

# **Foundation Focus**

## *Alumnae Edition*

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# We are the DO GOOD SISTERHOOD

## Foundation Overview

The Delta Gamma Foundation fosters lifetime enrichment for members, promotes Service for Sight and partners with the Fraternity to ensure the future of our sisterhood. Our dedicated members and friends make this mission possible through philanthropy, service and generous gifts to the Foundation, which fund our three areas of support: Individual Member Support, Training and Programming, and Service for Sight.

We are one Delta Gamma, but in accordance with Internal Revenue Code, the Foundation and Fraternity are two separate organizations. In 1951, the Delta Gamma Foundation was formed as a complement to the Fraternity, creating a vehicle for members to promote the educational interests and social responsibility referenced in Article II of the [Fraternity Constitution](#). Each entity offers unique opportunities for our members to do good. To see how we are living out this motto, view our most recent [annual impact report](#) and [990 Report](#).

The Foundation is governed by the Delta Gamma [Foundation Constitution and Articles of Incorporation](#). Six elected members, and three ex-officio members who serve concurrently while in the Fraternity Council positions of Fraternity President, Council Trustee: Fraternity Programming, and Fraternity Treasurer, lead the Delta Gamma Foundation to ensure the fulfillment of its philanthropic mission. The Foundation has a body of voting members who participate in an Annual Meeting to determine both the leadership and direction of the Foundation.

The Foundation Focus: Alumnae Edition contains ready-to-use information on topics relating to the Delta Gamma Foundation for alumnae as we pursue our motto to do good. The Foundation is an umbrella over all of our membership, both collegians and alumnae, and has programs and areas of involvement that support all groups. This resource provides introductory guidance and resources for all Delta Gamma groups to engage meaningfully with the mission of the Foundation.

*Thank you* for your commitment to our philanthropy Service for Sight and for your support of your sisters. Together, we can do good and make an amazing impact. Should you have questions related to this resource or the information contained within, please use the contact list included at the end of this resource.







# THREE AREAS OF SUPPORT



# Individual Member Support

Endowments and annual gifts allow the Foundation to provide merit-based undergraduate scholarships and graduate fellowships, and need-based scholarships. Crisis Grants provide funding for members experiencing dire financial need. Initiated members can apply for these scholarships, fellowships and grants through the Delta Gamma Foundation.

## Merit-Based Undergraduate Scholarships and Graduate Fellowships

Scholarships reflect Delta Gamma's commitment to education through continuing investment in members seeking their undergraduate, graduate or professional degree. Scholarship/Fellowship funds are sent directly to the institution for educational expenses. Many groups have scholarships established specifically for their chapter members. Information and electronic applications, including all required documentation, are accessible on the Delta Gamma website at [www.deltagamma.org/foundation/applications](http://www.deltagamma.org/foundation/applications). Learn more about funding a merit-based scholarship or fellowship in the DG website library or click [here](#).

### MERIT-BASED UNDERGRADUATE SCHOLARSHIPS

- Delta Gamma Foundation merit-based scholarships are awarded on a competitive basis to qualified, initiated members pursuing undergraduate degrees.
- Candidates must have a 3.0 or higher cumulative GPA on a 4.0 scale or the equivalent.
- Applicants must be initiated by December 31 of the previous calendar year in order to be eligible. For example, if applications close March 1, applicants must have been initiated by December 31 to be eligible.
- Selection is based on scholastic excellence, Delta Gamma involvement, campus involvement, service, work experience and essays.
- Funds may not be used for Delta Gamma dues or expenses.
- Applications are submitted through SmarterSelect.
- Undergraduate merit-based scholarship applications are due annually by March 1. The award recipients are announced at the end of July.

### MERIT-BASED GRADUATE FELLOWSHIPS

- Delta Gamma Foundation merit-based fellowships are awarded on a competitive basis to qualified, initiated members pursuing graduate/professional degrees.
- Selection is based on scholastic excellence, contributions to chosen field, past and current Delta Gamma activities and leadership roles in collegiate chapter and alumnae group, and campus and community involvement.
- Applications are submitted through SmarterSelect.
- Graduate fellowship applications are due annually by April 1. The award recipients are announced at the end of July.



## Sisters Helping Sisters: Need-Based Scholarships

These awards are offered to collegiate members who have proven student loan debt and unmet financial need. Information and electronic applications, including all required documentation, are accessible on the Delta Gamma website at [www.deltagamma.org/foundation/applications](http://www.deltagamma.org/foundation/applications).

- Each recipient is granted \$2,500 paid directly to the college or university for credit to their account for educational purposes only. Learn more about funding a Sisters Helping Sisters: Need-Based Scholarship in the [DG website library](#).
- Funds may not be used for Delta Gamma dues or expenses.
- Applications are submitted through SmarterSelect and grants will be made as funds permit.
- Applications will be accepted from current, initiated undergraduate members of Delta Gamma Fraternity in good standing.
- Applicants must have completed a minimum of two semesters or three quarters of college coursework (which generally means sophomore, junior or senior status).
- Applicants must have a 2.5 or higher cumulative GPA on a 4.0 scale or the equivalent.
- Applicants must have accepted financial aid from their college or university.
- While the application materials state that the deadline is April 1, the deadline varies according to when the individual applicant has begun the process. It is up to each applicant to monitor their progress and complete the application process within 30 days of starting it. Applications can be found at [www.deltagamma.org/foundation/applications](http://www.deltagamma.org/foundation/applications).

## Crisis Grants

Delta Gamma Foundation Crisis Grants, established in 1996, help Delta Gamma members who find themselves in extreme financial need created by job loss, health crisis, natural disaster or other unexpected life circumstances. The process for receiving financial assistance is simple and confidential. The Foundation Board of Trustees Finance Committee and select Foundation staff members review all grant applications.

In order for the Delta Gamma Foundation to maintain its tax-exempt status under the Internal Revenue Code, grants are provided to assist members with basic necessities such as food, clothing, housing or extraordinary medical care not covered by insurance. Tuition assistance is provided through Sisters Helping Sisters: Need-Based Scholarships available from the Foundation. **Per capita and collegiate/alumnae dues, obligations or social fees and university Panhellenic fees are not eligible expenses.**

All applicants must complete the appropriate application and sign the certification statement. Additionally, applicants must be current with their collegiate or alumnae dues and in good standing with Delta Gamma Fraternity. [Applications](#) are accepted and evaluated on a continuous basis. Grant amounts are based upon funds available. If the Delta Gamma applicant is unable to complete this application, a family member, close friend, sponsor or guardian may assist in its completion.



# Training and Programming

Delta Gamma creates cutting-edge programming to develop members' social responsibility, maintain their health and well-being, enhance their leadership skills, and exemplify Article II of the Delta Gamma Constitution, which states: "As provided in the Articles of Incorporation, the objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character." The Foundation provides annual grants to the Fraternity to provide funding for the development and implementation of the following training and programming initiatives, among others.

Training and Programming supports initiatives in the areas of:



**Social  
Responsibility**



**Health &  
Well-Being**



**Leadership  
Development**

## Delta Gamma Foundation Lectureships in Values and Ethics

The Delta Gamma Lectureships were established in 1992, when the late Dr. Paul Martin and Dotty Martin, Eta-Akron, contributed three \$50,000 grants (The Dorothy Garrett Martin Challenge Grants) to the Foundation in recognition of their 50<sup>th</sup> wedding anniversary. Paul and Dotty's alma mater and the home of Delta Gamma's oldest active collegiate chapter, the University of Akron, was the site of the inaugural Lectureship. Today, there are 21 campuses with a Lectureship and a Convention Lectureship.

Much of the programming sponsored by the Foundation focuses on personal development. Lectureships in Values and Ethics speak to the very heart of Delta Gamma's purposes.

### Established Lectureships are as follows:

- American University
- DePauw University
- Duke University
- Indiana University
- Louisiana State University
- Mississippi State University
- Purdue University
- Roanoke College
- Southern Methodist University
- Texas Christian University
- Texas A&M University
- University of Houston
- University of Michigan
- University of Akron
- University of Missouri
- University of North Dakota
- University of Oklahoma
- University of Southern California
- University of Texas
- University of Washington
- Wichita State University
- Convention Lectureship

At this time, new lectureships are not being established. Please see the [Foundation Policies](#). Lectureship resources, including the current schedule, can be found in the [website library](#).



# Service for Sight

In 1936, Eta-Akron chapter member Ruth Billow made a plea to the Convention body to adopt sight preservation and aid to those who are living with blindness or other vision loss as Delta Gamma's philanthropy. That shared philanthropic mission has become the cornerstone of our service and commitment to do good. Delta Gamma's philanthropy, Service for Sight, provides access and advocacy for those living with blindness or who have low vision. Promoting Service for Sight both through service and fundraising is a key piece of the Delta Gamma Foundation's mission. Service for Sight helps members live out our do good motto.

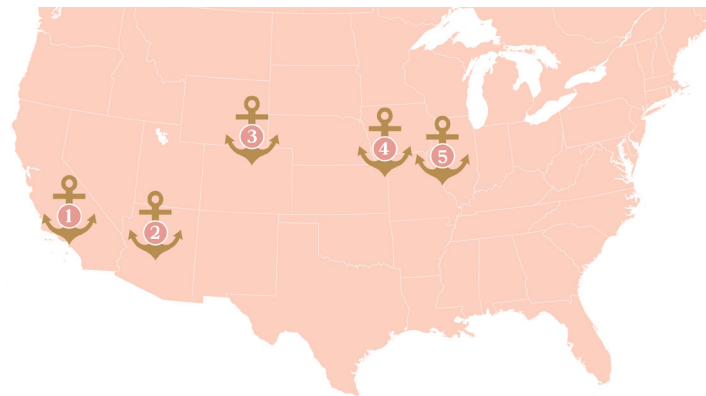
## Service for Sight Grants

The Delta Gamma Foundation makes a significant impact for people living with blindness or who have low-vision by awarding grants to qualified organizations that are national in scope and share Delta Gamma's Service for Sight philanthropic mission. Organizations interested in receiving financial support in the form of a grant can apply each year; a link to grant applications is available on the Delta Gamma website. Canadian organizations are eligible to receive Service for Sight grants. Grant recipients for each year are posted on the [Delta Gamma website](#).

Groups can support local sight-related organizations by voting to direct a portion of their fundraising efforts or other gifts to a 501(c)(3) charity that shares our Service for Sight mission. Individual donors and groups can make gifts to the general Service for Sight fund.

## Delta Gamma Schools for Children with Visual Impairments

The Foundation proudly supports the five Delta Gamma Schools for Children with Visual Impairments founded by Delta Gammas and supported by members through service and fundraising. Schools are supported through Service for Sight grants, and many alumnae groups and collegiate chapters choose to direct a portion of their fundraising proceeds to a Delta Gamma school of their choice.



1. [Blind Children's Center](#), Los Angeles, CA
2. [Foundation for Blind Children](#), Phoenix, AZ
3. [Anchor Center for Blind Children](#), Denver, CO
4. [Children's Center for the Visually Impaired](#), Kansas City, MO
5. [Delta Gamma Center](#) St. Louis, MO



## Delta Gamma Fellows

The American Foundation for the Blind's (AFB) yearly Service for Sight grant supports the Delta Gamma Fellows program to support students and advisers working in the field of blindness attend annual leadership and learning opportunities through AFB.

## Do Good Hours

Service for Sight is our philanthropy and priority for both fundraising and volunteer service, but Delta Gamma recognizes all the ways in which our members do good. All members are expected to complete volunteer service — to do as much good for our Service for Sight philanthropy and in your communities as your time, talents and treasure allow.

### Do Good: Service for Sight Hours

include time spent supporting individuals who are blind or have low vision, promoting sight conservation, or volunteering with organizations whose philanthropic mission it is to support or advocate for individuals living with blindness or low vision.

