yourself when you make a phone call, it is helpful to identify yourself when speaking to someone who is visually impaired. Similarly, when with a group, it's often helpful to go around the room and have everyone state their names so the individual who is visually impaired knows who is in the room.
- Don't use hand signals. People with severe visual impairments can't see hand motions, descriptions using your hands, waving or pointing.
- Speak directly to a person who is blind. Do not speak to a family member or friend instead and ignore the person who is blind. Remember they are humans, and they can speak for themselves.
- Do not censor your language when speaking to individuals with disabilities. It's perfectly okay to use words like watch, look and see when talking to someone who is blind. People with visual impairments are not offended by these words and understand that these words are part of normal conversations.
- Feel free to talk about visual entertainment, such as sports, television and movies. People who are blind or visually impaired have the same interests as sighted people.
- Give verbal indication when you walk away from a conversation or leave the room. If the individual to whom you are speaking can't see you, they may not know you walked away. A quick word that you need to leave will eliminate any awkward moments.

WHEN CREATING AN EVENT OR WORKING WITH AN INDIVIDUAL WHO IS BLIND OR VISUALLY IMPAIRED:

- Do not be afraid to ask questions. If you're curious about the technology a person is using or if you would want to know what they can or can't see, don't be afraid to ask. Most people with a disability would rather have you ask questions than make assumptions.
- Provide electronic copies of material you'll be handing out in hard-copy form or presenting via PowerPoint prior to a meeting. This gives staff with disabilities the opportunity to load the documents onto their computer or other device and print them in an accessible format or listen to them in auditory format. Providing copies ahead of time is a simple courtesy. Just as you would never give a handout to all the tall people in the audience and tell anybody below 5'10" you'll send them a copy later, don't



make people who are visually impaired be the last in line to receive essential information.

- Try to avoid highly stylized typefaces. When preparing documents, avoid using stylized or graphical fonts, as these can be difficult for individuals with low vision to read. Instead, use easy-to-read, sans-serif fonts with clearly defined letters and clear spacing between the letters, such as Helvetica, Verdana or Arial.
- Add alternative text tags to graphics. If you insert a graphic or photograph into your PowerPoint presentation, Word document or web page, add alternative text tags which briefly describe the image. Depending on the software you're using, this can usually be done by right-clicking on the graphic and choosing "properties."
- Not all people with visual disabilities use braille. Consider presenting information in alternative formats.

REMEMBER:

DO NOT MAKE ASSUMPTIONS - People with disabilities are the best judge of what they can or cannot do. Don't make decisions for them. Depending on the situation, it could be a violation of the Americans with Disabilities Act (ADA) to exclude people because of a presumption about their limitations. For example, if you offer assistance and the individual declines, then it is important to respect their decision as they know what is best for themselves.

RESPOND GRACIOUSLY TO REQUESTS - When people who have disabilities ask for an accommodation, it is not a complaint. It shows they feel comfortable enough to ask for what they need.

DO GOOD - When you meet someone who is blind or visually impaired, be yourself, use common sense and do good.



References

“Disability Etiquette Guide”

<https://www.diversity.pitt.edu/sites/default/files/Disability%20Etiquette%20Guide.pdf>

United Spinal Association, Tips on Interacting with People With Disabilities

<http://www.unitedspinal.org/pdf/DisabilityEtiquette.pdf>

Syracuse University Language Guide

<http://sudcc.syr.edu/resources/language-guide.html>

“Nine essential tips for working with people who are blind”

<http://www.perkins.org/stories/nine-essential-tips-for-working-with-people-who-are-blind>

“Teaching Students with Visual Impairments”

<http://www.teachingvisuallyimpaired.com/social-etiquette.html>

Collegiate Fundraising FAQs

My chapter was unable to hold our fall fundraiser as scheduled on the Anchorbase Calendar. We want to hold a late-night feed next month to make up for the canceled fundraiser. Can we do this?

Yes, if you follow these steps before holding:

- You will need to add the event to the master calendar. Adding the event to the master calendar will generate all of the required fundraising forms through Anchorbase. Note: The pre-planning form is due 6-weeks before the event, so ensure that the date you pick is 6 weeks from the date you add to the calendar.
- Work with your vp: programming to ensure that the fundraising event does not conflict with any chapter events.
- The fundraising event date cannot have any event with alcohol 24 hours prior or 24 hours after the date of the fundraising event. (See [Foundation Policies](#))
- Holding a fundraiser without following the above procedures would be considered holding an unauthorized fundraiser, which could allow chapters to be vulnerable to liability issues.

Can parents receive a tax write-off form if they donate to Anchor Splash?

