

M ONBALL

GAMMA PHI BETA

Moonball Manual



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Introduction

Welcome to your role as philanthropy chairwoman! This manual is a high-level overview for hosting Moonball events. Your chapter is required to host one Moonball event each calendar year.

Philanthropy Volunteers

Gamma Phi Beta has a dedicated philanthropy team to support you with Moonball, secondary events and service. The team consists of a philanthropy team leader and philanthropy specialists chapters in each geographical region. Your philanthropy specialist is your go-to support volunteer for all philanthropy-related items, including Moonball and secondary events. You can find your chapter's philanthropy specialist in Beta Base by going to Leadership > Reports > Chapter Support Roster.

We are Women Building Strong Girls

Gamma Phi Beta is passionate about Building Strong Girls because today's girls face more challenges than ever, making the need for a safe place with supportive mentors even greater. Girls need women in their lives who can help them develop the skills to succeed in life. Gamma Phi Betas are those women!

- **Philanthropic Mission**
To provide experiences and resources that build spiritual, mental and social resiliency in girls.
- **Philanthropic Vision**
We envision a community in which every girl and woman has the resiliency necessary to advance her own life and the lives of others.
- **Philanthropic Focus**
Building Strong Girls

When discussing Gamma Phi Beta's philanthropic efforts, you can simply say, "We are women Building Strong Girls."

In this guide, you will learn:

- Best practices for planning a Moonball event.
- Requirements for Moonball events.
- Fund submission guidelines for funds raised at Moonball events.



Planning your Moonball™ Event

What is Moonball™?

Moonball™ is Gamma Phi Beta's signature philanthropy event that benefits our exclusive National Panhellenic Conference (NPC) partner, Girls on the Run (GOTR), a nonprofit organization that inspires girls to be joyful, healthy and confident using a fun, experience-based curriculum that creatively integrates running. Moonball™ is a sporting tournament. Each collegiate chapter will choose to host either a basketball, volleyball or kickball tournament annually.

Step 1: Determine what sport your chapter will play for you Moonball™ tournament.

Moonball™ is not a one-size-fits-all event. Chapter and campus sizes vary, as do campus trends. We encourage you to find the right sport, venue and game rules to make your Moonball™ tournament a success on your campus!

To start, consider these questions:

- What is the size of your chapter?
- What is the average organization size on campus?
- What is the size of your campus?
- What is a popular sport on campus?
- What sport tournaments are already hosted on your campus?
- What is the average sign-up cost for philanthropy events on campus?

Tip: Regardless of sport or campus scenario, remember to invite organizations outside of the fraternity/sorority community.

If you need assistance planning for the tournament with your selected sport, please review [Appendix A](#) at the end of this manual for game rules to follow.

Tip: There is a Philanthropy Event Budget Worksheet available under the Philanthropy Chairwoman section of GammaPhiBeta.org > Member > Collegians > Public Relations.

Event variations from the following list **cannot** be hosted because they are considered risky events per our insurance and due to the risks to chapters, members and participants.

- Glow in the dark/black light/disco (events that are played in the dark)
- Events held in the middle of the night
- Events that use string lighting on courts, fields or within sporting equipment
- Slip 'n' slide events
- Inflatable/bounce houses at events
- Trampolines
- Creating a new sport from the three approved sports
- Zorb/bubble versions of the three approved sports
- Water versions of the three approved sports
 - This includes dunk tanks at events

Please note, exceptions for any of the event variations listed above will not be granted. This list is not exhaustive. Please contact your philanthropy specialist with your event variations, add-ons, ideas and questions as they are your trained volunteer experts for Moonball and secondary events.



Step 2: Find a place to host your Moonball™ event.

Each Moonball sport can be played either indoors or outdoors. Think over what options are provided to you through your campus and throughout your community. Some options you may want to consider are:

- Indoor gym at your university or a neighborhood recreational center,
- a baseball/softball field
- a local park,
- intramural fields,
- the beach.

It's important when looking into venues to not assume a venue will allow you to play indoors, so be sure to ask if that's allowed before choosing the location.

If needed, a template letter for you to send while looking for a venue is available is [Appendix D](#).

Tip: *If you wish to host your Moonball tournament at a park or beach, make sure you **obtain approval** from the park district or local municipality first. Oftentimes, reservations and permits are required.*

Be sure to consider the accessibility of each venue for each Gamma Phi Beta member, participant and attendant.

Check with your selected venue about anything you plan to have at the event ahead of time. Including but not limited to:

- What sport equipment is available for use at your venue?
 - Do you have to pay to rent it separately?
 - This includes balls, bases, nets, anything you may need to play.
- Is there a scoreboard available that you can use?
- Is there somewhere to set up your bracket?
- Are there any restrictions around passing out and/or selling drinks like water, sports drinks, etc.?
- Are there any restrictions around passing out and/or selling food or snacks?

Many venues and campuses require a certificate of insurance to host an event. If this is required for your selected location, please review our insurance company's webpage about [Getting a Certificate](#).

