

How to Make a Donation to Phi Mu Foundation

Treasurers Guide



You can make your contributions in one of three ways: by writing a check, using re:Members online bill pay; or through the True to Phi Mu fundraising page on the Foundation's website using your re:Members card (as long as the donation is within your card limits).

You can find video tutorials and step-by-step guides on how to donate on our Document Library.
phimufoundation.org/document-library/

True to Phi Mu donations must be submitted by May 15, 2027.

Billing Members who Opt-In

- 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.

Important: Member billing must be created as an Other Fee.

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. Members need to opt in each year. Past participation is not an indication of current participation.

Collecting Donations/Fundraising

- If you receive a check made out to Phi Mu Foundation, please gather all checks and mail them to the address below. You need to include a remittance form that states your name and your chapter for tracking purposes.
 - Phi Mu Foundation
 - 400 Westpark Drive, Peachtree City, GA 30269
- Do not enter checks made out to Phi Mu Foundation into CrowdChange or your re:Members account.
- If a check is made out to your chapter, deposit it to your "Philanthropy/Donations" account in re:Members. Then continue to the "Making Your Donation" steps.

Making Your Donation:

- **Create an Online Bill Pay on re:Members**
- **Write a Check on re:Members and mail it to Phi Mu Foundation**
 - Please make your Foundation donation payable to Phi Mu Foundation. We **cannot** cash checks made out to Phi Mu Fraternity.
 - Please write in the check memo or comments section that this contribution is for True to Phi Mu and include your chapter name.
- **Online donation through your chapter's True to Phi Mu fundraising page. Click here to donate.**
 - If you donate online, please be prepared to cover the website fees.
 - If you cannot cover the fees, please send a check instead.

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

- 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 making an online donation or set up an Online Bill Pay. <https://bit.ly/PMFRemittanceForm>

****Do not add the donation to your statement of charges or set up a scheduled payment for the Foundation through Re:Members.****