Yes, it is possible for tax-deductible donations to come from parents or others for Anchor Splash. Their check is their receipt if the gift is under \$250. If the gift is \$250 or more, the Foundation will issue a receipt to the donor. However, in order to be tax-deductible there are specific procedures to follow.

- Most importantly, the checks MUST be made payable only to Delta Gamma Foundation. Checks payable to Delta Gamma Fraternity or the collegiate chapter are not eligible for a tax deduction. Chapters cannot retain a portion of the proceeds for their own purposes.
- Checks should be collected and sent to the Executive Offices/Foundation Accountant. Photocopies of the checks should be made for the chapter to keep for sending thank you notes to these donors.
- If donations are made online via memberplanet, those funds go directly to the Delta Gamma Foundation. Make sure the fundraiser is attached to the Foundation account on memberplanet and the donor will receive a notification verifying tax-deductibility.

How should chapters handle cash and checks received from a fundraiser?

NO CASH SHOULD BE SENT TO EO. The chapter should deposit all cash donations into their chapter checking account and record the amount in their 332 accounts.

- If there is a positive balance in the 332 account, after expenses have been paid, then vp: finance needs to send a chapter check to the Foundation for the positive 332 account balance.



- If the 332 account has a negative balance AND the Foundation Fundraising Finance Report Form shows positive net income from all sources (including checks payable to the Foundation and memberplanet online donations) then the vp: finance needs to request reimbursement for their fundraising expenses from the Foundation.
- The Foundation Fundraising Finance Report Form should be sent to the Foundation by mail or through email if no checks are being sent, whether the 332 accounts have a negative or positive balance.
- Donations made through memberplanet will be sent directly to the Foundation (ensure that it is attached to the DG Foundation account) and are tax-deductible to the donor.

Does my chapter have to pay sales tax on items purchased for a Foundation fundraiser?

Yes, the Delta Gamma Foundation is an Ohio corporation and as such is only exempt from sales tax in Ohio.

Approximately how long does it take for a chapter to be reimbursed for expenses from a fundraising event?

Once the Foundation receives the chapter's reimbursement request and supporting documentation (all receipts) and their fundraising proceeds – it could take up to 10 working days for them to receive their reimbursement.

If everything is received on a Monday (meaning all information from the chapter is correct upon being received by the Foundation) the Foundation may issue their reimbursement the following Wednesday. All fundraising reimbursements are sent via direct deposit to the chapter's bank account on file with EO. The chapter's Collegiate Finance Consultant is notified of the deposit and will code it in Greekbill for the chapter. The chapter vp: finance and vp: Foundation are notified when this process has been completed.

*If the Foundation accounting manager is out of office, there will be a delay.

My chapter wants to set up an online fundraising account for donations for Anchor Splash – we were thinking about using PayPal – can we do this?

memberplanet is the Delta Gamma Foundation's **ONLY** authorized online donation vendor. PayPal, GoFundMe, or other online options are not approved or recommended by the Foundation. Chapters holding tax-deductible fundraisers are not authorized to channel funds to a PayPal account, as doing so would void their donor's tax deduction.

Utilizing memberplanet will also ensure that your donors see on their credit card statement that the Delta Gamma Foundation made the charge. Contact fundraising@deltagamma.org for information regarding using memberplanet.

If a business donates a gift certificate or gift card, can that be tax deductible?

If a chapter is donating 100% of their net proceeds to the Foundation the chapter may tell the business that their gift is tax deductible. Otherwise, chapters should not make any



representations to donors that the donor is entitled to any type of a tax deduction.

- For “official” receipts, charities are only required to issue them if the gift is \$250 or more for cash or \$500 or more for goods or services. Generally, our chapters do not receive gifts that meet these thresholds.
- We encourage chapters to send a thank you for gifts received, however, because donors that receive any benefit for their gift (such as advertising) are not entitled to a 100% deduction, we recommend the chapter not use any language that says the gift is deductible, just a simple thank you.

If a business gives the chapter \$20 as a sponsorship fee (it would get them real estate on their t-shirt and banner), would that \$20 be a tax-deductible donation?

No, the very basic rule on charitable donations is that if you receive something in return for your donation the value of that item must be deducted from your donation. There are some exclusions but the basic rule applies.

- So in this situation the business is receiving advertising in return for their “donation”. However, from their perspective generally an expense is an expense so they may not care if the \$20 is a donation or advertising.

What is the difference between an EIN number and tax ID number?

They are one in the same. Some people say EIN which is Employer Identification Number, the Foundation prefers Tax ID number, but they are the same. Essentially the number is the Foundation's Social Security Number and although it is typically presented as **31-6034001**, it is nine digits just like your Social Security Number.

