

Move Your Phi't Guide

1. Innovative Ideas

- 5k Run/Walk, Alpha Phifa, Fast Phi't Race, Phi Ball, APhi Bowl, APhi Golf Open, Trampoline-a-thon, Hoops for Heart, NBA-Phi, Fitness classes, Dance-a-thon, APhi Putt-Putt, Phi-SPN, NBA 2K Competition, Phield Games, Teeter-totter-thon, Phreestyle Relay

2. Safety First

- If you plan to use the university's gym or fields, be sure to look carefully over any university-sanctioned waivers or liability agreements with an advisor. It's important to make sure your chapter and participants are protected if an injury were to occur. Speak with your VP of Health Wellness and Accountability on any Alpha Phi Fraternity policies or waivers necessary for the event.

3. Plan an Event for your Target Audience

- Does your campus love soccer? Alpha Phifa would be the perfect choice. Optimize your attendance by capitalizing on campus interests.
- Consider Partnering with a local fitness club to host a class like barre, hot yoga or spin

4. Submit Your Event and Use GiveSmart

- [Submit your event](#) to get access to GiveSmart and so we can be on the lookout for your donations!
- Set up tickets for your event on GiveSmart. Keep in mind only ticket sales return to the chapter and all other donations/items will go directly to the foundation after [Requesting GiveSmart Disbursement](#).
- Looking for a way for individuals/teams to compete to raise funds? Use the P2P (Champion) fundraising feature and assist each team with setting up their own page with a special link to share with their supporters. This will allow you to view everyone's progress in one spot! Visit GiveSmart's help center for step by step tutorials on [Peer to Peer Fundraising](#).

5. Become a Bracket Expert

- Plan game logistics beforehand with your committee. Organize forms and rosters, brackets, and schedules prior to the event. Make sure you account for buffer time between rounds if necessary.
- Have a plan for any last minute team/participant sign-ups and drop-outs.

6. Post Event

- Update your GiveSmart site status to "Hidden", confirm there are no outstanding payments or refunds, then [Request GiveSmart Disbursement](#).
- Mail any Checks or Money Orders (**please convert Cash to a Money Order**) to our Lock Box address:

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

7. Holmes Murphy Insurance

- Always send your contracts to be reviewed by Holmes Murphy before signing.
- Phone: 800-736-4327 Email: HolmesMurphy@AlphaPhi.org

Questions? Contact ChapterGiving@AlphaPhiFoundation.org