Tip: *MJ Sorority, the insurance company, requires that you submit your request form **at least two weeks** prior to your event.*

The Collegiate Operations Manual (COM) also has requirements around fundraising and philanthropy events that are important to take note of. The full details can be found in the Fundraising section of the COM and are summarized below:

- Fundraising must be limited to philanthropic activities only.
- All Moonball proceeds should be donated to Girls on the Run.
- Raised funds cannot replenish the chapter's budget. If the chapter's operational budget is too low to meet expenses, dues should be increased, or expenses decreased.



The COM can be accessed through your officer resources on GammaPhiBeta.org > Member> Collegians > Public Relations > Important Documents and Resources > **Collegiate Operations Manual**.

Step 3: Set a time for your event.

Moonball events should go **no later than 10 p.m.** and should **not start before 8 a.m.** This helps ensure the safety of participants, members and spectators.

Things to consider when planning your event timing:

- Your venues operational hours, and time limit if you've been given one,
- how many teams and participants you will have,
- how long you will need for each of the games to be played,
- time for set-up
- and time to clean-up.

Generally, we recommend four to six hours, including time for you to set up and clean, but be sure to consider any specific needs of your chapter and location.

Step 4: Register your event in Beta Base.

Once you've determined the general details of your event, you will need to register the event in Beta Base **at least 14 days before the event**. If possible, register the event as soon as you have the date so that stakeholders are informed.

- Go to Beta Base > Chapter Reporting > Public Relations > Philanthropy > Actions > Register Moonball Event.

To register your event, you will need to have the following information ready:

- Date, time and location of the event.
- How you plan to collect donations.
- Girls on the Run beneficiary choice (and council name if you're choosing a local council)
 - Unsure if you have a local council? Check out the **GOTR Chapter Locator!**
- Risk assessment worksheet available at GammaPhiBeta.org

***Tip:** You can edit or change information later if the date, location or any other event detail changes. If needed, you can mark the event as cancelled right on the same form.*

Step 5: Prepare for fund collection.

There are four acceptable fund collection methods for Gamma Phi Beta philanthropy events; CrowdChange, OmegaFi Donation Forms, checks or cash. You may use any combination of more than one of these methods if you'd like.

***Important Note:** You may **not** use any other funds collection method, including (but not limited to) Venmo, PayPal, Zelle, CashApp, etc.*

If your chapter would like to use CrowdChange to collect donations online, please be sure to create your fundraiser **at least 14 days before the event**.

- Review the **CrowdChange How-To Guide** in the philanthropy chair resources for help setting up your fundraiser. It is free to set up!
- Each fundraiser must be manually reviewed and approved by Gamma Phi Beta staff, so please be sure to create it on time to ensure your fundraiser is ready in time for your event.



Tip: Make a QR code that leads to your chapter's CrowdChange page to post on social media and print out to make on-site donations easier! There are many websites where you can do this for free, like qrcode-monkey.com.

CrowdChange Checklist

Setting up a CrowdChange fundraiser is simple! Since each one must be manually approved, here is a checklist to ensure you a quick approval:

- Make sure your event is registered in Beta Base.
- Match the "In Support of..." box on your CrowdChange fundraiser with your beneficiary information on your Beta Base registration.
- Personalize your page with a picture on your fundraiser.
 - You can find images to use on GammaPhiBeta.org/MoonballSocialMedia.
 - You're welcome to use your own personalized image, as well. Just be sure to use the current logo and branding.
- Finally, once your fundraiser has been created, keep an eye out for an email from the philanthropy manager. If your fundraiser requires any updates, you will be contacted at the email you used to create the page with those requirements.
 - Your fundraiser cannot be approved until you make those updates **and** respond to that email.



Additional Event Planning

Member Participation

While it's expected that Gamma Phi Beta members will be present at philanthropy events, it is a great idea to involve the chapter in the event. Here are some ways you can enhance member-experiences through philanthropy:

- Philanthropy Committee(s)
 - Create committees for marketing (social media, fliers, promotion), sponsorships, Girls on the Run outreach, apparel and more
- Coaches
 - Assist with team sign up, serve as a point of contact for teams and more
- Sign-in table
 - Waivers, t-shirts pick-up, donations and more
- Bracket management
 - Update the bracket(s) during the event
- Field management
 - Serves as a point of contact for each field
- Additional activities
 - Cheer competitions, coin drives, vendor relations and more
- Set-up/clean-up volunteers

Note: *Members cannot serve as referees.*

Team Sign Up

Team sign-up can occur online via CrowdChange or in paper format (see [Appendix C](#)).

Names and contact information of team participants and substitute participants should be collected. Remember, Moonball supports our philanthropic focus of Building Strong Girls. Team names must be appropriate. If a team registers an inappropriate name, please protect our Building Strong Girls brand and empower the team to make necessary adjustments.

Members should not play on a team.

Tip: *Use the [Moonball Team Roster](#) or the advanced features in CrowdChange to capture your team sign-up information.*

Tip: *Encourage organizations to create more than one team. For games to be fair, the same participants should play on the same team throughout the entire tournament.*

Waivers

Each Moonball participant and attendee must sign our waiver. The waiver you must use can be found in [Appendix F](#) and the Philanthropy Chair resources GammaPhiBeta.org Collegians > Public Relations > [Philanthropy Chair](#)). Waiver language cannot be modified. This waiver cannot be used for non-Moonball events.