We are planning to have a fundraiser with Chipotle. Before we can print the flyer, Chipotle needs the W-9 form for our Foundation and a letter (with DG's letterhead) that states the chapter will be hosting a fundraiser at Chipotle, date and will be receiving fifty percent of the company's income for the allotted time frame.

The chapter should contact their Regional Foundation Coordinator (RFNC) and confirm that 100% of the net proceeds from the fundraiser (including any portion of the gift directed to a local 501(c)(3) sight-related organization) will go to the Delta Gamma Foundation.

The RFNC will then provide you with a copy of the Foundation's W-9 and tax determination letter. Typically, the restaurant will send the funds directly to the Foundation, so we would like the chapter identified on the restaurant check or at least have the chapter alert the Foundation that a check is coming.

If a business asks for a W-9 form and a letter on DG Foundation letterhead confirming that the money will go to the Foundation, where can we get that form and letter?

Follow the same steps as in the previous question.



Can other organizations be involved as a partner or co-sponsor in Anchor Splash/Anchor Games?

Anchor Splash/Anchor Games are Delta Gamma events. The concept of having a fraternity or any other campus group/organization co-sponsor an Anchor Splash/Anchor Games event is something that the Foundation **does not approve**. Please refer to the Statement of Clarification: Co-Hosting Events in the [Foundation Policies](#).

- We encourage our chapters to invite other groups, fraternities, other social clubs or intramural groups to participate in our fundraising events, but it's not approved by the Foundation for another group to co-sponsor a Delta Gamma Signature fundraising event. Please direct any questions to fundraising@deltagamma.org.

One of our members is hoping the Delta Gamma Foundation will sponsor her for a 100-mile bike ride for Alzheimer's Research. She will be wearing her DG shirt for positive PR for Delta Gamma. Can the Foundation sponsor her?

The Foundation is extremely proud of all our members and their efforts to support a variety of very worthwhile charities; however, the Delta Gamma Foundation does not endorse or sponsor individual members in their fundraising efforts.

Our Foundation works closely with other philanthropic organizations that share our Service for Sight mission and accordingly we are able, through the fundraising efforts of our collegiate and alumnae groups, to make significant grants to these organizations. Our grants allow these organizations to further their assistance to those who are blind or visually impaired.

Can our Canadian chapters use our online fundraising option with memberplanet?

Yes! If a Canadian chapter sets up a fundraiser and utilizes memberplanet the donor's gift would be collected in US dollars. The donor's credit card provider will then convert the gift to Canadian dollars. The Canadian chapter should indicate on their donation/campaign page with memberplanet that all gifts received are valued in US dollars and the Canadian dollar's equivalent will be significantly higher. Contact fundraising@deltagamma.org for questions.

We just realized that we did not submit all of our receipts from our fundraiser held last semester and we are asking to be reimbursed from EO? Can we get reimbursed?

Executive Offices requests that all reimbursement requests pertaining to Foundation fundraising events be sent in within 5 business days of EO receiving your Fundraising Finance Report Form (FFRF). Normally, after 5 business days your chapter will not be allowed a reimbursement. If you have a concern or special situation, please contact the Foundation fundraising finance specialist at FoundationFinance@deltagamma.org.

Note: It has become an issue when Delta Gamma Foundation receives reimbursement requests after checks directed to a local 501(c)(3) organization have already been sent.



We had our chapter's Signature fundraiser(Anchor Splash/Games) planned but now our university is going to online learning. What do we do?

There may be unforeseen circumstances that prevent your chapter from holding your Signature (Anchor Splash/Games) or Non-Signature fundraiser (food sales, auctions, etc). If this occurs, your chapter may decide to pivot to an online format due to not being able to hold in-person. Please contact your RFNC for guidance on how to do this. Please remember to use memberplanet, the only DG approved online vendor.

Alumnae Group FAQs

DO GOOD HOURS (SERVICE)

What are Do Good Hours?

Delta Gamma would like to recognize members for all of the volunteer service they do in their communities, and as such, service hours are now referred to as Do Good Hours. Service for Sight remains our philanthropy and priority for both fundraising and volunteer service. Completing volunteer service is encouraged of all our membership — to do as much good for our Service for Sight philanthropy and in their communities as their time, talents, and treasures allow. Individual members or alumnae groups can receive service hour credit for both Service for Sight and non-Service for Sight service hours. Please note that any alumnae group recognition from Delta Gamma will be based only on Service for Sight hours.

[Learn more](#) about Do Good Service for Sight and Do Good Non-Service for Sight hours.

