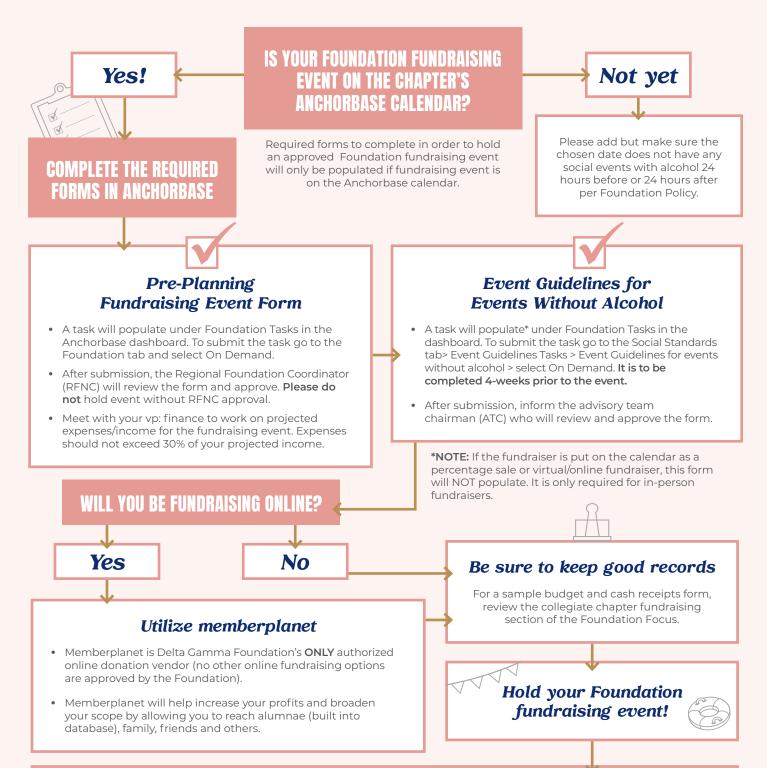
## Foundation Fundraising Flowchart for Collegians



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

- Ensure that 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 that 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.