### Do Good: Non-Service for Sight Hours

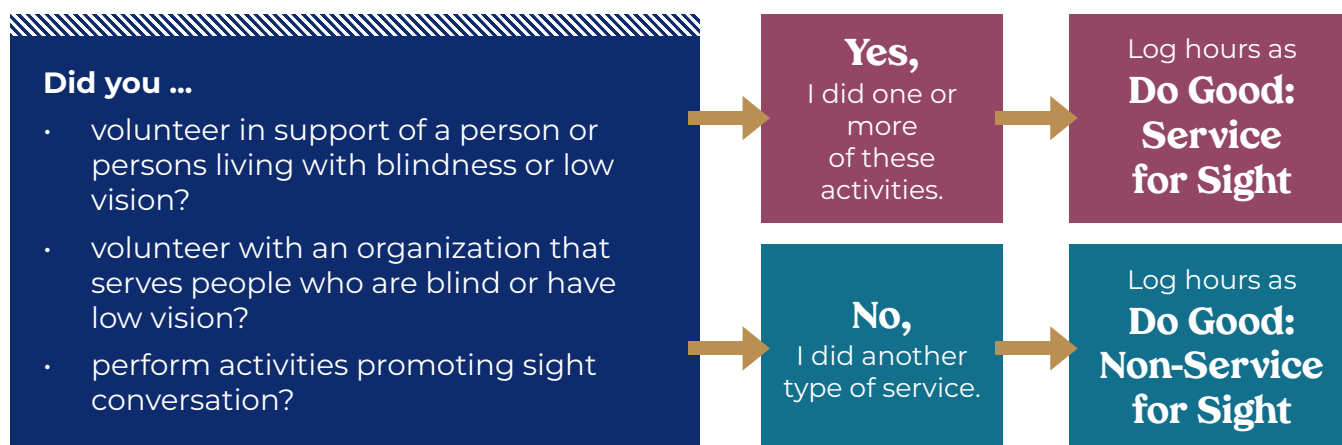
include time spent volunteering in support of any outside, community-based organization or cause to which the member feels connected.

## WHAT COUNTS AS DO GOOD HOURS

- Hands-on service
- Educating others about our Foundation and/or our philanthropy
- Advocacy for people who are blind or have low vision
- Any other interactive volunteer service

Purchasing or donating items, attending another chapter's philanthropy event, or attending a fundraiser for a cause do **not** count as service hours.





## RECOGNITION OPPORTUNITIES

- Individual chapter leadership and vp: Foundation can brainstorm ideas to reward members who go above and beyond their Do Good Hours each year.
- Delta Gamma will continue to recognize groups for their devotion to Service for Sight volunteer service and fundraising through annual Foundation awards.
  - Regional Foundation Award for Alumnae Groups, Outstanding in Philanthropy: Service (based on Do Good: Service for Sight Hours)
- Delta Gamma will recognize groups for their Do Good Hours through biennial Foundation awards.
  - H.K. Stuart Spirit of Service Award is presented every Convention year and recognizes groups that evidence the spirit of dedication and commitment to serving others and the personification of the Delta Gamma motto, do good, in every aspect.

## ALUMNAE VP: FOUNDATION RESPONSIBILITIES RELATED TO SERVICE

- Organize Do Good: Service for Sight Hours opportunities.
  - Review the [Service for Sight Volunteer Opportunities](#) for list of SFS organizations interested in Delta Gamma volunteers.
- Maintain a record of both Do Good: Service for Sight Hours and Do Good: Non-Service for Sight Hours for group and individual members.
- Complete progress reports on the Log Service Hours task in [Anchorbase](#).

A complete list of responsibilities is located in the [Alumnae Officers Manual](#).

## TRACKING AND LOGGING DO GOOD HOURS

- Vp: Foundation will enter Do Good: Service for Sight Hours and Do Good: Non-Service for Sight Hours into the Log Service Hours task in Anchorbase (see below).
- Please upload progress into Anchorbase on December 15 and May 15.
- To be eligible for Foundation service awards, an upload of current progress will need to be submitted in Anchorbase by May 15 every year.
- Work as an alumnae officer may not be counted as service hours.



## How to Track Do Good Hours

Use the optional [Do Good Hours Tracker](#) located in the website library.



**(GROUP NAME) Alumnae Do Good Hours Tracker 2024-2025**

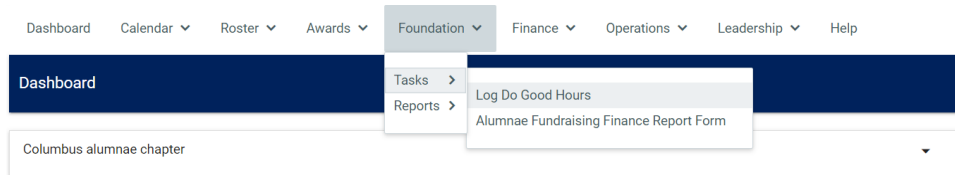
DATE mm/dd/yy	MEMBER NAME	SERVICE FOR SIGHT (activity title/description)	NUMBER OF SFS HOURS	NON-SERVICE FOR SIGHT (activity title/description)	NUMBER OF NON-SFS HOURS
9/1/2024	Debbie Delta	Vision screen at elementary school	6		
10/5/2024	Gina Gamma			Community Food Bank	5
11/2/2024	Group of 8x5 hours each	Vision Walk volunteers	40		

Your group can also use the Google Form provided by your RFNC.

## How to Log Do Good Hours

1. Log in to Anchorbase. Go to Foundation > Tasks > Log Do Good Hours. Click "Continue" on the next screen.

*Do Good Hours are reported just twice a year (December 15 and May 15). This includes all Do Good: Service for Sight or Do Good: Non-Service for Sight group and individual hours rolled into one report.*



2. Select the current year's task below and click "Continue."

3. Section 1: describe the type of Do Good: Service for Sight activities your group completed.
4. Section 2: enter the total number of Do Good: Service for Sight Hours your group completed.

Hours are cumulative, so you will enter your year to date hours in December and then enter the full year in May. Reporting the hours in November is a check-in to show progress, but May will total the entire year.

Note: You will be able to fill this report in throughout the year to capture portions of data if you like to work that way. Just click on the orange "save" button on the right side of





your screen to keep your work in progress.

Columbus alumnae chapter

Overview

Selection

Enter Information

Validation

Receipt

PREVIOUS  
(Selection)

Step: Enter Information

CONTINUE  
(Validation)

- Section 3: enter the total number of Do Good: Non-Service for Sight Hours your group completed.
- Section 4: upload your tracking spreadsheet. This can be your own groups spreadsheet, downloaded tracker from DG library: Foundation: Alumnae Service Hour Tracker or the Google Form provided by your RFNC.

#### 4. Upload your tracking form of group/individual Do Good hours.

Upload document here  

Choose File

 No file chosen

- Once the form is completed, click “Continue.”
- Next is the validation step. The form will only be submitted when you proceed to the validation step and submit. Scroll all the way to the bottom of the form. Type your name and the date to electronically sign after verifying the information is correct. Click “Continue” to proceed to the receipt page to make sure that the form was submitted correctly.

Type your name and date as shown to certify the information you entered is correct. Then click the blue “Continue” button.

First Name

Last Name

10/26/21

First Name

Last Name

10/26/2021

PREVIOUS  
(Enter Information)

Step: Validation

CONTINUE  
(Receipt)

- Once you have started a form, you can return to that form by clicking the box in front of the form. This will allow you to save your work as you go.

Select	Key Field	Status	Date Submitted	Date Posted
<input type="checkbox"/>	2020-2021			9/29/2020
<input checked="" type="checkbox"/>	2021-2022	Last Saved by Name of Officer	10/26/2021	7/1/2021

PREVIOUS  
(Overview)

Step: Selection

CONTINUE  
(Enter Information)



## COMPONENTS OF A SUCCESSFUL SERVICE PROGRAM

### Motivating Members for Do Good: Service for Sight Hours

- Review and present information from the Foundation [Annual Impact Report](#) and information found on the Delta Gamma Foundation [website](#).
- Show the [Delta Gamma philanthropy video](#) at a meeting.
- Consult the Service for Sight organization [Google map](#) for organizations in your area that share our Service for Sight mission.
- Invite a person who is blind or who has low vision to speak to members of your group about living with low vision.
- Invite an eye care professional to speak about eye health and eye diseases.
- Invite a guide dog handler to come to the chapter and learn about meeting and working with guide dogs. Check out [guidedogs.com](#) for some advice on meeting a working guide dog team.
- Ensure that all members know sighted/human guide techniques so they are comfortable serving as guides. Check out [these techniques](#) to learn more.

### Examples of Do Good: Service for Sight Hours Activities

Help someone who is blind or has low vision:

- Serve as a sighted/human guide and/or assist students with low vision. Check with the Student Services office on campus or with local schools for opportunities.
- Assist persons who have low vision with their correspondence, transportation and daily living chores or read to them, talk to them and play games with them.\*
- Develop a supportive relationship with people at risk for vision loss such as the elderly living in a local retirement or assisted living facility.
- Install the [Be My Eyes](#) app and remotely assist people who are blind or have low vision.
- Teach others how to make their social media accessible by using [best practices](#) as recommended by AFB.
- Blind New World advocacy: [blindnewworld.org](#)
  - Create a blind awareness social change campaign to demystify blindness and break down the barriers to inclusion.
- Contact [Prevent Blindness America](#) to participate in glaucoma screening, vision screening and other programs.
- Serve as guide runners and guides during 5Ks, marathons, and other outdoor activities.
- Babysit or sponsor a special occasion party for children who are blind or have low vision.
- Recognize [White Cane Safety Day](#) on October 15.

Help an organization ([use this Service for Sight organization map](#)) that shares our Service for Sight mission by:

- Volunteering with guide dog organizations and helping raise guide dog puppies.
- Volunteering at schools for children who are blind or have low vision.



- Working with a local school for children who are blind to:
  - Make “touch and feel” books, musical/beeping eggs or other projects.
  - Host and facilitate a mock interview/resume building program for teenagers and adolescents.
  - Hold a braille spelling bee.
  - Assist with computer technology sessions, reading to the blind, or support in other daily tasks.
- Offering to help with administrative work for local agencies serving people who are blind or have low vision.
- Recording textbooks/audiobooks with [Learning Ally](#).
- Offering to help with administrative work or fundraisers for local agencies serving people living with blindness or who have low vision.

Educate communities about Service for Sight, eye health, sight preservation, and the experiences of people living with blindness. Some examples include:

- Participating at campus or community health fairs by setting up a “Facts About Eyes” booth. Distribute information about blindness or other vision loss obtained from [www.nei.nih.gov/hehep](http://www.nei.nih.gov/hehep) or Delta Gamma Foundation [website](#).
- Assisting the Lion’s Club with White Cane Safety Day vision screening.
- Spread education for the many [vision and eye health awareness months](#) throughout the year by distributing brochures or starting a social media campaign.
- [Order and print information](#) to distribute from the National Eye Institute.
- Promoting eye health in your community: [nei.nih.gov/learn-about-eye-health](http://nei.nih.gov/learn-about-eye-health)
  - Use materials from [Think About Your Eyes](#) for community outreach on vision health.
  - Check out [Prevent Blindness](#) for facts about Women’s Eye Health.
  - To celebrate Louis Braille’s birthday (January 4), pass out cupcakes and allow people to write their name in braille using a slate and stylus or with muffin tins and tennis balls. Braille games and more can be found at [American Print House Braille Bug](#).
  - [Download Prevent Blindness fact sheets](#) to create an informative display for tabling.
  - Invite a guide dog organization to bring puppies to an event to make others aware of the process of training and placing a guide dog.

*\*We do ask that all of our members be especially careful about the locations used for personal meetings and individual service opportunities. It is not recommended that the reading take place in chapter houses, suites or lodges. Location suggestions include: public places, student centers, restaurants and libraries. Volunteering at a person’s home should only occur after a relationship has been well-established. In this case especially, members should always use the buddy system and never go alone.*



## REFLECTION AND RECOGNITION

As members engage in doing good for their communities, we are given the opportunity to remember the values we hold true as Delta Gammas. We encourage all members to take time to reflect after engaging in Do Good Hours and consider what you learned from those you served and how the opportunity contributed to your personal growth.



***FAQs- Want to know more or still have questions?  
Consult the [Alumnae FAQs](#) at the end of this resource or  
contact your [Regional Foundation Coordinator \(RFNC\)](#).***



# Sight-Related Holidays and Monthly Observances

You can learn more about the monthly observances at [preventblindness.org](http://preventblindness.org) or by visiting the website noted in the descriptions below. You are encouraged to share information about these holidays and monthly observances on your chapter's social media for education and awareness!

## January

### National Glaucoma Awareness Month

More than 2.2 million Americans age 40 and older suffer from glaucoma. Nearly half do not know they have the disease — it causes no early symptoms.

### Braille Literacy Month

**World Braille Day — January 4**

## February

### AMD/Low Vision Awareness Month

Age-related macular degeneration is a leading cause of vision loss, affecting more than two million Americans age 50 and older. Low vision aids can make the most of remaining vision.

