GiveSmart	Collect all outstanding balances	Close your GiveSmart event	Submit GiveSmart Disbursement Request Form	GiveSmart sends donations to Alpha Phi Foundation
Chapter Donation Form	Donations go directly to Alpha Phi Foundation			
CardConnect Readers	Download and log-in to Givesmart App	Connect to your GiveSmart event	Donations will be disbursed with your GiveSmart event donations	
MobilePay Readers	Download and log-in to Blackbaud Mobile pay App	Donations go directly to Alpha Phi Foundation		
Checks	Gather all individual checks into an envelope	Complete the Donation Cover Sheet	Mail to Foundation	
Cash	Covert to Money Order	Complete the Donation Cover Sheet	Mail to Foundation	
Venmo, Paypal, etc.	**DO**	**NOT**	**USE**	