Are alumnae groups eligible to receive service hours for eyeglass collecting?

Eyeglass collection is something that we as Delta Gammas love to do. There is no quantity of collecting eyeglasses to warrant a quantity of service hour(s). However, we are emphasizing actual hands-on service to others. Therefore, we encourage collecting of used eyeglasses at DG events but our groups will not receive Do Good Service for Sight Hours for turning in pairs of eyeglasses. If you collect glasses for a group and then do service with that group as well, that would count as service.

Can we submit General Mills Box Tops for Education™ to support the Delta Gamma Schools for Children with Visual Impairments?

Members will no longer receive service hours for submitting General Mills Box Tops for Education. You may choose to support a local school for the blind or one of the Delta Gamma schools that participates in the Box Tops program:

- Blind Children's Center, Los Angeles
- Children's Center for the Visually Impaired, Kansas City
- Foundation for Blind Children, Phoenix

Members should engage in hands-on service opportunities to earn Do Good Hours. Box Tops collection, while valuable to schools, should not be recorded as Do Good Hours.

To participate using the digital submission, members need to download the Box Tops



mobile app, register and select the school for the blind that your chapter supports. Receipts with eligible items must be processed through the Box Tops app or website within two weeks of purchase.

How do I complete the Log Do Hours Task in Anchorbase?

Please review the [Tracking and Logging Do Good Hours: Alumnae](#) section in the Foundation Focus.

By when do service hours need to be entered to be considered for annual Foundation awards?

Input all service hours by May 15 to be considered for Foundation awards. If a group event or any individual service hours occur after the May 15 deadline, vp: Foundation or president should estimate a reasonable amount that they feel will be warranted for the event(s) that follow the May 15 deadline.

Can an alumna receive individual hours if they volunteer for an organization that shares our Service for Sight mission?

Yes, they can get individual service hours for the time spent volunteering with the organization. If the member is employed by an organization with a mission similar to the Delta Gamma Foundation, they cannot get individual service hours for the time spent as an employee.

Alumnae can also report Do Good Non-Service for Sight Hours, but these will not be counted toward Foundation awards.

Can an alumna receive individual service hours for raising a guide dog?

Yes, they can get individual service hours for raising a guide dog. A maximum of fifty (50) hours maybe counted per year. These hours would count as Do Good Service for Sight Hours.

Can alumnae read to the blind or visually impaired for service hours?

Yes, this has been a critical part of our Service for Sight mission for many years. We encourage alumnae to pick a public place (i.e.; libraries, restaurants, coffee shop) to do readings. Only do readings at a person's home if the member feels comfortable with the person who is blind/visually impaired after establishing a relationship. These hours would count as Do Good Service for Sight Hours.

Can alumnae receive individual/group Do Good Hours for supporting a family member who is visually impaired or blind?

No. The Delta Gamma Foundation does not feel it's appropriate for an individual to receive service hours for those who are spending time with a family member. If an alumna is hosting an educational event that a family member who is visually impaired or blind is



attending, and others are also attending, they can receive service hours for that type of activity ([see Foundation Policies](#)).

Can my group/members get service hours for learning and education tied to vision or sight conservation?

In the past members could receive hours for what was called “awareness” or education around the areas of Service for Sight. This could be a speaker coming to an event, passing out education regarding Service for Sight. Groups/members will no longer receive hours for this activity. We encourage groups to still provide opportunities to hear from speakers who speak to vision/sight conservation as this motivates and inspires our membership to stay tied to Delta Gamma's philanthropy Service for Sight.

Can an alumna receive individual service hours if they attend an event/fundraiser for an organization with a mission similar to Delta Gamma Foundation where there is a speaker discussing service for sight?

No, alumnae longer get individual service hours for the time listening to a speaker. For example, if they attend a three-hour fundraiser and there is a speaker, speaking to missions similar to Delta Gamma Foundation Service for Sight for 30 minutes, they will not receive Do Good Hours for that time. Our hope is that the member is inspired by the speaker to continue to support Service for Sight organizations with their time or fundraising and stay engaged with the Delta Gamma Foundation.

If an alumnae group is on a report status, may they apply for the H.K. Stuart Spirit of Service Award?

No. Groups are eligible for awards only if they are in good standing. Reminder: the H.K. Stuart Spirit of Service Award is only given during Convention years.

What is the Service for Sight: Joining Forces fund?

Delta Gamma Foundation funds Service for Sight: Joining Forces grants to organizations that share a similar mission as the Delta Gamma Foundation by giving back to service men and women who have experienced vision impairment, eye trauma and vision loss.