## March

### Workplace Eye Wellness Month

When it comes to eye health, the more vision ailments employees have, the more medical care they utilize, increasing healthcare related expenses.

### World Glaucoma Week

World Glaucoma Week is a global initiative of the World Glaucoma Association (WGA). Visit [worldglaucomaweek.org](http://worldglaucomaweek.org) to find out the specific dates each year.

## April

### Women's Eye Health and Safety Month

Women often manage family health concerns. Do you know how to protect your sight? Hormonal changes, age and smoking can endanger sight.

**International Guide Dog Day — Last Wednesday in April**  
#GuideDogDay

## May

### Ultraviolet Awareness Month

Exposure to UV rays can burn delicate eye tissue and raise the risk of developing cataracts and cancers of the eye. Protecting your eyes from UV dangers and choosing the right sunglasses will be the topic of the month.

## June

### Cataract Awareness Month

Cataract is the leading cause of blindness in the world. There are close to 22.3 million Americans age 40 and older with cataracts. More than half of all Americans will have cataracts by age 80.

**National Sunglasses Day — June 27**

[nationalsunglassesday.com](http://nationalsunglassesday.com)  
#NationalSunglassesDay #SunglassSelfie

## July

### Dry Eye Awareness Month

Nearly 16 million Americans have dry eye, which in severe cases, may cause serious vision problems.

**Fireworks Safety Awareness Week — June 28-July 4**

## August

### Children's Eye Health and Safety Month

Healthy vision contributes to children's school readiness, ability to learn, overall healthy development and ability to reach motor developmental milestones and that vision screening and eye care are essential.

## September

### Sports Eye Safety Month

There are thousands of eye injuries a year related to sports and hazards around the house.

### National Guide Dog Month

Guide dogs can make a profound difference in people's lives. This month serves as a celebration of all the wonderful work guides dogs have done.

## October

### Blindness Awareness Month

Every October, Blindness Awareness Month brings a heightened focus on the blind and low-vision community and the realities of living without sight.

**World Sight Day — Second Thursday of October**

**White Cane Awareness Day — October 15**

## November

### Diabetes-Related Eye Disease Month


According to the National Eye Institute, over seven million Americans are impacted by diabetic retinopathy, a condition involving chronic high blood sugar that damages the retina's blood vessels.

## December


### Give the Gift of Sight Month

Prevent Blindness has declared December as "Give the Gift of Sight Month," asking the public to reflect on the joys of healthy vision and give back financially.





# FOUNDATION FUNDRAISING AND GIVING



# Alumnae Group Fundraising

Delta Gamma's alumnae groups are key to the Foundation's success. These efforts provide crucial funding for our three areas of support: Individual Member Support, Training and Programming, and Service for Sight. Foundation fundraising and donations provide vital assistance to many Foundation programs.

Alumnae groups are encouraged to make an annual donation to the Foundation. This may be done by hosting a fundraiser of any size or collecting donations from local members.

## Tax-Deductible Fundraising

The Delta Gamma Fraternity and its chapters are formed under section 501(c)(7) of the tax code and as such, gifts to the Fraternity are not tax deductible. However, the Delta Gamma Foundation is formed under section 501(c)(3) of the tax code which allows donors to take a tax deduction for gifts to the Foundation, when allowed by law.

Donations, or a portion of donations, made to fundraisers may be tax-deductible to donors if:

- All fundraising revenue is processed by the Delta Gamma Foundation for charitable purposes. Groups cannot retain a portion of the proceeds for their own purposes. In order for the Foundation to maintain its tax-exempt status, it is essential this basic guideline be followed.
- Clearly state in all marketing and communications promoting the fundraiser who the proceeds are benefiting.
  - When promoting a fundraiser, you **can** say:
    - "Proceeds will fund the programs and services of the Delta Gamma Foundation"
    - "Proceeds will fund the programs and services of the Delta Gamma Foundation and the ABC local organization" (If directing a portion of your gift to a local 501(c)(3) that shares our Service for Sight mission).
  - You **cannot** say:
    - "Proceeds will support XYZ alumnae chapter/association of Delta Gamma"
    - "Proceeds will support the Delta Gamma Fraternity"
- Donors must make checks payable to the Delta Gamma Foundation or donate online via memberplanet. The Foundation will send receipts directly to the donor gifts of \$250 or above.

When fundraising, keep in mind:

- A donor must give something away in order for a gift to be tax deductible. For example, a cash donation, a purchased ticket to a dinner where the admission price exceeds the cost of the meal, goods or services to be sold or auctioned.
- The Foundation will reimburse your group for expenses with receipts up to the total amount of fundraising dollars raised.
  - Please note: the Foundation does not provide reimbursements for merchandise (E.g. apparel).



- Record each expense on the Fundraising Finance Report Form (FFRF) and in Greekbill. Submit the form in Anchorbase. Make photocopies or take photos of all receipts for your records before mailing to the Foundation.
- Mail copies of your receipts along with a printed copy of your FFRF and any checks made payable to the Delta Gamma Foundation to 3250 Riverside Drive, Columbus, OH 43221
- The vp: finance and/or vp: Foundation (or president if there is no vp: finance) will complete the Fundraising Finance Report Form (FFRF) via Anchorbase within two weeks after the event and will send a printed copy of FFRF to the Delta Gamma Foundation together with any checks. *Foundation > Tasks > Alumnae Fundraising Finance Report Form*
- If there are no checks to be mailed to the Foundation, please email a photocopy of the receipts for reimbursement to [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org).

## Non Tax-Deductible Donations

In general, if a donor receives a good or service in exchange for a donation the donation is not tax deductible. Examples where donations may not be tax deductible include:

- food sold at events
- pecan sales
- sales of any items such as merchandise or apparel
- car washes

Net proceeds sent to the Foundation will still count toward the chapter's giving total, and groups can still direct a portion of the proceeds to qualified 501(c)(3) organizations that share our Service for Sight mission. Donors, however, will not receive a tax deduction for their donations. Groups should not make statements suggesting or stating donations are tax deductible.

For questions about whether donations to a fundraiser are tax deductible or not, [contact](#) the Foundation professional staff at Executive Offices.

## Types of Gifts

- **One-time gifts:** make a gift online at [donate.deltagamma.org](https://donate.deltagamma.org), by mail or by phone.
- **Tribute gifts:** Make donations to any Foundation fund in honor or memory of someone special. Notification will be sent to the honoree or the family of those memorialized with a gift to the Foundation.
- **Scholarships and fellowships:** Many alumnae groups choose to endow a scholarship or fellowship or fund a one-time scholarship or fellowship. Please consult the resources in the Delta Gamma [website library](#) for more information on how to endow a scholarship or fellowship.

## Directing Gifts

Alumnae groups can direct their gifts to a specific Delta Gamma Foundation fund or purpose. However, gifts to the Loyalty Fund, funding areas of greatest need and our three areas of support, allow the Foundation to address the emerging and most immediate needs of Delta Gamma's membership and constituents.





The Foundation offers alumnae groups credit for their gifts to the Delta Gamma Foundation while also directing gifts to 501(c)(3) organizations that share our Service for Sight mission.

- Alumnae groups may donate up to 90% of their net Foundation fundraiser proceeds.
- Fundraising event advertising should state: "proceeds will fund the Delta Gamma Foundation's areas of support and the ABC charity" (organization must share our Service for Sight mission).
- Groups may direct a portion of their gift whether their fundraisers are tax deductible or not. For more information, view the infographic on the following page.

## Using memberplanet for Online Fundraising

Memberplanet is the only approved online donation site for Delta Gamma-related fundraising. Templates exist for both collegians and alumnae to share with family and friends.

Visit the [Memberplanet Donation Site Instructions](#) in the appendix for step-by-step instructions and screenshots to set up an online donation site.

**Venmo** is available as a payment option in memberplanet for any fundraiser attached to the Foundation if set up correctly and with the following caveats:

- The Foundation does not have a Venmo account. Venmo is only available as a payment option through a memberplanet donation site or payment form.  
**No personal, chapter or business Venmo accounts may be used to collect Foundation fundraising monies.**
- The fundraiser must be attached to the Foundation within memberplanet.. If the fundraiser is not attached





- to the Foundation, then the chapter will need to create a new fundraiser that is attached to the Foundation's bank account.
- **For Donation Sites:** If setting up a donation site for your fundraiser, you do not need to contact anyone for assistance to set up Venmo. That is done when creating your site. Select the Delta Gamma Foundation option when asked who are you raising funds for on memberplanet.
- **For Payment Forms:** You will need to contact the Foundation finance team ([foundationfinance@deltagamma.org](mailto:foundationfinance@deltagamma.org)) to initially set up the form. They will create a blank form attached to the Foundation bank account that you can edit. Venmo will be attached to that payment form.

## Merchandise Reimbursement

The Delta Gamma Foundation will not reimburse groups for expenses such as, but not limited to, T-shirts and hats. Groups are permitted to sell merchandise for fundraising events, however the costs will not be eligible for reimbursement by the Foundation.

It is recommended that groups do not purchase merchandise upfront for their fundraising events. Instead, the Foundation strongly recommends that groups use vendors which allow customers to purchase merchandise directly from them and the groups receive a portion of the sales. Please check [this list of approved vendors](#) to see if they offer pre-sale on merchandise. If you need additional information, please email [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org).

## Sample Thank-You Notes

### Generic/short:

Dear [Name],

Thank you very much for [description of donation/support from the business]. Our [Event Name] was a huge success, in a large part due to your help. Proceeds raised will benefit Delta Gamma's philanthropy, Service for Sight, which provides access and advocacy for people living with blindness or other vision loss

Thank you again for your generosity and your support.

Sincerely,

[Your Name]

### Generic/longer:



Dear [Name],

Thank you for being a supporter of [Alumnae Chapter/Association] of Delta Gamma. Your generous donation of [description of donation] to our [Event Name] is greatly appreciated. [Description of how items donated will be used/have been used].

Our [Event Name] was very successful. Proceeds from the event will benefit the Delta Gamma Foundation, whose mission it is to foster lifetime enrichment for members, promotes Service for Sight and partner with Delta Gamma Fraternity to ensure the future of our sisterhood. Proceeds will also be shared with [Name of Local 501(c)(3) that shares our Service for Sight mission]. Your donation will help fund important services for people living with blindness or other vision loss.

Thank you again for being an important member in the [Location Name] community and for your continued support. We wish your business continued growth and prosperity in the months and years ahead.

Sincerely,

[Your Name]

**Impact message:**

Dear [Name],

Thank you for your [description of donation] to [Chapter] of Delta Gamma. It really [short statement of impact].

Thanks to you, proceeds raised from our [Event Name] will benefit the Delta Gamma Foundation and Service for Sight. This enables the Delta Gamma Foundation to give grants locally and nationally to those who share our Service for Sight mission, providing access and advocacy for people living with blindness or other vision loss.

Thank you again for your support!

Sincerely,

[Your Name]



## **FUNDRAISING EVENT IDEAS FOR ANY GROUP SIZE**

Please note that these are suggestions and that you are not required to choose an event from these lists. Original, creative event ideas are welcome — we can't wait to see what you come up with! If you have questions, please contact your Regional Foundation Coordinator (RFNC).

### **Percentage nights at restaurants:**

- Many restaurants offer programs to help organizations raise money. Contact the manager of a local restaurant to start planning. It's a win/win for the restaurant and the group.
- Promote and invite local DG alumnae, local collegiate chapter(s), friends, and family.

### **Direct sale percentage fundraisers :**

- Reach out to local direct sale representatives to hold a percentage fundraiser with popular direct sale companies. Work with the representative to agree upon a percentage of the total sales that will be donated to the Foundation.
- Examples: jewelry, cosmetics and skincare, oils, cleaning supplies, cooking products.

### **DIY or virtual class fundraiser:**

- Reach out to a local expert/professional or a member who has a special skill and set up a class to raise money for the Foundation. The group will receive a percentage of the fee and the expert can promote their business.
- This fundraiser could be cooking classes, floral arrangement, art lessons, tech workshops (anything that teaches a DIY skill).
- Charge participants a fee and/or admission for the supplies and to learn from the expert.
- Example: Ask a local florist to teach your attendees how to create an appealing floral arrangement. The event fee covers the cost of the flowers and vase/container while also providing a profit to be donated to the Foundation. If your event will be virtual, you may request that participants pick up their supplies before the class. Alternatively, alumnae members could pick up and deliver the supplies to participants.

