



CHECK & MONEY ORDER COVER SHEET

Please complete a separate form for each philanthropy event. Include all individual checks made out to the Foundation and convert all cash into a money order made payable to Alpha Phi Foundation.

DO NOT deposit all checks into your BillHighway account and send a single check.
Additionally, please DO NOT send cash via the postal service.

Within 30 days of the event, please send all donations with a completed Check & Money Order Cover Sheet to:

**Alpha Phi Foundation
ATTN: Chapter Giving
1930 Sherman Avenue
Evanston, IL 60201**

Chapter: _____

Event Name: _____

Event Date: _____ Today Date: _____

Total Number of Checks & Money Orders: _____

Total Amount of Checks & Money Orders: \$ _____

Contact Name: _____

Contact Email: _____ Phone #: + 1 (_____) _____ - _____

Signature: _____ Date Signed: _____

Additional Notes:

FOR FOUNDATION OFFICE USE ONLY:

Received by:

Initials

Date