



## DONATION 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 Donation Cover Sheet to:

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

Chapter: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Today's 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