### **In-person or online trivia tournament:**

- For in-person trivia try partnering with a local establishment that might have an existing trivia night.
- Utilize memberplanet to create an event registration page; require a registration fee and encourage participants to create their own memberplanet fundraising pages for the event.
- To host the trivia game/tournament, use Zoom or a trivia platform like TriviaMaker or CrowdPurr.
- This is a great opportunity to raise awareness of the Foundation's programs or eye health, vision loss, and sight preservation. Consider circulating or presenting information about these topics in the days leading up to the event and include a related category in your trivia game.



### **Donation challenges:**

- Ask your members to donate any amount for the Foundation and local Service for Sight organization. This can be done during in-person events or virtually via memberplanet.
- For example: share with members that your group would like to raise funds for a local guide dog organization. Share how the funds would be used and how they can donate. The donation period can be open for however long the group estimates it will take to raise the funds. We recommend picking something that could be raised in 1-3 months.

### **Other ideas:**

- Hannah's Purse: collection at in person events. Pass around basket to collect change or cash members might have in their purse. We recommend doing this at all events to keep the conversation of the donation top of mind.
- Founders Day: consider doing one of the following alongside your Founders Day; center piece sales, raffle, donation collections, ticket sales that include a percentage donation to the Foundation.
- Collegiate treat boxes: alumnae group works with collegiate chapter to sell treat boxes for the end of the term. These can be purchased by collegiate friends and family. Example: Purchased for \$40, cost is \$25 and \$15 goes to the Foundation.

## **Tables That Bloom**

Tables That Bloom is a popular fundraising event for alumnae which allows community members and Delta Gammas alike to showcase their design skills, event business or simply support our philanthropy. The event can be as small or as large as the group desires. It may include light desserts with tea and coffee or a complete meal. It might feature a variety of fundraisers including auctioning the centerpieces or having a silent/live auction. The most important thing to remember is that no amount of money raised to support the Foundation is too small! For more information, please refer to the Tables That Bloom Resource at the end of this document.

## **Fundraising Finance Report Form (FFRF)**

(Anchorbase>Foundation>Task>Fundraising Finance Report Form)

- vp: finance is to complete the FFRF WITH the assistance of vp: Foundation or president.
- The FFRF is due within 2 weeks AFTER the date of the fundraiser or donation event.
- vp: finance is to complete and submit the FFRF via Anchorbase and then PRINT A COPY of the completed form and send in with any checks made payable to the Delta Gamma Foundation and any receipts if reimbursement is needed for expenses. Send an email to [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) to inform EO that the documents and checks are in the mail.
- If there are no checks to be mailed, email [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) to inform them of your submitted FFRF and include any receipts for reimbursement of expenses.



## **Risk Management and Disability Etiquette**

When holding either a virtual or in-person fundraising event, it is vital that groups adhere to all [Foundation Policies](#). It is Delta Gamma's expectation that all fundraising activities include respect for members, participants and potential donors.

When promoting Service for Sight within your fundraisers, always refer to the [Disability Etiquette Guide](#), included at the back of this handbook, to ensure that we are always respectful to people who are blind or have low vision who are the heart of our philanthropy.



# Individual Giving

## How to Give

Giving to the Delta Gamma Foundation is a personal commitment, and the Foundation has established several different opportunities to allow each member to determine how they would like to support the mission of the Foundation.

## Direct Your Gift

- Loyalty Fund (area of greatest need)
- Individual Member Support
- Training and Programming
- Service for Sight

## FOUNDATION FUNDS

The Foundation has [hundreds of funds](#) for our three areas of support. Examples include:

**Loyalty Fund:** This annual fund provides funding for areas of greatest need to all Foundation areas of support: Individual Member Support, Training and Programming, and Service for Sight. Members, non-members, collegiate chapters and alumnae groups can support this fund.

### Individual Member Support

**Crisis Grant Fund:** This fund provides financial assistance to Delta Gamma members in crisis.

**Endowed Funds:** Funds created by individuals, chapters or groups permanently endowing scholarships, fellowships and other Foundation programs, including our three areas of support.

**Merit-Based Fellowship Fund:** Donations for one-time fellowships are placed in this fund.

**Merit-Based Scholarship Fund:** Gifts to general scholarships and one-time scholarships are placed in this fund.

**Sisters Helping Sisters: Need-Based Scholarship Fund:** This fund is designated to assist collegiate members who have proven financial need or who find themselves in a sudden or unexpected financial crisis.

### Training and Programming

**Training and Programming Fund:** This fund supports the Foundation grant to the Fraternity supporting Social Responsibility, Health and Well-Being, and Leadership, including anti-hazing, mental health initiatives, Diversity, Equity, and Inclusion training, sexual assault prevention and survivor support, The Lewis Institute, and other leadership training.

### Service for Sight

**Service for Sight Fund:** Donations to this fund support Service for Sight grants to organizations that share our Service for Sight mission through a grant application process.





## Types of Gifts

- **One-time gifts:** make a secure gift online at [donate.deltagamma.org](https://donate.deltagamma.org), or you may mail a check to the Delta Gamma Foundation, 3250 Riverside Drive, Columbus, OH 43221.
- **Recurring gifts:** Have gifts automatically deducted from your debit card, credit card or bank account through our [secure giving site](#). You choose the amount and duration of your giving and can start or stop donations at any time.
- **Matching gifts:** Double the impact of your gift if your (or your legal partner's) employer participates in a matching gift program. Contact your human resources department for more information and email the Foundation with any questions.
- **Tribute gifts:** Make a gift to any Foundation fund in honor or memory of someone special, as well as to sponsor a scholarship or fellowship. The Foundation will notify the honoree or the family of those memorialized.
- **Stocks:** Many donors may realize substantial tax advantages by transferring gifts of appreciated stock, bonds or mutual fund shares. Capital gains on the amount of appreciation are avoided, and the donor receives a tax deduction for the asset's full market value.
- **Donor Advised Funds:** Individuals with a Donor Advised Fund (DAF) can recommend a grant to the Delta Gamma Foundation. Use our DAF lookup tool on our [Planned Giving website](#) to locate your fund and recommend a grant to the Foundation.
- **Planned gifts:** Many donors discover they can make a substantial gift through planned giving, including trusts, life-income charitable gift annuities, gifts of fully paid whole life insurance policies, qualified retirement plan assets (i.e. 401(k) or IRA), and bequests. Donors may enjoy full tax benefits for such contributions, enhancing their own financial situation even as they make a lasting contribution to the Foundation. Learn more at [deltagamma.myplannedgift.org](https://deltagamma.myplannedgift.org).
- **Endowments:** Many donors choose to endow a scholarship, fellowship, or other area of support, including Training and Programming and Service for Sight. Please consult the resources in the Delta Gamma [website library](#) for more information on how to endow a scholarship or fellowship.
- **Blended gifts:** Combinations of outright and deferred gifts are welcome. For more information, please contact the Delta Gamma Foundation and visit our planned giving website: [deltagamma.myplannedgift.org](https://deltagamma.myplannedgift.org).





# RECOGNITION



Recognition encompasses the ways the Foundation acknowledges and celebrates its culture of philanthropy. We foster a sense of community among donors through our donor recognition groups.

# Lifetime Giving Society

Delta Gamma Foundation's Lifetime Giving Societies recognize individual members' total giving. They reflect the sum of individual gifts to all funds to the Foundation throughout a member's life. Currently there are nine cumulative giving societies:







	1873	\$1,873-4,999
	Friendship	\$5,000-\$9,999
	Hope	\$10,000-\$24,999
	Sisterhood	\$25,000-\$49,999
	Empowerment	\$50,000-\$99,999
	Inspiration	\$100,000-\$249,999
	Leadership	\$250,000-\$499,999
	Champion	\$500,000-\$999,999
	Visionary	\$1 million or more

# Rose Circle Society

The Rose Circle Society recognizes members who have given a total of \$1,000 or more to the Foundation during one fiscal year, July 1 - June 30. Gifts to all funds during this time qualify a member for this annual giving recognition. There are four levels within the Rose Circle Society, and each has its own insignia pin offered to members.



	Bronze	\$1,000-\$2,499
	Pink	\$2,500-\$4,999
	Blue	\$5,000-\$9,999
	Cream	\$10,000 or more



# Founders Legacy Society

The Founders Legacy Society recognizes members who are supporting and strengthening Delta Gamma Foundation's three areas of support by making planned gifts. Bequests, charitable gift annuities, charitable trusts, endowments and beneficiary designations of life insurance or retirement plan assets are simple yet impactful ways you can leave a legacy while shaping the future of Delta Gamma.



Founders Legacy Society members help ensure a strong future for the next generation of Delta Gammas.

Three recognition levels exist reflecting the value of the planned gift.

Gold	Up to \$49,999
Diamond	\$50,000-\$99,999
Sapphire	\$100,000 and above

\* All bequests and beneficiary designations must state the Delta Gamma Foundation as a primary beneficiary to qualify for membership in the Founders Legacy Society.

\*\* For recognition at the Diamond and Sapphire levels, please provide the document or portion of the document that names the Delta Gamma Foundation as a primary beneficiary of the deferred gift.

Please visit our planned giving website at <https://deltagamma.myplannedgift.org/> or contact [plannedgiving@deltagamma.org](mailto:plannedgiving@deltagamma.org) for more information.





# GOVERNANCE



# Foundation Volunteers and Staff

The Delta Gamma Foundation is governed by the **BOARD OF TRUSTEES (BOT)**. The BOT consists of six elected Trustees who serve three-year terms, and three ex-officio Trustees who serve concurrently while in the Fraternity Council positions of Fraternity President, Council Trustee: Fraternity Programming, and Fraternity Treasurer. They meet a minimum of three times annually. Elected Trustees fill the officer positions of Chair, Secretary and Treasurer. View the current Foundation Board of Trustees and Fraternity Council [here](#).

The **GOVERNANCE COMMITTEE** is composed of five members. They present to the BOT and the Foundation Voting Membership at least one, but not limited to one, candidate for each vacancy on the Board of Trustees. View the Foundation Governance Resource [here](#).

The **AMBASSADOR TEAM** is comprised of Delta Gamma alumnae who volunteer to further the mission of the Delta Gamma Foundation by working with donors to meet mutual philanthropic goals. An Ambassador Team volunteer may meet with and/or correspond with donors in their geographic area.

**FOUNDATION DIRECTORS** are appointed by the Board of Trustees. They serve as subject matter experts to the members of the Fraternity and to the public. Foundation Directors include:

- Director: Alumnae Fundraising and Service advises alumnae groups as well as regional officers on information about our philanthropy, Service for Sight, Do Good Hours, and fundraising.
- Director: Collegiate Service advises collegiate chapters as well as regional officers on information about our philanthropy Service for Sight and Do Good Hours.
- Director: Service for Sight Grants oversees national Service for Sight grants.
- Director: Lectureships in Values and Ethics serves as the primary contact for information on the Delta Gamma Lectureships in Values and Ethics and communicates with collegiate chapters, alumnae groups and campuses with established Lectureships as well as Lectureships in progress.
- Director: Scholarships and Fellowships coordinates and supervises the merit-based scholarship and graduate fellowship evaluation and selection process. They also oversee the Sisters Helping Sisters: Need-Based Scholarship processes.
- Director: Collegiate Fundraising advises collegiate chapters and advisers with information on Signature and Non-signature fundraising events

The **REGIONAL FOUNDATION COORDINATORS** are a regional resource for our collegiate chapters and alumnae groups in all Foundation-related activities including service and fundraising. They work in conjunction with our Foundation Directors, the Board of Trustees and the regional team in their region.



The **FOUNDATION PROFESSIONAL STAFF** at Executive Offices consists of:

### **Foundation Executive Director**

#### **Development**

Senior Director of Development  
Director of Development

#### **Donor Relations**

Assistant Executive Director/Director of Donor Relations  
Assistant Director: Programs and Impact  
Donor Relations Specialist (2)

#### **Finance**

Director of Finance  
Foundation Accounting Manager  
Senior Chapter Fundraising Finance Specialist  
Accounting Specialist

#### **Communications**

Director of Strategic Communications  
Assistant Director for Communications: Creative Strategies  
Events and Executive Operations Manager  
Annual Giving Manager

## **What's the Difference Between the Fraternity and Foundation?**

Article II of the Fraternity mission statement says *"The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them the best qualities of character."* To that end, the Delta Gamma Foundation was created to "provide a means by which the members of Delta Gamma Fraternity may act in concert with each other in the furtherance of exclusively charitable, scientific, literary and educational objectives."

