



**VICE
PRESIDENT:
FOUNDATION**



**Regional
Training
Days**

Agenda

- Introductions
- Foundation Team
- Roles & Responsibilities
- Service Hours
- Practice Scenarios
- To Do in Next 90 Days



**Regional
Training
Days**

Introductions

- Name
- Chapter
- What do you love about serving as vp:
Foundation?



**Regional
Training
Days**

Kahoot



**Regional
Training
Days**



Mission

The Delta Gamma Foundation fosters lifetime enrichment for members, promotes Service for Sight and partners with the Fraternity to ensure the future of our sisterhood.



**Regional
Training
Days**

How do we do it?



Service



Fundraising

*We educate our sisters about the importance of our Foundation and philanthropy through **Foundation Education for Recruitment: Let's Talk Philanthropy** program during recruitment prep week.*



**Regional
Training
Days**

Foundation Team

Collegiate Officers

- vice president:
Foundation
- director of fundraising
- director of Anchor
Splash
- director of service hours
- director of lectureship

Support

Foundation adviser
Advisory Team Chairman (ATC)
Regional Foundation Coordinator (RFNC)



**Regional
Training
Days**

Roles & Responsibilities

- Plan all Foundation service, education, and fundraising events
- Update Do Good Hours regularly and provide opportunities for members to participate in service
- Plan educational sessions to increase member's understanding of the DG Foundation
- Informs chapter of various scholarship, fellowships, and loans available



**Regional
Training
Days**

Service Hours

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.



**Regional
Training
Days**

Recording Do Good Hours

- Chapter members should submit their hours through a chapter specific Google form
- **Anchorbase: Log Service Hours Task**
 - Due Oct 15, Dec 15, Feb 15, April 15, Last day of classes
 - Focus on type of service being done
 - Submit individual hours via upload



**Regional
Training
Days**

Foundation Awards: Convention Years

Faculty Award: Deadline February 15

- Recognizes teaching excellence of an undergraduate faculty member
- Recipient receives an unrestricted grant and is invited to speak virtually at Convention Foundation Banquet

Theta Chapter of Delta Gamma Collegiate Leadership Award

Honoring Patricia Peterson Danielson: Deadline February 15

- Awarded to a collegian who has made a leadership contribution to their campus, community, place of worship, state, nation or world
- Contribution in an area of philanthropic service

H.K. Stuart Spirit of Service Award: Deadline May 1

- Exhibits the spirit of dedication and service exemplified in the life of H.K. Stuart, a Kappa-Nebraska initiate



**Regional
Training
Days**

SCENARIO PLANNING



**Regional
Training
Days**



Scenario 1: Calendar Planning

- How will you determine dates for fundraising events?
 - Consider lead in events and signature events
- How will you determine dates for service opportunities?
- What other considerations are important when planning your Foundation event calendar?



Calendar Planning

Make sure all fundraising events are on the chapter calendar



Anchorbase

The screenshot shows the Anchorbase web application interface. At the top, there are navigation tabs: Dashboard, Calendar (selected), Roster, and Chapter Management. Below these, a dropdown menu is open for the 'Calendar' tab, showing options: Dashboard, Tasks, and Reports. The 'Tasks' option is highlighted. Below the navigation, there are sections for 'Alpha Chi' and 'General Reminders'. The 'General Reminders' section contains several items, including 'View the webinar about Exc...', 'The password is DeltaGamma...', 'Anchorbase Calendar tasks are now available! Click cal...', and 'the corresponding task to si...'. At the bottom right of the interface, there is a date indicator: '12/13/2020 - F'.



**Regional
Training
Days**

Scenario 2: Preparing for a Fundraising Event

- What steps do you need to take to prepare for your fundraising event?
 - Starting 8 weeks prior up until the actual event
 - Anchorbase tasks
 - Consider the questions these tasks will ask you
 - How will Foundation awareness/education be built in?



Preparing for a Fundraising Event

Complete the **Pre-Planning Fundraising Event Form**

This form asks for information about:

- Dates and other logistics
- Education of attendees
- Event advertising
- Event Guideline Form for Events without Alcohol*
- Budget for the event
 - Projected expenses



**Regional
Training
Days**

Planning for a Fundraising Event

Two types of Fundraisers:

Tax Deductible: All proceeds go directly to the DG Foundation for charitable purposes. (Examples: Anchor Splash/Games, Silent Auctions of DONTATED items, etc.)

Non Tax-Deductible: Chapter purchases goods or services to be sold. (Examples: Car washes, food sales, flower/candy sales, etc.)

Memberplanet is the only Foundation approved/endorsed online fundraising vendor.



**Regional
Training
Days**

Preparing for a Fundraising Event

Event Budget:

- Projected gross income
- List of projected expenses
- Percentage to be donated to the Foundation
- Directed chapter gifts

Tip: Aim to keep expenses less than 30% of projected income!



**Regional
Training
Days**

Preparing for a Fundraising Event

Complete the Event Guideline Form for Events without Alcohol

- Prompted on Anchorbase 6 weeks prior to your event
- Requires ATC approval
- Not required for virtual events



**Regional
Training
Days**

Scenario 3: Follow-Up & Finances

- Your event is done! ... now what?
- What steps are needed to finalize the amount of funds your event raised?
- What follow up items are needed to finalize your fundraising event efforts?



Follow-Up & Finances

Complete the Fundraising Finance Report form

- Due in Anchorbase
- vp: finance is responsible for submitting, but should be a collaboration

332 Account:

- Used for all expenses and income (if not through memberplanet) related to fundraising events.
- The account could be negative- and that is OK. The balance of the account at the end of the year should be zero

Send Funds:

- Once the form is submitted via Anchorbase by the vp: finance with your assistance, the vp: finance will print a copy and send with all checks made payable to the DG Foundation at 3250 Riverside Drive, Columbus, OH 43221.



**Regional
Training
Days**

1. INCOME AND EXPENSE SUMMARY



EVENT EXPENSES

Costs for your event.

The following amounts should be paid from your 332 account.

* Event Rental Fees: (Amount spent on renting the venue or equipment, Aquatic Center or basketball court)

\$0.00

* Event Supplies and Costs: (Amount spent on supplies to support the event, like inner tubes or buckets to collect change)

\$0.00

* Entertainment Expenses: (Amount spent for A/V, electrical and other costs with providing entertainment)

\$0.00

* Promotional Merchandise Expenses: (Total amount spent to purchase promotional merchandise (e.g., t-shirts))

\$0.00

* Food and Beverage Costs: (All amounts spent for food and beverages)

\$0.00

* Copy, Printing and Advertising: (Amount spent to print flyers or other advertising materials or postage to mail to alumnae)

\$0.00

* Other Expenses: (Any other amounts spent on the event including security and lifeguards)

\$0.00

* Total Event Expenses:

\$0.00

Other Follow-Up

- Sharing results of fundraising event
- Thank you notes
- Reflection
 - What went well?
 - What would you do differently?



To Do in Next 90 Days

- Meet and share info with your Foundation team.
- Get to know your Regional Foundation Coordinator (RFNC)
- Utilize the Foundation resources in Delta Gamma Library and review Anchorbase info for Do Good Service for Sight and fundraising.
- Work closely with your vp: finance on all fundraising events.
- Encourage members to participate in Do Good Hours and provide service opportunity ideas
- Make a plan to educate your chapter on the DG Foundation



**Regional
Training
Days**



QUESTIONS?



**Regional
Training
Days**



Reflection & Goal Planning



**Regional
Training
Days**