

## Alumnae Chapter - Register Philanthropy Event And Submit Event Results/Funds Raised

### Purpose

The Register Philanthropy Event and Event Results action is utilized following the conclusion of a philanthropic event in which funds were raised by the alumnae chapter.

### Officer Responsible

While each alumnae chapter's structure may vary, the following officers may be tasked with submitting funds raised through philanthropic efforts:

- Philanthropy Chairwoman
- Treasurer
- Vice President
- President

### Overview

Action	Due Date	Pathway	Special Note
Register Philanthropy Event and Event Results	Within 30 days of the fundraising event	Beta Base > Chapter Reporting > Chapter Activities > Actions > Register Philanthropy Event and Event Results	
Print/Save Completed Report	Within 30 days of the fundraising event	Beta Base > Chapter Reporting > Chapter Activities > Reports > Philanthropy Event Results	Including the printed report with your mailed check is not required, but it is helpful for quick processing
Send funds to the Gamma Phi Beta Foundation for processing	Within 30 days of the fundraising event	Gamma Phi Beta Foundation PO Box 731699 Dallas, TX 75373-1699	

### Instructions

#### Action One: Register Philanthropy Event and Event Results

1. Open the Register Philanthropy Event and Event Results action via Beta Base.
  - a. Beta Base > Chapter Reporting > Chapter Activities > Actions > Register Philanthropy Event and Event Results.

*Tip: You can edit or change information later if needed. Don't register a new event.*
2. Select the date range in which the event was held and click the green Continue button.
  - a. 2023-24 references to the fiscal year date range, August 1, 2023, to July 31, 2024.
  - b. If the event was April 22, 2024, you would select 2023-24.



3. Input the following information into the corresponding report fields:
    - a. Date of Event
    - b. Name of Event
    - c. Location of Event
    - d. Event Description
  4. Designate Your Philanthropic Funds to up to three beneficiaries in equal amounts.
    - a. Beneficiary Options:
      - i. Girls on the Run (GOTR) International
      - ii. Local councils of GOTR
      - iii. Gamma Phi Beta Foundation
      - iv. Other
    - b. Beneficiary Percentage Split
      - i. 100%
      - ii. 50%
      - iii. 33%
- Note:** When selecting a local GOTR council, 25% of your funds will automatically be directed to GOTR International. Based on your selection, Gamma Phi Beta Foundation will distribute funds appropriately.
5. Provide beneficiary details:
    - a. Beneficiary Tax ID
    - b. Beneficiary Address
  6. Include the total amount raised.
  7. Select the green Continue button.
  8. Review your submission and scroll to the bottom of the back to validate the report.
    - a. Type the first name, last name and date exactly as shown in the corresponding fields.
    - b. When the field has been properly filled in, you will see a green line appear under.
    - c. Select green Continue button.

#### Action Two: Print/Save Completed Report

1. Open the Register Philanthropy Event and Event Results report via Beta Base.
  - a. Beta Base > Chapter Reporting > Chapter Activities > Reports > Register Philanthropy Event and Event Results Report.
2. Select the report you wish to export. If more than one report exists, use arrows to locate the reported needed.
3. Save Report.
  - a. Click the disk image and select the file type you would like the report to export as.
  - b. The most common way to export this report is as a PDF.
4. Print for Records.
  - a. Click the printer image and follow the prompts on your computer for printing.

**Note:** It is optional to send a copy of the report printed out, as staff has access to the Beta Base report that is submitted by the alumnae chapter (Action One).



**Action Three: Send Funds To The Gamma Phi Beta Foundation For Processing**

1. Address envelope properly to the address below:  
Gamma Phi Beta Foundation  
PO Box 731699  
Dallas, TX 75373-1699
1. Place a check and printed report (optional) in an envelope with proper postage.
  - a. Note that the check is for a philanthropy donation.
  - b. Include the alumnae chapter name if not including the report print out.
2. Send via USPS/Canada Post.

***Helpful Tips***

- Never send funds directly to an organization, including GOTR.
- Submit your funds as soon as possible after your event ends to meet the 30-day deadline.
- After you submit your funds, double-check that the total funds raised amount in Beta Base match the amount you sent to the Gamma Phi Beta Foundation.
- Print your Beta Base report for your records.
- Questions? Ask your alumnae chapter supervisor. You can find their contact information on the Chapter Leadership Roster in Beta Base > Leadership > Reports > Alumnae Chapter Leadership.