The Delta Gamma Fraternity and its chapters are formed under section 501(c)(7) of the tax code and as such gifts to the Fraternity are not tax deductible. The Delta Gamma Foundation is formed as a "Public Charity" under section 501(c)(3) of the Internal Revenue Code. As a Public Charity the Foundation can support "charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and the prevention of cruelty to children or animals." Gifts to the Foundation are tax deductible in the United States as allowed by law.

The Foundation is the philanthropic extension of the Fraternity. The Foundation conducts yearly fundraising campaigns to support programs, scholarships, fellowships, special



projects and events. Gifts from individuals, alumnae groups and collegiate chapters help fund the Foundation's three areas of support: Individual Members Support, Training and Programming, and Service for Sight. Gifts to the Loyalty Fund support areas of greatest need.

The Fraternity funds most of the *ANCHORA* costs, establishing new chapters, membership records and training at Conventions and seminars.

There are a number of shared costs among the Delta Gamma entities, including technological advances and the support and maintenance of Executive Offices.

The relationship agreement between the Delta Gamma Fraternity and the Delta Gamma Foundation was created to clarify both the symbiotic and business relationship of the two organizations. As each organization serves the same membership and is directed by that membership, this agreement outlines how each entity shall support the formative goals of the other in furtherance of Delta Gamma.

In furtherance of their respective mission statements, the Fraternity and the Foundation agree to work together to leverage the strengths and limitations of each entity to enhance and grow Delta Gamma.







# APPENDIX



# Contact List

Delta Gamma Foundation  
3250 Riverside Drive  
Columbus, OH 43221

[www.deltagamma.org/foundation](http://www.deltagamma.org/foundation)

[dgfoundation@deltagamma.org](mailto:dgfoundation@deltagamma.org)

Phone: 614-481-8164



Governance Committee - [FoundationGOVChr@deltagamma.org](mailto:FoundationGOVChr@deltagamma.org)

Director: Alumnae Fundraising and Service - [alumservice@deltagamma.org](mailto:alumservice@deltagamma.org)

Director: Collegiate Service - [collservice@deltagamma.org](mailto:collservice@deltagamma.org)

Director: Service for Sight Grants - [grants@deltagamma.org](mailto:grants@deltagamma.org)

Director: Lectureships in Values and Ethics - [lectureships@deltagamma.org](mailto:lectureships@deltagamma.org)

Director: Scholarships and Fellowships - [scholarshipfellowship@deltagamma.org](mailto:scholarshipfellowship@deltagamma.org)

Director: Collegiate Fundraising - [fundraising@deltagamma.org](mailto:fundraising@deltagamma.org)

Regional Foundation Coordinators (RFNCs):

Region 1 - [RFNC1@deltagamma.org](mailto:RFNC1@deltagamma.org)

Region 2 - [RFNC2@deltagamma.org](mailto:RFNC2@deltagamma.org)

Region 3 - [RFNC3@deltagamma.org](mailto:RFNC3@deltagamma.org)

Region 4 - [RFNC4@deltagamma.org](mailto:RFNC4@deltagamma.org)

Region 5 - [RFNC5@deltagamma.org](mailto:RFNC5@deltagamma.org)

Region 6 - [RFNC6@deltagamma.org](mailto:RFNC6@deltagamma.org)

Region 7 - [RFNC7@deltagamma.org](mailto:RFNC7@deltagamma.org)

Region 8 - [RFNC8@deltagamma.org](mailto:RFNC8@deltagamma.org)

Professional staff at Executive Offices - [dgfoundation@deltagamma.org](mailto:dgfoundation@deltagamma.org)

Planned Giving - [plannedgiving@deltagamma.org](mailto:plannedgiving@deltagamma.org)





Delta Gamma  
1873

## Disability Etiquette Guide

and other helpful information on addressing,  
interacting and using appropriate language with  
individuals who are blind or have low vision





## Introduction

This guide was compiled by caring Delta Gamma staff, volunteers and community partners and is meant as a resource of best practices for interacting with individuals with disabilities. Without a doubt, the words we use to refer to persons with disabilities matter. This language, however, has evolved over time, and terms that were commonly used and accepted may no longer be acceptable. It is important, therefore, to not only use appropriate language to ensure people feel included and there is no barrier to full and meaningful participation but to also raise awareness about how language has evolved over time and what language is appropriate to use today. Because language changes over time, it is important to review disability etiquette frequently.

This document contains recommendations for language you might use when talking and/or writing about disability and other subjects, especially when talking or writing about our philanthropy Service for Sight. It is important to note that the world, communication and people are ever-changing. Language is a key tool in combating ableism, and it is our hope that you always use your best judgment and serve others with your heart. If you ever have questions about how to interact with an individual with a disability, it is always best to ask the individual with whom you are interacting directly.

When interacting with someone who is blind or has low vision, be yourself, relax and speak with the person in a normal tone of voice. Do not feel afraid to approach someone who is blind, and if you have trouble determining if they need assistance, simply ask – it is the kind thing to do. People living with blindness or low vision will let you know their needs.

## General Guidelines for Talking About Disability

There are many words to use and ways to refer to individuals with a disability. The following information is meant to answer some questions about what language to use and not to use.

The chart below features some ways that people with disabilities are described. This list includes “outdated language” – these are terms and phrases that should not be used. This list also includes recommended language, which should be used to describe different disabilities and individuals. People have individual preferences for how you refer to them. What is “okay” for some people may not be “okay” for others. If you don’t know what to say, just ask how a person likes to be described.

Disability	Outdated Language	Recommended Language
General Disability	Handicapped or the disabled (avoid euphemisms like differently abled, disability, special, etc)	Person with a disability
No Disability	Normal, healthy	Person without a disability, typical
Blind or Visual Impairment	the blind, the visually impaired	Person who is living with blindness or low vision, person who is blind/has low vision
Deaf or Hearing Impairment	Invalid, deaf-and-dumb, deaf-mute	Deaf or hard-of-hearing, person who is deaf or hard-of-hearing
Speech/ Communication Disability	Dumb, “one who talks bad,” mute	Person with a speech/ communication disability, person who communicates with alternative devices or eyes
Learning Disability	Retarded, slow, brain-damaged, “special ed,” learning disabled	Person with a learning or cognitive disability, tailored education
Mental Health Disability	Hyper-sensitive, psycho, crazy, insane, wacko, nuts	Person with a psychiatric disability, person with a mental health disability
Mobility/Physical Disability	Handicapped, physically challenged, “special,” deformed, cripple, wheelchair-bound, lame	Person with a mobility or physical disability, person who uses a wheelchair or mobility chair, or is a wheelchair user
Emotional Disability	Emotionally disturbed, crazy	Emotionally disabled, person with an emotional disability
Cognitive Disability	Retard, mentally retarded, “special ed,” dumb,	Cognitively/developmentally disabled, person with a developmental disability
Short Stature, Little Person	Dwarf, midget	Someone of short stature, little person
Health Conditions	Victim, someone “stricken with” a disability (i.e. “someone stricken with cancer” or “an AIDS victim”)	Survivor, someone “living with” a specific disability (i.e. “someone living with cancer or AIDS”)

**HELPFUL HINTS**

When talking about places with accommodations for people with disabilities, use the term “accessible” rather than “disabled” or “handicapped.” For example, refer to an “accessible” parking space rather than a “disabled” or “handicapped” parking space or an “accessible” bathroom stall rather than a “handicapped” bathroom stall.

Refer to a person’s disability only when it is related to what you are talking about. For example, don’t refer to people in general or generic terms such as “the girl in the wheelchair” since the wheelchair has nothing to do with the conversation you are having.

**PEOPLE-FIRST LANGUAGE**

A common trend and courtesy when talking about individuals with a disability is to use people-first language. The purpose of people-first language is to promote the idea that someone’s disability is secondary. It is not the defining characteristic of the entire individual. To use people-first language, one would refer to the individual first, then to their disability when it is relevant and appropriate. For example, say “person with a disability” rather than “disabled person.” Some people, however, refer to themselves using disability-first language. For instance, one might say, “I am a blind person.” We always respect the language choices of people when we are directly quoting them.

When in doubt, use the formula below as a way to speak about the individual and their disability:

Name or Title of a Person	+	Verb	+	Assistive Device or Disability
Customer, individual, professor, student, child, applicant, etc.		Has, uses, utilizes, etc.		Wheelchair, low vision, developmental delay, etc.

Many guides on disability language and etiquette may likely emphasize using person-first language, except perhaps, when discussing certain disability cultural groups that explicitly describe themselves with disability-first language. While it is generally safe to use people-first language, there are members of certain disability groups in the United States who prefer not to use it, such as the American Deaf community and a number of Autistic people/Autistics. The basic reason behind members of these groups’ dislike for the application of people-first language to themselves is that they consider their disabilities to be inseparable parts of who they are. Using people-first language, some also argue, makes the disability into something negative, which can and should be separated from the person.

As mentioned throughout this resource, if you are in doubt, please feel free to ask the person about whom you are speaking.



## Working with People with a Disability:

### WHEN GUIDING SOMEONE WHO IS BLIND OR WHO HAS LOW VISION:

- Offer the use of your arm (at or around the elbow), walking normally. Don't take their arm as this can be invasive. Most often an individual who is blind would rather take your arm.
- Consider the accessibility of a building when walking or navigating a space. Be mindful of the route you are guiding them through or directions you might give them when walking on their own.
- Give specific, non-visual directions. The words "here" and "there" are too general for descriptive use. Be specific and label objects that give direction and location.
- Orient an individual by using numbers on the face of the clock. Straight ahead would be 12, directly to the right would be 3, directly to the left would be 9, etc.
- Describe the layout of large rooms. A brief description of how the furniture is arranged can make it easier for that person to navigate their surroundings. Generally, an in-depth description is not needed. A description such as, "the room is set up in a classroom style" or "there is a low coffee table in front of the couch" will work.
- If you come to a door, mention how it opens (in or out, left or right).
- Indicate the direction of stairs (up or down) and if they are wide or narrow. If there is a handrail, it is often useful for individuals living with blindness or low vision to access the rail for additional guidance. Additionally, you don't need to tell the person how many stairs there are, as this can be confusing. Simply when to step up or down and use of the handrail is enough.
- When showing a person who is blind to a chair, guide them to the back of the chair. They will be able to navigate the rest.
- When dining out, offer to read the menu, including prices, if no braille menu is available.

### SERVICE ANIMALS:

Some people may use a service animal to assist them with daily living. Here are some tips on interacting with an individual and their service animals:

- Don't distract, feed or pet the animal. These animals are working, and by distracting them you could be putting them in a situation that is detrimental to their owner.
- Even if the animal is at rest, be sure to ask the owner's permission to interact with the animal.
- Respect the handler's wishes. If they tell you something you should or should not do when interacting with their service animals, comply with their requests.
- Do not speak to the service animal when they are on duty. This can be distracting to the service animal, and they need to be alert to take commands from their handler. Instead, speak to the handler about any instructions or information.
- If you are guiding or walking with someone who has a service animal, walk on the opposite side of the service animal.



- Don't say the animal's name or feel like you have to introduce it. Saying its name can be distracting.

### **WHEN SPEAKING WITH AN INDIVIDUAL WHO IS BLIND OR WHO HAS LOW VISION:**

- Identify yourself by name when initiating a conversation. You should not assume the person will recognize your voice. Just as you would identify yourself when you make a phone call, it is helpful to identify yourself when speaking to someone who is blind or who has low vision. Similarly, when with a group, it's often helpful to go around the room and have everyone state their names so the individual who knows who is in the room.
- Don't use hand signals. They may not be helpful to the person with whom you are speaking.
- Speak directly to the person. Do not speak to a family member or friend instead and ignore the person who is blind. Remember they can speak for themselves.
- Do not censor your language when speaking to individuals with disabilities. It's perfectly okay to use words like watch, look and see when talking. People living with blindness or low vision know these words are part of normal conversations.
- Feel free to talk about visual entertainment, such as sports, television and movies.
- Give verbal indication when you walk away from a conversation or leave the room. If the individual to whom you are speaking can't see you, they may not know you walked away. A quick word that you need to leave will eliminate any awkward moments.

