

Let's Determine Your Chapter's Phi Mu Foundation Fundraising Plan

Look at the chart below to choose the method that works best for your chapter. Your chapter may want to use multiple methods to collect donations and that is ok! Combine the steps or follow the steps multiple times throughout the year to make your chapter's contribution!

Step One: Choose how your members will raise money for Phi Mu Foundation

Bill Members

Chapters may bill members who have opted in to donate to the Phi Mu Foundation.

Billing options include:

- **One-time billing:** Add the full donation amount to a single bill.
- **Micro billing:** Divide the donation into smaller amounts billed throughout the year.

We encourage chapters to discuss member billing in the fall and establish a plan for the year.

Chapters may only bill members who have opted in to donate. Consent may be collected through an official chapter vote, Google Form, OmegaOne or another written form.

Traditional In-Person Fundraiser

Hosting a traditional fundraiser where your chapter may collect check(s) or cash donation(s).

Popular options include:

- Mahjong with Mu
- Giveback nights at local restaurants
- Milkshakes with Mus
- Selling carnations or flowers for Valentine's Day

Proceeds night or profit share event? Ask the business to write the check payable directly to Phi Mu Foundation. Our Tax ID Number is available upon request by emailing foundation@phimufoundation.org.

Reach out to the Area Philanthropy Specialist for creative ideas for fundraising.

Online Fundraiser

- Host an organized fundraiser through the True to Phi Mu website.
phimufoundation.org/truetophimu
- Each chapter has a designated fundraising page they can send the link out to friends and family.
- Notify Foundation staff at lschuerr@phimufoundation.org if you are sending out your chapter's link as an online fundraiser.
- Funds are instantly and directly given to Phi Mu Foundation so you can skip to Step 4.
- Need more control of your event details? Create a CrowdChange fundraiser. Funds raised through CrowdChange will be deposited into your chapter account and then can be donated to the Foundation.
- Host a Double Good popcorn fundraiser. Visit linktr.ee/PMFXDG to access resources to start a fundraiser.

Use Philanthropy Budget

The Philanthropy/Donations account on re:Members must be at a \$0 balance at the end of each semester.

Your chapter may use funds from its philanthropy budget for its Foundation contribution if:

- The chapter has not overspent its fiscal-year budget.
- A specific amount was budgeted for a Phi Mu Foundation donation.
- The semester philanthropy event has already taken place and expenses were under budget.

Reach out to your Area Operations and Finance Director (AOFD) for finance related questions.

Step Two: Plan, Host Your Events & Collect Donations

Once your chapter has a plan, start collecting donations and hosting fundraisers throughout the year.

Starting in the fall gives your chapter more time to reach its goal and allows you to build True to Phi Mu into your chapter's annual fundraising plans.



Step Three: Make Your Contribution

When your chapter is ready to contribute, work with your chapter treasurer to submit your donation through one of these options:

- Online Bill Pay on re:Members
- Write a Check on re:Members and mail it to Phi Mu Foundation (400 Westpark Drive)
- Online donation through your chapter's True to Phi Mu fundraising page.
 - If you donate online, please be prepared to cover the website fees. If you cannot cover the fees, please send a check instead.



Step Four: Submit a Phi Mu Foundation Remittance Form

A Remittance Form must be submitted with every chapter contribution to Phi Mu Foundation.

You can find the Phi Mu Foundation Remittance Form on the Resource Hub or on the Phi Mu Foundation Document Library.

- If you mail your donation, please print and mail the remittance form along with the check.
- You can submit the remittance form digitally if you are hosting an online fundraiser, making an online donation or set up an Online Bill Pay.
<https://bit.ly/PMFRemittanceForm>