

Community Contributions & Chapter Fund Designation

Collegiate and Alumnae Chapters

PURPOSE

Alpha Phi Foundation's **Community Contributions & Chapter Fund Designation Program** allows Alpha Phi collegiate chapters that hold philanthropic events to apply for a grant that would request a portion of their philanthropic monies to benefit either a specific Foundation program, chapter-specific fund, or local 501(c)(3) organization that shares a focus in women's heart health. In offering the Community Contributions & Chapter Fund Designation Program, the Foundation gives chapters the ability to support programs that they feel closest to. If a chapter's application indicates the desire to support a local 501(c)(3) organization, the chapter will still receive full philanthropic credit from Alpha Phi Foundation. The final use of philanthropic monies remains the sole purview of Alpha Phi Foundation, a 501(c)(3) organization.

POLICY

Applications for Community Contributions & Chapter Fund Designation Program must be submitted for each philanthropy event individually and at least 30 days prior to the event date. A chapter may submit multiple applications throughout an academic year. The application approval will remain at the sole discretion of Alpha Phi Foundation. Collegiate chapters must:

- Submit a complete Community Contributions application at least 30 days prior to event date
- Be in good standing with Alpha Phi International Fraternity

i. Request for Approval

- A. A collegiate chapter's Community Contributions & Chapter Fund Designation application must be received by the Foundation no less than 30 days in advance of the event, as all requests must be pre-approved by the Grants and Scholarships Manager and Director of Operations.
- B. A collegiate chapter may request up to 50% of a single event's proceeds, not to exceed \$50,000, to benefit one of the qualifying recipients:
 1. A specific Foundation program
 - a) Scholarship
 - b) Leadership
 - c) Forget Me Not Fund
 - d) Women's Heart Health Initiatives
 - e) Heritage
 2. A chapter-specific fund
 - a) E.g. endowed scholarship fund, leadership fund etc.
 3. A local 501(c)(3) organization with a shared focus in women's heart health
- C. After the requested funds have been disbursed to the requested beneficiary, the remaining proceeds will go toward Alpha Phi Foundation's unrestricted fund.

- D. If a chapter requests that a local 501(c)(3) organization receive a Community Contributions & Chapter Fund Designation, the receiving organization must demonstrate a shared focus in women's heart health.
 - 1. Examples of qualifying organizations may include, but should not be limited to, hospitals with a cardiac unit and clinics/organizations that support heart healthy lifestyles.

ii. Marketing & Communications

- A. A collegiate chapter is classified as a 501(c)(7) organization, and therefore cannot distribute funds in the form of grants to public charities or private foundations.
- B. Collegiate chapters agree to use the preferred language below when marketing their event:
 - 1. "Proceeds will support the programs of Alpha Phi Foundation and [*Insert Chapter Specific Fund*].
 - 2. "Proceeds will support the programs of Alpha Phi Foundation and [*Insert Community Organization Name*].

iii. Request for Disbursement

- A. Collegiate chapters must send in all donations to the Foundation within 30 days of the event and must comply with Alpha Phi Foundation's Donation Policies & Procedures.
- B. Collegiate chapters must complete the Event Summary Form within 30 days after the event to request disbursement of the approved Community Contributions & Chapter Fund Designation.
 - 1. Disbursement requests must be received by the Foundation within the same fiscal year as the event date.
 - 2. Disbursement requests can only be fulfilled if the event's philanthropic monies have been received in full by the Foundation.

iv. Future Consideration

- A. The Community Contributions & Chapter Fund Designation Program is reviewed on an annual basis and changes may be made at any time in order to ensure the best interest of the Foundation and its donors are being met.