### **WHEN CREATING AN EVENT OR WORKING WITH AN INDIVIDUAL WHO IS BLIND OR WHO HAS LOW VISION:**

- Do not be afraid to ask questions. If you're curious about the technology a person is using or if you would want to know what they can or can't see, don't be afraid to ask. Most people would rather have you ask questions than make assumptions.
- Provide electronic copies of material you'll be handing out in hard-copy form or presenting via PowerPoint prior to a meeting. This gives staff with disabilities the opportunity to load the documents onto their computer or other device and print them in an accessible format or listen to them in auditory format. Providing copies ahead of time is a necessary component to the meeting.
- Try to avoid highly stylized typefaces. When preparing documents, avoid using stylized or graphical fonts, as these can be difficult for individuals with low vision to read. Instead, use easy-to-read, sans-serif fonts with clearly defined letters and clear spacing between the letters, such as Helvetica, Verdana or Arial.
- Add alternative text tags to graphics. If you insert a graphic or photograph into your PowerPoint presentation, Word document or web page, add alternative text tags which briefly describe the image. Depending on the software you're using, this can usually be done by right-clicking on the graphic and choosing "properties."
- Not all people who are blind or who have low vision use braille. Consider presenting information in alternative formats.





## **REMEMBER:**

**DO NOT MAKE ASSUMPTIONS** - People with disabilities are the best judge of what they can or cannot do. Don't make decisions for them. Depending on the situation, it could be a violation of the Americans with Disabilities Act (ADA) to exclude people because of a presumption about their limitations. For example, if you offer assistance and the individual declines, then it is important to respect their decision as they know what is best for themselves.

**RESPOND GRACIOUSLY TO REQUESTS** - When people who have disabilities ask for an accommodation, it is not a complaint. It shows they feel comfortable enough to ask for what they need.

**DO GOOD** - When you meet someone who is living with blindness or low vision, be yourself, use common sense and do good.



## References

“Disability Etiquette Guide”

<https://www.diversity.pitt.edu/sites/default/files/Disability%20Etiquette%20Guide.pdf>

United Spinal Association, Tips on Interacting with People With Disabilities

<http://www.unitedspinal.org/pdf/DisabilityEtiquette.pdf>

Syracuse University Language Guide

<http://sudcc.syr.edu/resources/language-guide.html>

“Nine essential tips for working with people who are blind”

<http://www.perkins.org/stories/nine-essential-tips-for-working-with-people-who-are-blind>

“Teaching Students with Visual Impairments”

<http://www.teachingvisuallyimpaired.com/social-etiquette.html>

“United Nations Disability-Inclusive Language Guidelines”

<https://www.ungeneva.org/sites/default/files/2021-01/Disability-Inclusive-Language-Guidelines.pdf>



# Alumnae Group FAQs

## Do Good Hours

### Q. What are Do Good Hours?

A. Delta Gamma would like to recognize members for all of the volunteer service they do in their communities, and as such, service hours are referred to as Do Good Hours. Service for Sight remains our philanthropy and priority for both fundraising and volunteer service. Completing volunteer service is encouraged of all our membership — to do as much good for our Service for Sight philanthropy and in their communities as their time, talents, and treasures allow. Individual members or alumnae groups can receive service hour credit for both Service for Sight and non-Service for Sight service hours. Please note that any alumnae group recognition from Delta Gamma will be based only on Service for Sight hours.

[Learn more](#) about Do Good: Service for Sight and Do Good: Non-Service for Sight Hours.

### Q. Are alumnae groups eligible to receive Do Good Hours for eyeglass collecting?

A. Eyeglass collection is something that we as Delta Gammas love to do. There is no quantity of collecting eyeglasses to warrant a quantity of service hour(s). However, we are emphasizing actual hands-on service to others. Therefore, we encourage collecting of used eyeglasses at DG events but our groups will not receive Do Good: Service for Sight Hours for turning in pairs of eyeglasses. If you collect glasses for a group and then do service with that group as well, that would count as service.

### Q. Can we submit General Mills Box Tops for Education™ to support the Delta Gamma Schools for Children with Visual Impairments?

A. Members will no longer receive service hours for submitting General Mills Box Tops for Education. You may choose to support a local school for the blind or one of the Delta Gamma schools that participates in the Box Tops program:

- Blind Children's Center, Los Angeles
- Children's Center for the Visually Impaired, Kansas City
- Foundation for Blind Children, Phoenix

Members should engage in hands-on service opportunities to earn Do Good Hours. Box Tops collection, while valuable to schools, should not be recorded as Do Good Hours.

### Q. How do I log Do Good Hours in Anchorbase?

A. Please review the [Tracking and Logging Do Good Hours](#) in the Do Good Hours Overview section.

### Q. By when do Do Good Hours need to be entered to be considered for annual Foundation awards?

A. Input all service hours by May 15 to be considered for Foundation awards. If a group event or any individual service hours occur after the May 15 deadline, vp: Foundation or president should estimate a reasonable amount that they feel will be warranted for the event(s) that follow the May 15 deadline.



**Q. Can an alumna receive individual Do Good Hours if they volunteer for an organization that shares our Service for Sight mission?**

A. Yes, they can get individual service hours for the time spent volunteering with the organization. If the member is employed by an organization with a mission similar to the Delta Gamma Foundation, they cannot get individual service hours for the time spent as an employee. Alumnae can also report Do Good: Non-Service for Sight Hours, but these will not be counted toward Foundation awards.

**Q. Can an alumna receive individual Do Good Hours for raising a guide dog?**

A. Yes, they can get individual service hours for raising a guide dog. A maximum of one hundred (100) hours maybe counted per year. These hours would count as Do Good: Service for Sight Hours ([see Foundation Policies](#)).

**Q. Can alumnae read to people who are blind or have low vision for Do Good Hours?**

A. Yes, this has been a critical part of our Service for Sight mission for many years. We encourage alumnae to pick a public place (i.e.; libraries, restaurants, coffee shop) to do readings. Only do readings at a person's home if the member feels comfortable after establishing a relationship. These hours would count as Do Good: Service for Sight Hours.

**Q. Can alumnae receive individual/group Do Good Hours for supporting a family member who is blind or has low vision?**

A. No. Spending time assisting family members and friends needing special support, including people who are living with blindness or vision loss, is doing good but does not qualify for Do Good Service hours. Service is outward looking and based in the community, not for assistance to family and friends, which is personal ([see Foundation Policies](#)).

**Q. Can my group/members get Do Good Hours for learning and education tied to vision or sight conservation?**

A. In the past members could receive hours for what was called "awareness" or education around the areas of Service for Sight. This could be a speaker coming to an event, passing out education regarding Service for Sight. Groups/members will no longer receive hours for this activity. We encourage groups to still provide opportunities to hear from speakers who speak to vision/sight conservation as this motivates and inspires our membership to stay tied to Delta Gamma's philanthropy Service for Sight.

**Q. Can an alumna receive individual service hours if they attend an event/fundraiser for an organization with a mission similar to Delta Gamma Foundation where there is a speaker discussing service for sight?**

A. No, alumnae longer get individual service hours for the time listening to a speaker. For example, if they attend a three-hour fundraiser and there is a speaker, speaking to missions similar to Delta Gamma Foundation Service for Sight for 30 minutes, they will not receive Do Good Hours for that time. Our hope is that the member is inspired by the speaker to continue to support Service for Sight organizations with their time or fundraising and stay engaged with the Delta Gamma Foundation.

**Q. If an alumnae group is on a report status, may they apply for the H.K. Stuart Spirit of Service Award?**

A. No. Groups are eligible for awards only if they are in good standing. Reminder: the H.K. Stuart Spirit of Service Award is only given during Convention years.



## Alumnae Foundation Fundraising

### Q. Why do we fundraise?

A. Delta Gamma has been supported by collegiate chapters' and alumnae groups' fundraising for many years. Delta Gamma Foundation could not do what it does without the support from its membership and community. It is greatly appreciated and allows us to touch the lives of over one million adults and children each year.

### Q. Who can we fundraise for?

A. Fundraising activities can be for either the Foundation or by directing a portion of the fundraising proceeds to a local 501(c)(3) organization that shares our sight-related mission.

### Q. How can we direct our fundraising proceeds?

A. Alumnae groups may direct their gifts to any of the three areas of support of the Foundation: Individual Member Support, Training and Programming, and Service for Sight. Groups may designate 100% of their fundraising proceeds to a restricted fund, for example Crisis Grants, scholarships and fellowships, etc.

The group may also [direct up to 90% of their proceeds](#) to a local 501(c)(3) of their choice that shares our Service for Sight mission and direct at least 10% to the Foundation.

### Q. How do I send money raised to the Foundation?

A. We encourage all groups to [direct a portion of their fundraising proceeds](#) (up to 90%) to the local organization that shares our Service for Sight mission of their choice and the remaining portion of the proceeds to the area of greatest need of the Foundation. Doing that is easy!

Within two weeks of the fundraiser, vp: Foundation in partnership with the vp: finance and/or president needs to complete the Fundraising Finance Report Form in Anchorbase (see question below on how to complete the form). Once completed it needs to be submitted and also printed and mailed to the Foundation along with fundraising proceeds.

### Q. How do I complete the Fundraising Finance Report Form?

A. Steps to follow to complete the form:

1. Log in to [Anchorbase](#).
2. Go to top of the Dashboard and click on Foundation. Select Tasks > Alumnae Fundraising Finance Report Form.
3. It will bring you to the Overview Page which will give you an overview of the Fundraising Finance Report Form.
4. Next page is Selection page. You will click On Demand which will take you to the Fundraising Finance Report Form.
5. Complete the task. Scroll down and click the Continue button which is the Validation step.
6. After hitting the Continue button on the Validation step, it will bring you to the top of the form where you will need to scroll down to the bottom of form again to type in your name and date to verify that all information is correct.
7. Hit the Continue button again to receive a "Receipt" confirmation.
8. DON'T FORGET to print a hard copy of the completed Fundraising Finance Report Form to send in with checks made payable to the Delta Gamma Foundation to Executive Offices. If no checks are to be mailed in, email a PDF of the completed FFRF to [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org).



If you want to view a completed form:

1. Go to Foundation tab
2. Click on Task/Form you'd like to view.
3. When overview sheet loads, click "Continue."
4. Go to Selection page.
5. Click on View Note to the right of the task that you are wanting to view.
6. Go to the top of page and click on DATA.
7. You will be able to view the completed form.

**Q. How do I ensure the organization that our group raised money for receives it?**

A. To ensure your group receives credit from the Foundation for fundraising, all funds need to be sent to the Foundation first with the Fundraising Finance Report Form completed in Anchorbase and then a copy mailed to the Foundation.

Groups may designate up to 90% to a 501(c)(3) organization that shares our service for sight mission. The remaining 10% funds the Foundation's three areas of support: Individual member support, Training and Programming, and Service for Sight. The 10% remaining with the Foundation is not a processing fee. Instead, it is a donation from the alumnae group to the Foundation.

Once processed by the Foundation, the organization to whom your group is directing a portion of your gift will receive a letter and check via mail. The alumnae group will be identified as the sponsor of the gift. Alumnae groups will not receive credit for gifts made directly to a 501(c)(3) organization that supports our Service for Sight mission.

**Q. Can my group direct more than 10% to support the Foundation?**

A. Yes, we encourage our alumnae to consider designating more than 10% to the Delta Gamma Foundation to support the Loyalty Fund (areas of greatest need) or one of the three areas of support of the Foundation.

**Q. Once I mail my Fundraising Finance Report Form (FFRF) and funds to the Foundation, how long does it take for the organization we fundraised for to receive the donation?**

A. Once the Foundation receives the completed FFRF and all fundraising dollars, it takes about 10 business days for the check to go to the organization that the alumnae group designated on the form. Again, all pieces need to be completed correctly or this can delay the process. A letter of the donation is sent to the president of the group for their records.

**Other questions?**

Contact your Regional Foundation Coordinator (RFNC).



# Memberplanet Donation Site Instructions

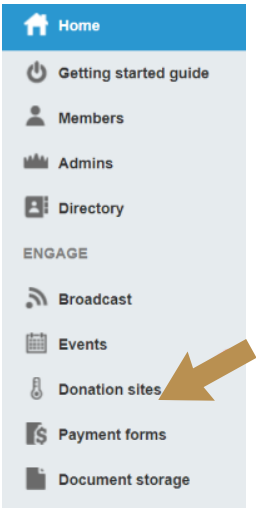
These instructions are for the Donation Site option and not the Payment Form option. If you need a payment form and need to utilize Venmo, you **MUST** email [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) to have the form set up. If you set up a payment form yourself, Venmo will not be a payment option.

