



Foundation Fundraising Flowchart for Collegians

Navigating the process for successful Foundation fundraising events

IS YOUR FOUNDATION FUNDRAISING EVENT ON THE CHAPTER'S ANCHORBASE CALENDAR?

Yes!

Not yet

Required forms to complete in order to hold an approved foundation fundraising event will only be populated if fundraising event is on the Anchorbase calendar.

Please add but make sure the chosen date does not have any social events with alcohol 24 hours before or 24 hours after per Foundation Policy.

COMPLETE THE REQUIRED FORMS IN ANCHORBASE

Pre-Planning Fundraising Event Form

- The form will populate as a task in Anchorbase under the Foundation tab after the event is added to your calendar.
- After submission, the Regional Foundation Coordinator (RFNC) will review the form and approve. **Please do not** hold event without RFNC approval.
- Meet with your vp: finance to work on projected expenses/income for the fundraising event. Expenses should not exceed 30% of your projected income.

Event Guidelines for Events Without Alcohol

- The form will populate as a task in Anchorbase after the event is added to your calendar. **It is to be completed 4-weeks prior to the event.**
- After submission the advisory team chairman (ATC) will review and approve the form.

WILL YOU BE FUNDRAISING ONLINE?

Yes

No



Utilize memberplanet

- Memberplanet is Delta Gamma Foundation's **ONLY** authorized online donation vendor (no other online fundraising options are approved by the Foundation).
- Memberplanet will help increase your profits and broaden your scope by allowing you to reach alumnae (built into database), family, friends and others.
- Contact fundraising@deltagamma.org for more information.

Be sure to keep good records

For a sample budget and cash receipts form, review the collegiate chapter fundraising section of the Foundation Focus.

Complete the Fundraising Finance Report Form (FFRF) via Anchorbase

- The form will populate as a task in Anchorbase under the Chapter Management/ Finance tab when the fundraising event is added to the master calendar. **It is due 2-weeks post event.**
- Vp: finance AND vp: Foundation/dr. of Anchor Splash are to work on this form together.
- The form requires that the vp: finance completes and signs the form before submission.
- Once the form is submitted online, **print** a copy and send it with all checks made out to: **Delta Gamma Foundation, 3250 Riverside Dr., Columbus, OH 43221**

Hold your Foundation fundraising event!

