

Understanding the Chapter Contribution Form

Which Form to Use and Why

Chapter Contribution Form:

Used to submit chapter gifts resulting from:

- A) fundraising event proceeds
- B) budget appropriations approved by the chapter membership

The chapter should write a check immediately after the fundraising event has concluded or the chapter decision to give has been made. A Chapter Contribution Form should be included with the check indicating who the funds are from (chapter name), how the funds were secured (source) and how the gift is to be used (designation). Funds must be designated according to how the event was promoted.

Sigma Kappa Foundation places the designated gifts in their appropriate funds. Chapter recognition for fundraising can only be provided when checks are made payable to “Sigma Kappa Foundation” and received with proper documentation and postmarks.

Individual Gift Form:

Each individual gift made payable to “Sigma Kappa Foundation” should be accompanied by the Individual Gift Form. Ask each donor to complete the form when making a gift.

The chapter should collect these individual gifts and forward them to the Sigma Kappa Foundation immediately following the fundraising event. Sigma Kappa Foundation staff will process the gifts and send appropriate receipts and thank you letters to the donors directly.

All checks should be made payable to “Sigma Kappa Foundation.”

In-Kind Donation Form:

The chapter should acknowledge in-kind (non-monetary) donations to a chapter fundraising event from parents, alumnae, businesses or other donors by completing the In-Kind Donation Form. This form should acknowledge receipt of the donation by the Vice President of Philanthropic Services and should be given to the donor to keep for his/her records.

Still not sure? Here is an example:

A chapter holds a soccer tournament fundraising event on October 11. Fliers about the event say it is to “support Sigma Kappa Foundation and Alzheimer’s disease research.” Donors complete an Individual Gift Form and include payment (all the checks are made payable to “Sigma Kappa Foundation”). The chapter collects both and holds them until after the event. A few corporations were asked to write their checks to the chapter because the companies didn’t need the tax deduction and the chapter needed help to pay for event expenses. More money was given than was needed and the chapter has fundraising event proceeds totaling \$500. After the event, the chapter votes to designate the proceeds from the corporate gifts: \$300 to the Annual Fund and \$200 to the Alzheimer’s/Gerontology Fund. The Vice President of Philanthropic Services completes the Chapter Contribution Form indicating the designations of the funds, and gathers the donors’ checks and Individual Gift Forms. All of the forms and checks are placed in an envelope and mailed to the Sigma Kappa Foundation as soon as possible. Since the event was held on October 11, the chapter wanted to make sure the envelope was postmarked by November 15 to count for Standards of Excellence.