## Logging in to memberplanet

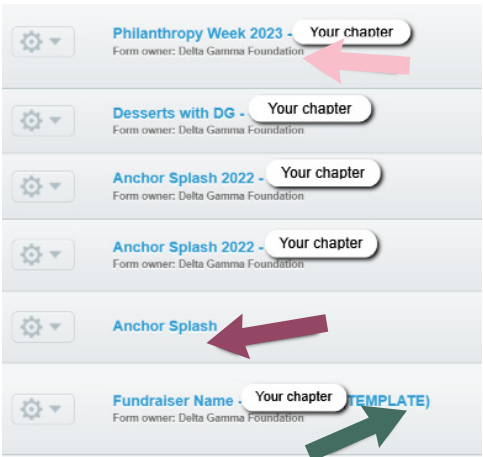
Make sure that you can login. You should have received an email at the beginning of your term from “No-reply@memberplanet.com” titled “Claim Admin Account.” The email would have gone to the email address you use to log into deltagamma.org and Anchorbase. This email was auto generated when you were set as an admin for your chapter account. If you don’t have this email and cannot get logged in, reach out to [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) or your Regional Foundation Coordinator (RFNC) to have the link resent.

## Donation Site Basics

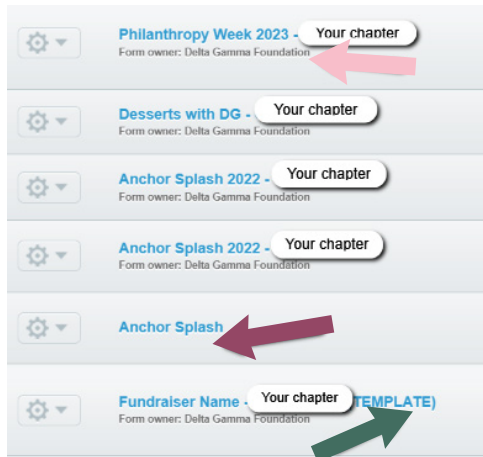
Click the **Donation sites** option in the left menu bar:



This will bring up a list of all the donation sites that have been previously created for your chapter. Here’s an example of what you will see:



There are two important things to note as illustrated by the arrows.



1. Always put your chapter name in the event title so your chapter gets fundraising credit with the Foundation.
2. Take note of the form owner of each event. The **pink** arrow illustrates who owns the form. If you want to have Venmo as a payment option, you must have the Delta Gamma Foundation as your form owner. You can make that happen by:
  - copying one of the existing forms with the Delta Gamma Foundation as the form owner (**pink** arrow)
  - using the template that has been set up for you (**green** arrow)
  - starting from scratch

Use the settings icon to create the copy if you choose to copy the purple or green arrow options.

Having the Foundation as a form owner ensures that all your fundraising money goes straight to the Foundation's bank account, and it does not have to route through your chapter account. ***This is the correct way to fundraise via memberplanet.***

Note the **red** arrow. That shows that the form owner is not the Delta Gamma Foundation (thus Venmo will not be a payment option) and the chapter name is not in the title, meaning your chapter will not receive fundraising credit with the Foundation.





## Creating a Donation Site

To begin, hover over the **Donation sites** option on the left menu bar for pop up options. One of the options is to **Create donation site**. Clicking on that will bring up this page:

### Who are you raising funds for?



The screenshot shows a selection screen with two main options. The left option is 'Your chapter', which includes the text 'Choose from among dozens of our templates to get your campaign up and running quickly' and the Delta Gamma logo. The right option is 'Delta Gamma Foundation', which includes the text 'Start a fundraiser for one of the groups recommended by your organization' and the Delta Gamma Foundation logo. A large orange arrow points to the 'Delta Gamma Foundation' option.

To get Venmo as a payment option, the Delta Gamma Foundation MUST be selected here. If you select your chapter, the Foundation will not be the form owner and Venmo will NOT be an option. The next page will bring up template options. You will be able to customize the template in the next steps.

## DONATION SITE SET UP

- **Campaign Title:** Choose your event title (remember to include your chapter name in your title)
- **Why are you fundraising:** Customize the text that displays on your main fundraising screen. We have provided basic text that you can add to if you like.
- **Campaign Goal:** Set your chapter's fundraising goal here.
- **End date:** Choose a date that is after the end of your event in case there are last-minute donations.
- **Add videos:** This is a good place to insert a Foundation video or footage from a previous fundraiser. This gives you a chance to show why you are fundraising.
- **Default donation:** This will set the amount in the donation payment box. It can be customized to whatever makes sense for your event. Donors can also edit this amount when they make their donation.
- **Giving levels:** Often fundraisers have sponsorship levels, so you can fully customize the title and amount of your level. If you want to add levels, just click the button that says, "add a giving level." People can only choose one giving level, so if you want to sell tickets or allow multiple payments, you will want to change this to a payment option in a future step.

After you've completed this section, click **Save and continue**.



# DONATION SITE CAMPAIGN PAGE SET UP

The next screen is your main campaign page where more edits can be made.

- Customize the campaign link: memberplanet will set a default link, but you can edit that link or choose the shortened URL option by clicking the “customize” button.

Campaign page link: [www.memberplanet.com/campaign/deltagammafoundation/anchorgames\\_7](http://www.memberplanet.com/campaign/deltagammafoundation/anchorgames_7)

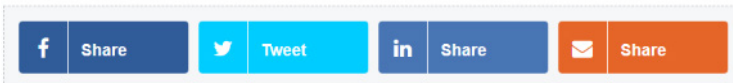
Customize

- Change your accent color changes the button colors and the button text color.

Accent color

Button text color

- Keep the section that says, “Campaign by Delta Gamma Foundation”.
- Hover over the photo section to either hide or edit the header image.
- Keep the event title.
- Hover the social media icons to remove those share options from the final page by clicking “hide”. Most campaigns just keep this option included.



- Hover over the event text to hide or edit the large body of text entered in the previous main setup page.
- Add photo album: This isn’t typically used. Most groups enter photos in the event text block above. If you would like to add photos to your donation site, email [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) for assistance.

+ Add photo albums

- Add videos: If you didn’t add a video(s) on the previous screen, you can add those here.

+ Add videos

- Add fundraisers chart: This will display a pie chart that will show how much money each person has raised through their supporter pages (see how to add those below).

+ Add Fundraisers Chart

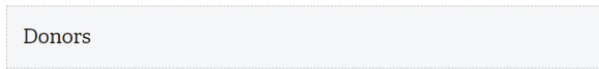
This is what that chart will look like. This example includes the top fundraising teams, but this chapter also uses supporter pages for their chapter members.



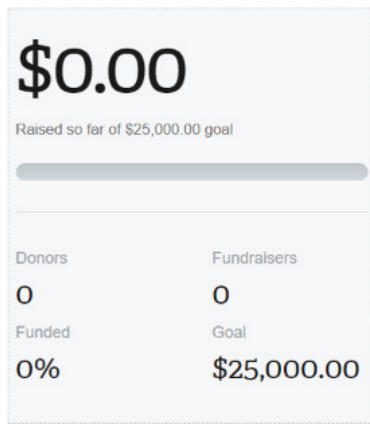
- Add fundraisers: This will list the totals for each fundraising supporter page.



- Donors: This will list the names of all the donors. You can choose to hide this by hovering over the block.



- This section will display your fundraiser progress (the amount in the image is the default). Hover to pull up the “hide” option.



- Donate button: Hover over this to change the button text. Example: “Buy Tickets” might fit better for your event.



- Support this campaign box: We highly recommend this option to increase and track who is raising funds.
  - When your main donation page is published, anyone can click the “support this campaign” button to create their own fundraising page that is linked to your main fundraiser.
  - This allows chapter members to share their own page with their family and friends.
  - It is also an option to track the teams that are participating in your fundraising event.
  - As these supporter pages are created and funds are raised through those links, the fundraisers chart pie graph shown above will populate on your main page if you added that option. Teams are competitive and displaying the pie chart can play on that competitiveness and raise more money to keep a team on top.
  - When the final donor report is generated, the spreadsheet will show which supporter page was used for the donation, so you can see an itemized list there as well.



- Choose a giving level: The text in this box can be edited by hovering to bring up the edit menu.

Choose a giving level

\$10.00

- At this point, go ahead and click “Save and publish now”. Publishing the campaign will make it available for donations, but until you send out the link, you can still make edits to the donation site.

Save & publish now

Make your campaign live right away

## MANAGING YOUR DONATION SITE

You should see a page that looks like this once you publish the campaign:

The screenshot shows the 'Anchor Games' campaign management interface. At the top, it displays '\$0.00 raised' with a progress bar at 0% towards a '\$25,000.00' goal. Below this, it shows '0 Donors' and '0 Fundraiser'. A green 'Published' status bar is visible. To the right, there are buttons for 'View campaign' and 'Edit'. Below these are links for 'View reports', 'View email history', 'Record an offline payment', 'Copy campaign', and 'Close campaign'. A section for 'Share' includes buttons for Facebook, Twitter, LinkedIn, and Email. A 'Notify your members' section indicates 'All members can see this campaign (default)'. A 'Hide these features' section lists various management options like 'Manage payment alerts', 'Add a thank-you message', 'Manage recurring and installment payment options', 'Copy or customize the campaign page URL', 'Collect more information with a custom form', 'Use a widget to show this campaign on an external website', 'Create a Donate button for your email campaigns', 'Create a Donate button for your external website', 'Customize giving levels or payment options', 'Manage deferred payment settings', 'Attach an email code', and 'Redeem a code'.

- View campaign** button allows you to preview your fundraising page before sending it out.
- Edit** button allows you to go back and make edits to the items displayed above.
- View reports** allows you to see all the payments details including whose supporter link was used (if you chose that option).
- Add a thank you message** allows you to customize the response message to each donor.
- Copy or customize the campaign page URL** allows you to change the URL if you didn't do that previously.



- **Collect more information with a custom form** allows you to capture additional information in your form. For example, if you are hosting Desserts with DG and want to get an idea of how many pre-sales will require specific dietary restrictions, you could add a custom form that allows you to collect that information.
- **Customize giving levels or payment options** is used when you are selling items. You might set this up for a food sale where you have different prices for each item. Raffle sales is another option to utilize customized payment options. It is a good idea to keep an open donation option for general donations. Note: Choosing to customize the payment options will remove the giving levels, but you can add in a payment option that mimics giving levels. They won't show on the main landing page.

**Payment style (?)**






☐ Giving levels

- Show donors one or more recommended amounts to give
- Set a default donation amount

☒ Other payment options

- Choose a fixed amount, multi-choice, or open amount
- Add multiple line items and grouped items
- Use inventory control to limit number of each item that can be sold

**Payment items**

Item name	Type	Price per item	Total qty
Donation  	Any Amount (Multi-Item)	-	unlimited
Donation (Any Amount :))		-	unlimited
Food Items  	Item Qty (Multi-Item)	(varies)	unlimited 
Chips		\$2.00	unlimited
Water		\$2.00	unlimited

- **Redeem a code** is utilized for events where tickets are required or where there are presales. When this option is activated, donors will receive an email receipt that has a QR code on it that will be scanned at the event. It acts as a contactless ticketing option. Anyone can scan the QR code to “redeem” it. If the donor forgets to bring their QR code to the event, memberplanet admins can manually redeem the sale through the “view reports” menu.

You likely won't need any of the additional options listed in the top right section or most of the ones listed in the bottom section highlighted in light blue. If you do, please reach out to [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org) for assistance.




## Venmo


The use of a business, chapter or personal Venmo account for Foundation fundraising is strictly prohibited. This includes chapter members collecting money and then donating it to a memberplanet donation site or payment form. There are potential IRS consequences such as being audited and having to pay taxes on the money collected, along with the potential for fraud. Venmo is only allowed through a memberplanet donation site or payment form that's connected to the Foundation.


Venmo will populate as a payment option as seen below:

Other payment options  
[Make this a recurring payment](#) | [Pay this in installments](#)





Use a New Payment Method

 Credit card

 Pay with Bank

 Pay with Venmo

Card number



Month

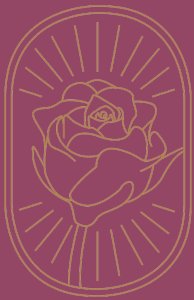
Year

This will allow your donors to pay via a credit card, their bank or Venmo. If this is their first time using Venmo through memberplanet, donors will need to do a verification so that they authorize Venmo and memberplanet to connect. Once that is done, they will be linked going forward.