Groups/members can participate in Do Good Service for Sight Hours with service men and women in their local community if tied to sight, and all other service with this demographic would fall under Do Good Non-Service for Sight. The vp: Foundation can reach out to local organizations to establish a relationship.

- Links to a list of organizations:
 - www.bva.org/BVA
 - www.nabv.org
- Check with local, town or city government for Veterans Affairs offices on type of support they need or how to support those who are visually impaired.
- Care packages to troops (must contain information about eye safety/eye care)
- Care packages/backpacks to a veteran's homeless shelter



ALUMNAE FOUNDATION FUNDRAISING

Why do we fundraise?

Delta Gamma has been supported by collegiate chapters' and alumnae groups' fundraising for many years. Delta Gamma Foundation could not do what it does without the support from its membership and community. It is greatly appreciated and allows us to touch the lives of over one million adults and children each year.

Who can we fundraise for?

Fundraising activities can be for either the Foundation or by directing a portion of the fundraising proceeds to a local organization that shares our sight-related mission.

How can we direct our fundraising proceeds?

Alumnae groups may direct their gifts to any of the three areas of support of the Foundation: individual member support, training and programming, and Service for Sight. Groups may designate 100% of their fundraising proceeds to a restricted fund, for example Crisis Grants, scholarships and fellowships, etc.

The group may also [direct up to 90% of their proceeds](#) to a local 501(c)(3) of their choice that shares our Service for Sight mission and direct at least 10% to the Foundation.

How do I send money raised to the Foundation?

We encourage all groups to [direct a portion of their fundraising proceeds](#) (up to 90%) to the local organization that shares our Service for Sight mission of their choice and the remaining portion of the proceeds to the area of greatest need of the Foundation. Doing that is easy!

Within two weeks of the fundraiser, vp: Foundation in partnership with the vp: finance and/or president needs to complete the Fundraising Finance Report Form in Anchorbase (see question below on how to complete the form). Once completed it needs to be submitted and also printed and mailed to the Foundation along with fundraising proceeds.

How do I complete the Fundraising Finance Report Form?

Steps to follow to complete the form:

1. Log in to [Anchorbase](#).
2. Go to top of the Dashboard and click on Foundation. Select Tasks > Alumnae Fundraising Finance Report Form.
3. It will bring you to the Overview Page which will give you an overview of the Fundraising Finance Report Form.
4. Next page is Selection page. You will click On Demand which will take you to the Fundraising Finance Report Form.
5. Complete the task. Scroll down and click the Continue button which is the Validation step.



6. After hitting the Continue button on the Validation step, it will bring you to the top of the form where you will need to scroll down to the bottom of form again to type in your name and date to verify that all information is correct.
7. Hit the Continue button again to receive a “Receipt” confirmation.
8. DON'T FORGET to print a hard copy of the completed Fundraising Finance Report Form to send in with checks made payable to the Delta Gamma Foundation to Executive Offices. If no checks are to be mailed in, email a PDF of the completed FFRF to FoundationFinance@deltagamma.org.

If you want to view a completed form:

1. Go to Foundation tab
2. Click on Task/Form you'd like to view.
3. When overview sheet loads, click “Continue.”
4. Go to Selection page.
5. Click on View Note to the right of the task that you are wanting to view.
6. Go to the top of page and click on DATA.
7. You will be able to view the completed form.

How do I ensure the organization that our group raised money for receives it?

To ensure your group receives credit from the Foundation for fundraising, all funds need to be sent to the Foundation first with the Fundraising Finance Report Form completed in Anchorbase and then a copy mailed to the Foundation. Groups may designate up to 90% to local 501(c)(3). The remaining 10% funds the Foundation's three areas of support: Individual member support, Training and Programming, and Service for Sight. Once processed by the Foundation, the organization to whom your group is directing a portion of your gift will receive a letter and check via mail. The alumnae group will be identified as the sponsor of the gift.

Can my group direct more than 10% to support the Foundation?

Yes, we encourage our alumnae to consider designating more than 10% to the Delta Gamma Foundation to support the Loyalty Fund (areas of greatest need) or on of the three areas of support of the Foundation.

Once I mail my Fundraising Finance Report Form (FFRF) and funds to the Foundation, how long does it take for the organization we fundraised for to receive the donation?

Once the Foundation receives the completed FFRF and all fundraising dollars, it takes about 10 business days for the check to go to the organization that the alumnae group designated on the form. Again, all pieces need to be completed correctly or this can delay the process. A letter of the donation is sent to the president of the group for their records.

Other questions?

Contact your Regional Foundation Coordinator (RFNC).

