Foundation Fundraising Flowchart for Collegians

IS YOUR FOUNDATION FUNDRAISING EVENT ON THE CHAPTER'S ANCHORBASE CALENDAR?

Yes!

Not yet

Required forms to complete in order to hold an approved Foundation fundraising event will only be populated if fundraising event is on the Anchorbase calendar.

COMPLETE THE REQUIRED FORMS IN ANCHORBASE

Please add but make sure the chosen date does not have any social events with alcohol 24 hours before or 24 hours after per Foundation Policy.

Pre-Planning Fundraising Event Form

- A task will populate under Foundation Tasks in the Anchorbase dashboard. To submit the task go to the Foundation tab and select On Demand.
- After submission, the Regional Foundation Coordinator (RFNC) will review the form and approve. **Please do not** hold event without RFNC approval.
- Meet with your vp: finance to work on projected expenses/income for the fundraising event. Expenses should not exceed 30% of your projected income.

Event Guidelines for Events Without Alcohol

- A task will populate* under Foundation Tasks in the dashboard. To submit the task go to the Social Standards tab> Event Guidelines Tasks > Event Guidelines for events without alcohol > select On Demand. **It is to be completed 4-weeks prior to the event.**
- After submission, inform the advisory team chairman (ATC) who will review and approve the form.

*NOTE: If the fundraiser is put on the calendar as a percentage sale or virtual/online fundraiser, this form will NOT populate. It is only required for in-person fundraisers.

WILL YOU BE FUNDRAISING ONLINE?

Yes

No

Be sure to keep good records

For a sample budget and cash receipts form, review the collegiate chapter fundraising section of the Foundation Focus.

Utilize memberplanet

- Memberplanet is Delta Gamma Foundation's **ONLY** authorized online donation vendor (no other online fundraising options are approved by the Foundation).
- Memberplanet will help increase your profits and broaden your scope by allowing you to reach alumnae (built into database), family, friends and others.

Hold your Foundation fundraising event!

Work with vp: finance to complete the Fundraising Finance Report Form (FFRF)

- Ensure that the vp: finance prints and mails the FFRF, along with all checks made payable to the Foundation and any receipts for reimbursement of expenses, to Delta Gamma Foundation, 3250 Riverside Dr., Columbus, OH 43221. Email FoundationFinance@deltagamma.org to inform EO that the documents and checks are in the mail.
- If there are no checks to be mailed, ensure that the vp: finance saves a PDF copy of the completed FFRF along with any receipts for reimbursement of expenses and emails it to FoundationFinance@deltagamma.org with your chapter name in the subject line.