---

If you have any questions or issues with memberplanet, please reach out to your Regional Foundation Coordinator or [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org).





# Tables That Bloom Resource

A GUIDE FOR ALUMNAE GROUPS





Tables That Bloom Resource

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## Introduction

In 2004, Greater Kansas City alumnae chapter brainstormed to create a new fundraising event for alumnae. Over the next ten years they developed “Tables that Bloom” from a small dinner for Delta Gammas with tables decorated by Delta Gammas into a large community event raising thousands of dollars for the Delta Gamma Foundation along the way.

Other alumnae groups have followed with their own versions of this event idea. The resources shared here can provide a map for successful fundraising for any group.

### **Mission:**

To encourage a signature fundraising event for alumnae groups, offering resources and guidance tailored to assist any and all groups.

### **WHAT IS TABLES THAT BLOOM?**

Tables That Bloom is an event that allows community members and Delta Gammas alike to showcase their design skills, event businesses or simply support our philanthropy. The event can be as small or large as the group desires. It may include light desserts with tea and coffee or a complete meal. It might feature a variety of fundraisers including auctioning the centerpieces or having a silent/live auction. The most important thing to remember is that no amount of money raised is too small!

## Before Getting Started

It is important to think through a few items first...

### **Realistic expectation of volunteers needed:**

- Does the majority of the alumnae group support the idea and are willing to help from start to finish?

### **Timing:**

- Is there enough time to organize the event?
- And also, when is a good time to hold an event like this?

### **Budget & ticket pricing:**

- It is important to put a preliminary budget together to understand all monetary components of the program.
- In determining a budget, a ticket price can be chosen and can help inform the final decision is this type of event is right for the alumnae group.

### **Venue options:**

What are they?

A restaurant, a country club, a hotel ballroom or any venue that fits the size and needs of the event planned.

### **Entertainment options:**

- Determine needs of event.
- Utilize local philanthropic leaders or personalities.

### **Leadership potential:**

- Are there one or two members that want to champion this cause? Code name: Chair!

## **How to Start**

The decision of the alumnae group is to move forward and plan a Tables That Bloom. No matter what size event the group feels like it can support, it is important to put a few things in place to get started.

### **Select a Chair:**

- This a great way to involve a sister that might not want to take on an office but wants to help the group.

### **Select a date:**

- Some groups find weekdays work better especially if the location is a country club.
- The name suggests spring but choose the date on what works best for your group.

### **Choose a theme:**

- Decide if a theme for the event is wanted or needed. This can be incorporated on invitations, on your memberplanet donation page, etc. Make sure to use the [official Delta Gamma brand](#).

## **EVENT DETAILS: STARTING SMALL**

The following items are for the alumnae group that wants to start small.

- Small volunteer base
- DGs design limited number (>5) of tables - or enlist a friend/designer to design tables
- Private room in a restaurant
- Payments & donations by cash/check
- An additional fundraiser (a limited silent auction, wine tasting, 50/50 raffle, gift card giveaway, etc.)
- Beneficiary spotlight (info in program, pamphlets from organization, display, speaker, game, etc.)
- Promote in existing communication channels (newsletters, emails, Facebook, etc.)
- Electronic invitations
- Use the official [Delta Gamma brand](#)
- No corporate sponsorship

Please note...

- All materials must include that the event benefits the Delta Gamma Foundation and the 501(c)(3) organization of choice that supports our Service for Sight mission.
- Any Fraternity or Foundation officers or staff present should be recognized and would be happy to speak about the work of the Foundation.

## EVENT DETAILS: GROWING YOUR EVENT

A few or all of the items below can be utilized to grow the event.

- Larger volunteer base
- More tables! Majority of tables designed by professional designers
- People's Choice Award for favorite table design
- Public venue (i.e., hotel, country club, convention center, art museum, etc.)
- Entertainment or guest speaker
- Beneficiary presentation
- Offering alcohol (determine how executed: complimentary, for purchase, included in ticket price)
- Facilitate sales of designer table items
- Larger scale or several money maker options (see list above)
- Virtual auction (allowing those not in attendance to bid on items)
- Live auction
- Utilize auction software
- Outsource the entire auction
- Corporate sponsorship
- DG underwriting of fixed costs (some alumnae groups have members willing to cover some budgeted items such as venue reservation, portion of food, advertising)
- Automated credit card payments via memberplanet
- Accept online donations & reservations via memberplanet
- Use the official [Delta Gamma brand](#)
- Snail mail invitations
- Nametags
- Website for event
- Community publicity (local radio, TV, magazines, newspapers, press releases, designer shops, etc.)

## After the Event

- Tally all the donations and ticket sales.
- Pay all remaining expenses and take care of reimbursements.
- Complete the Fundraising Finance Report Form (FFRF) via Anchorbase and send a copy to Executive Offices no later than two weeks following the fundraising event with the fundraising checks. If no checks are to be mailed in, email a PDF of the completed FFRF to [FoundationFinance@deltagamma.org](mailto:FoundationFinance@deltagamma.org).
  - Please indicate on the FFRF how you would like to direct your gift. Alumnae groups can [designate up to 90% of funds raised](#) to a local 501(c)(3) that shares in the Foundation's Service for Sight mission.
- Conduct a wrap-up event to celebrate success and evaluate what can be improved. Be sure to send a report to your Regional Director, Regional Alumnae Specialist and Regional Foundation Coordinator.

# Examples and Resources

## FLYER/HANDOUT EXAMPLE



313-PHX-TTB0 (749-8820)  
TablesThatBloomPHX@gmail.com

### WHO

The Delta Gamma Alumnae Chapter of Phoenix

### WHAT

Tables That Bloom: A luncheon fundraiser benefitting the **Foundation for Blind Children** featuring brilliantly designed tablescapes provided by local designers from all different backgrounds.

### WHERE

Phoenix Country Club: 2901 N 7th Street | Phoenix, AZ 85014

### WHEN

Monday, May 4, 2015 • Luncheon begins at 11 o'clock am

### HOW

Contact your Tables That Bloom Ambassador for a Registration Form or email [TablesThatBloomPHX@gmail.com](mailto:TablesThatBloomPHX@gmail.com) today!

Register by November 15, receive 1 complimentary seat to the luncheon and 1 additional seat at a discounted price (1/2 price). Commit by January 1, and you may purchase up to 2 seats at the same discounted price (1/2 price). After January 1, discounted prices are not available. Sign up early!

### WHY

You will receive: advertising on individual seats at the luncheon, your company name and logo in event program and website, and potential exposure in local magazines.

Inaugural year designers will have their registration fee waived.



## Tables That Bloom [Chapter name]

[Date] [time] [location]

# Designer Registration Form

Please email copy to [email address] or mail to [mailing address].

This registration form ensures we know the best way to contact you, provide accurate information in published materials, and do our best to meet your needs.

Name of business (as you wish to be listed): \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Business phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_ Pinterest: \_\_\_\_\_

Brief description of your business that we could share in our marketing materials:

\_\_\_\_\_

Who is the primary contact person for this event? Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

How may we contact you? ☐ Email ☐ Business phone ☐ Cell phone ☐ Text ☐ In person

What is your preferred form of communication? \_\_\_\_\_

In general, what days/times are best to reach you? \_\_\_\_\_

Who is the contact person for the day of the event (if different from primary contact)?

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Cell phone: \_\_\_\_\_

What are you hoping to get out of participating in Tables That Bloom?

\_\_\_\_\_

Any other thoughts/comments to share, such as someone else who might be interested in designing a table?

\_\_\_\_\_

Your signature indicates you permit Tables That Bloom and the [Insert alumnae group name] to use your business logo, description and business contact information in promotional materials and event programs.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Note: If you have an electronic business logo we can use in marketing materials, please email [insert email address].*



## Tables That Bloom [Chapter name]

[Date] [time] [location]

# Designer Follow-Up Questions

Please email copy to [email address] or mail to [mailing address].

---

Name of Designer: \_\_\_\_\_

1. Who is your contact person for the day of the event?
2. Are there any other assistants/names we should know?
3. What is your approximate expected time of arrival on the day of the event?
4. Do you wish to provide your own linens?
5. Do any items need to be removed after the table viewing period and before lunch is served?
6. Will your display be more than 4 feet high?
7. What item will you donate to our silent auction?
8. Would you like to reserve any seats for you, your assistants and any guests?
9. Is there anything else we should know about preparing for the event or the day of the event?



## SOLICITATION EXAMPLES



### Tables That Bloom

Thursday, May 8, 2014  
11:00 a.m. – 1:30 p.m.  
Indian Hills Country Club

Hosted by the  
Greater Kansas City  
Alumnae Chapter  
of Delta Gamma

Chapter President  
Lori O'Neal

Executive VP  
Ashley Thurston

Steering Committee  
Alicia Poole  
Chair

Christi Bulit  
Auction Coordinator

Brynn Ferraro  
Financial Coordinator

Jennifer Westlake  
Designers Coordinator

Kristin Wing  
Public Relations Coordinator

Dear Community Friends:

March 2014

On May 8<sup>th</sup>, the Delta Gamma alumnae of Greater Kansas City are sponsoring the *10<sup>th</sup> Annual Tables That Bloom* luncheon and fundraiser. All proceeds benefit two local organizations, Alphapointe and the Children's Center for the Visually Impaired (CCVI), as well as the Delta Gamma Foundation's Service for Sight: Joining Forces program which assists service members with eye injuries.

Once again, the area's finest designers will create amazing tablescapes, providing the perfect setting for an elegant luncheon. Guests will be inspired by keynote speaker and retired U.S. Army Brigadier General, Colleen McGuire.

The silent auction plays a significant role in our fund-raising effort. You can help us by donating a tax-deductible item from your organization for the auction. For tax purposes, all donations are made to the Delta Gamma Foundation, a 501(c)3 organization. I am happy to arrange to pick-up your donation at your place of business or you may mail it to me at the address at the bottom of this letter.

It is because of the generosity of companies like yours that our local charities continue to thrive and assist the diverse needs of these special individuals in our community. We thank you in advance for your participation with this worthwhile cause.

Most sincerely,

Christi Bulit  
Auction Coordinator  
Direct: 402.707.3546 / ChristiBulit@gmail.com

TablesThatBloom.com ☎ 913.735.0TTB (0882) ✉ TablesThatBloom@kcdg.org  
1533 W Loula St ☎ Olathe, Kansas 66061  
Follow us on Facebook @ Tables That Bloom



# Tables That Bloom

Hosted by the Delta Gamma Alumnae of Kansas City

## 2009 STEERING COMMITTEE

### Co-Chairmen

*Barb Boersma  
Kathy Shapiro*

### Designers

*Mary Ann Wilson  
Gail Ward*

### Auction

*Martha Dooley*

### Treasurer

*Susan Durbán*

### Table Hostesses

*Gloria Dobbs*

### Correspondence

*Lisa Hibschman*

### Volunteers

*Lori O'Neal*

### Day-of Coordinator

*Dell Kingan*

### Mistress of Ceremony

*Kim Byrnes*

### Chapter President

*Janise Naughton*

May 11, 2009

Aspen Salon & Spa  
Attn: Michelle Machado  
14884 Metcalf Ave  
Overland Park, KS 66223

Thank you for participating in the 5th Annual Tables That Bloom fundraiser on April 8, 2009. Your donation to the silent auction enables us to contribute over \$10,000 to our designated charities!

Information for your tax records:

- ✦ Donation: Hi-Lite & Cut
- ✦ Value: \$135
- ✦ Donations are made to the Delta Gamma Foundation, a 501(c)3 organization with Federal Identification # 31-6034001.

The Delta Gamma Alumnae of Greater Kansas City sponsor this event to support our philanthropic mission of sight conservation and aid to the visually impaired. Through the Delta Gamma Foundation, the proceeds will benefit the Children's Center for the Visually Impaired (CCVI), Alphapointe Association for the Blind, and the Kansas School for the Blind. Because of you, these charities can more easily assist the diverse needs of special individuals in our community. We thank you for your participation with this worthwhile cause.

Most sincerely,

Martha Dooley, Auction Chairman  
Tables That Bloom  
4112 Sw James Younger Dr  
Lees Summit MO 64082-8213  
816-405-8149  
TablesThatBloomAuction@kcdg.org  
www.kcdg.org