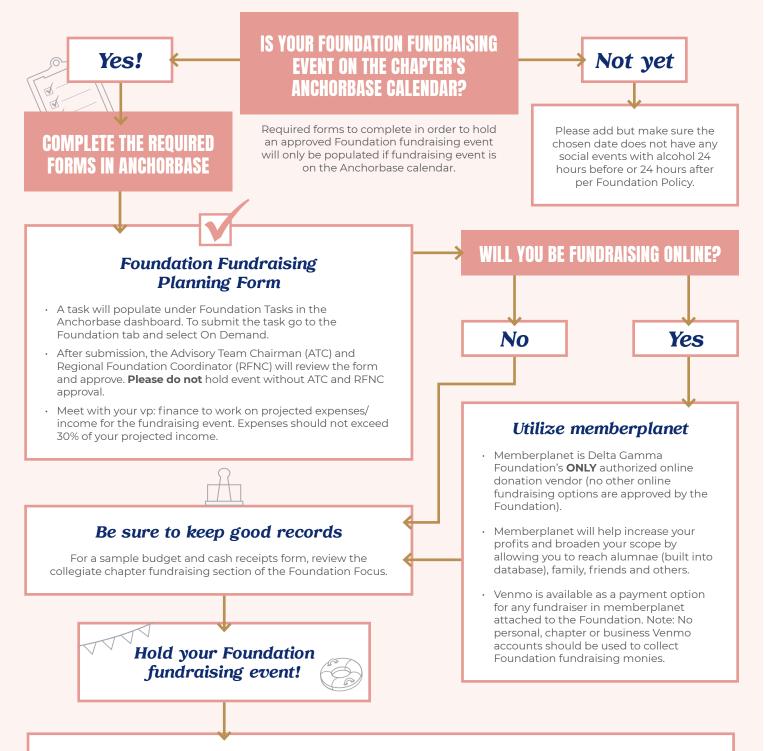
Foundation Fundraising Flowchart for Collegiate Chapters



Work with vp: finance to complete the Fundraising Finance Report Form (FFRF)

- Within two weeks of the fundraiser, ensure the vp: finance prints and mails the FFRF, along with all checks made payable
 to the Foundation and any receipts for reimbursement of expenses, to Delta Gamma Foundation, 3250 Riverside Dr.,
 Columbus, OH 43221. Email FoundationFinance@deltagamma.org to inform EO that the documents and checks are in the
 mail.
- If there are no checks to be mailed, ensure the vp: finance saves a PDF copy of the completed FFRF along with any receipts for reimbursement of expenses and emails it to FoundationFinance@deltagamma.org with your chapter name in the subject line.