



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- Find Best Practice Guides for all types of events, order your Red Dress pins, utilize marketing resources including Foundation videos you can play at your event! <https://alphaphifoundation.org/resources/toolkit/>

GoFundMe Pro Help Center- Step by Step tutorials on every feature - still have questions? Contact chaptergiving@alphaphifoundation.org

[GoFundMe Pro Video Library](#)

After your Event

Donation Cover Sheet- Print this out and mail it with your checks/money orders!
[Printable Donation Cover Sheet](#)

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 OR COINS**

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

Questions? Contact ChapterGiving@AlphaPhiFoundation.org