



## *Donation Policies & Procedures*

*All donations should be received by Alpha Phi Foundation **within 30 days of the event.***

### **ELECTRONIC DONATIONS**

#### **GiveSmart**

The preferred method to collect donations and sell tickets is through GiveSmart Event. To get started, submit your event at <https://alphaphifoundation.org/resources/submit-your-event/>

All events should be submitted 6-8 weeks before the event date and are closed out by Foundation Staff at the end of the month in which your event was held, if your Chapter has not already requested disbursement.

Request GiveSmart disbursement through <https://alphaphifoundation.org/resources/givesmart/event-close-out/>

#### **Credit Cards & Website Donations** (collected outside of GiveSmart)

All credit card gifts to be processed through <https://alphaphifoundation.org/resources/toolkit/chapterdonations/>. We encourage chapters to send this event donation form out to your attendees and potential donors. They will be able to make a quick and easy online gift before, during, or after your event.

The donation form site requires Internet access and is adaptable to any desktop, tablet, or mobile device. To protect your donors' credit card information, Authorize.net encrypts personal data and credit card information during all transactions and will send an automated confirmation email upon payment.

If your donors make a gift through the event donation form, the Foundation is able to keep lists of donors and gift information for your chapter.

### **DONATIONS BY MAIL**

**All donations sent by mail require a donation cover sheet.**

#### **Cash**

If you have cash donations from your event, exchange for a money order and mail it along with your checks. You can get a money order from a nearby bank, post office, or a convenience store. Make sure to fill out the money order with *Pay to the Order of* **"Alpha Phi Foundation"** and your signature.

Do **NOT** mail cash or coins to the Foundation for it is a liability for all parties.

#### **Personal and Business Checks**

All donation checks should be made payable to "Alpha Phi Foundation." Please send the individual checks from your event directly to the Foundation.

Donations that are not directly deposited into the Foundation's account will not be tax-deductible for the donor. Be sure to mail the individual checks to the Foundation within 30 days of the event, as checks may become void after 90 days.

BillHighway is **NOT** to be used for collecting gifts or distributing donations to the Foundation.