



Basics for Chapters

Before your Event

Submit Your Event- Fill out 3-4 months before your event. This is where you can request GiveSmart access! Please note - only ticket sales go back to the Chapter, everything else is donated to the Foundation.

<https://alphaphifoundation.org/resources/submit-your-event/>

Philanthropy Toolkit- Best Practice Guides for your events, order your Red Dress Gala pins, marketing resources - Foundation videos you can play at your event!

<https://alphaphifoundation.org/resources/toolkit/>

GiveSmart Help Center- Step by Step tutorials on every feature - still have questions? Contact ChapterGiving@AlphaPhiFoundation.org

<https://help.givesmart.com/help>

Watch the GiveSmart Welcome Webinar

After your Event

Donation Cover Sheet- Print this out and mail it with your checks/money orders!

<https://alphaphifoundation.org/wp-content/uploads/2022/04/FY23-Donation-Cover-Sheet.pdf>

Request GiveSmart Disbursement- Remember this process takes 21-30 days before the Chapter receives the ticket sales in Billhighway.

<https://alphaphifoundation.org/resources/givesmart/event-close-out/>

Event Summary Form- Tell us about your event. You may even be featured on our social media or get an award at next year's Leadership Conference!

<https://alphaphifoundation.org/resources/event-summary-form/>

NEW Donation Address- Checks and Money Orders only within 30 days of your event (before they expire)- NO CASH/COINS

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Questions? Contact ChapterGiving@AlphaPhiFoundation.org