

Leadership Conference Philanthropy FAQs & Tips

Getting Started

What Philanthropy event should we host?

Visit the **Philanthropy Toolkit** under *Chapter Resources* on our website. There you will find Best Practice Guides for inspiration on **Red Dress Gala, Food Events, Move Your Phi't, Tabling**, and more!

How do I access GiveSmart?

Fill out the **Submit Your Event Form** and include your **NAME, PHONE NUMBER, and EMAIL** to get access to GiveSmart.

You will receive two emails: one from GiveSmart for you to set up your account, and one from **ChapterGiving@alphaphifoundation.org** with a **Getting Started Tutorial** to access and customize your campaign.

Where do the GiveSmart funds go?

When you use GiveSmart, *all ticket sales return to the chapter after you* **Request GiveSmart Disbursement**. **ALL other donations, auctions, instant items go directly to the foundation.**

Planning

How do I ___ on GiveSmart?

Whenever you have a question, start on GiveSmart's **Help Center** where they have step by step tutorials on each feature on their site. Still not sure? Email us at **ChapterGiving@alphaphifoundation.org** and tell us what chapter you are from and the name of your event.



Can you help me find a speaker for our event?

Yes! Include your request when you complete the **Submit Your Event** form OR email **ChapterGiving@alphaphifoundation.org** with your event **DATE, TIME, and LOCATION** and we will connect you with a speaker!

Can I take credit card payment at our event?

Yes, if you have the GiveSmart Card Connect (not compatible with a BillHighway credit card reader) you can take a credit card payment in person through the GiveSmart app on an Apple Device. Order your Card Connect **here!**

What do I give a Sponsor who is asking for Tax Information on the foundation?

You can give sponsors a copy of our **Non-Profit Status Letter and W9 Form** or direct them to our *Financials* page where they can view our current and previous **Form-990s and Donor Impact Reports.**

How can I get my chapter to engage with the event?

Be creative!

1. Look for opportunities to create small committees so you can increase the involvement of chapter members in the planning and executing of the event. EX:
 - a. A committee to post flyers around campus
 - b. A committee to create social media content
 - c. A committee to collect chapter feedback before/after an event
2. Create a points system to encourage philanthropy participation in order to attend formal or other social events.
3. Keep them informed!
 - a. Give them at least one month notice of event dates/times.
 - b. Is there specific attire required for the event? Will the chapter be providing T-shirts for the event?
 - c. Will participate in making baskets for an auction? For coaching a Phifa Team?
 - d. Ask the chapter what THEY would like to see at the event. Even if you can't implement everything, it will increase their involvement.



After Your Event

How do I send in Cash/Check Donations?

1. Take any cash and change to your local bank (or even a grocery store!) to convert it to a money order.
2. Ensure both checks and money orders are payable to Alpha Phi Foundation.
3. Fill out the UPDATED **Donation Cover Sheet** so we can credit the funds to your Chapter's Event.
4. Mail the Donation Cover Sheet with all checks/money orders to our NEW Lock Box address within 30 days of your event.

***Alpha Phi Foundation Inc
PO Box 7410667
Chicago, IL 60674-0667***

What do I do after the event is over?

1. Fill out the **Event Summary Form**.
2. **Request GiveSmart Disbursement** (so you can receive your funds as quickly as possible after your event)!
3. Mail in checks/money orders to the Lock Box with the updated **Donation Cover Sheet**.
4. Update any transitional documents while it is still fresh in your mind!

Foundation Key Information

Mailing Address

Alpha Phi Foundation, Inc.
3320 W Foster #105
Chicago, IL 60625

Lock Box Address (for checks/money orders)

Alpha Phi Foundation Inc
PO Box 7410667
Chicago, IL 60674-0667

Email

ChapterGiving@alphaphifoundation.org

Phone Number

847-316-8953

Website

<https://alphaphifoundation.org/>