We recommend having everyone sign these waivers electronically using Adobe or another equivalent software. As a backup, you can have the waiver pulled up on a tablet or laptop or bring some printed waivers to the event. Remember to factor in waiver-signing time during check in and once participants have signed the waiver, stamp their hand or give them a wrist band so that you can monitor that all players have signed a waiver. If you do receive any printed waivers on the day of the event, remember to scan them into your files as these must be stored electronically for three years.

***Tip:** Before printing or making copies, type or write in your chapter's Greek-letter name (e.g., Omega Omega) in the four fields that follow the person's name. This will save time and ensure that waivers are filled out correctly.*

Recommended Bracket Set-Up

Tournaments are single elimination. When a team loses a game, they are eliminated from the tournament. This means there is no loser or consolation bracket, and that there are only first and second place winners. Each winning team advances to the next level of their bracket until a winner is determined.

We recommend filling your bracket out on site upon team sign in. This ensures that you have the right bracket for the number of teams signed up. It also eliminates biases. To do this, place teams on the bracket in the order they check in.

No-shows may happen. Sometimes team members get sick, or a team chooses to pay and not play. It's important to have extra brackets as an alternative to ensure seamless operations on the day of the event.

***Tip:** Allow a cut-off time/date to ensure you have adequate time to print/create the correct brackets needed.*

Prizes

It is common for tournaments to have a prize for the winning team, but it is not required. If you choose to give prizes, and have multiple brackets, a prize should be given to the winner of each bracket.

***Tip:** Don't forget to budget for your prizes and to keep them reasonable. You should not use funds raised at the event to pay for a prize.*

Prize Examples

- Moonball t-shirts
- Moonball branded kickball, volleyball or basketball
- Trophy
- Gift card/gift certificate to local or campus business
- Donation to the organization's philanthropy*.
 - **Example:** If a team price is \$100, then \$100 is donated to the cause of their choice.
 - If the winning team does not have an organization philanthropic cause (e.g., group of students, intramural team), the winning team can choose a charity to donate to, but it must be a 501(c)(3).



Moonball™ Merchandise

While not required, many chapters choose to sell merchandise, like t-shirts, for their Moonball events. To ensure brand standards are kept, our official store **Crescent Corner** is the only vendor licensed to produce and sell Moonball's trademark on apparel and merchandise. **You may not use any other vendor.**

Crescent Corner offers free custom design and free shipping. Crescent Corner will work with you to incorporate the Moonball logo and brand standards into your design. Email sales@crescentcorner.com to start your chapter's group order(s). A representative will work with you to create the perfect design for your tournament and will identify the date that sizes are needed by to receive shirts in time for your event.

***Tip:** It's best to take pre-orders for shirts rather than estimating how many shirts might sell. If you choose to order extra shirts to sell during the event, we recommend that you order a minimal amount in the case they do not sell to optimize funds raised. If you sell out of shirts, you can always do a re-order through Crescent Corner.*

***Tip:** You can sell approved Moonball apparel and merchandise through your CrowdChange fundraiser to help you meet your fundraising goal. You still must pay Crescent Corner separately.*

Additional Moonball Activities

The main focus of your Moonball event should always be the tournament. Additional activities are allowed, both to raise funds and entertain guests, but they must not take away from the tournament. Please ensure that any additional activity you plan follows our Event Guidelines (**Appendix C**).

Example Activities to Raise Extra Funds

- Sell spots for vendor booths
 - ***Tip:** Be sure to invite sponsors and Girls on the Run to have free booths. Sample letters to do this are included in **Appendix D**.*
- Coin/change drive
- Sell Moonball t-shirts during team registration
- Snacks, light lunch or concessions at Moonball
 - Any food or snacks served must be purchased as a pre-packaged item or prepared by a professional chef or service.
- Partner with local businesses for a profit share night
- Sponsorship letters (see **Appendix D**)
- Donation letters (see **Appendix C**)



Moonball™ Checklist

Before the Event

- Organize shirts by team for easy distribution
- Determine if any organizations still need to pay registration fees
- Create QR code for Crowd Change page

Sign-In Table

- Master list of teams for check-in
 - Team name
 - Participants
 - Registration fees paid
- Extra waivers (see **Appendix F**) and folder for any signed waivers collected
- T-shirt distribution (if applicable)
- Cash box/envelope to collect any cash/checks on site in a secure manner
- Computer/iPad/Phone and chargers to access CrowdChange

Sports Equipment

- Kickballs, volleyballs and basketballs (if the venue does not provide)*
- Kickball bases, volleyball nets (if the venue does not provide)*
- Air pump
 - * Supply enough equipment for each court or field
 - * Provide extra equipment in case of damage

Brackets

- Multiple brackets (printed)
- Markers

Scorekeeping Materials

- Whiteboards/whiteboard markers
- Clipboards/paper
- Chalkboards/chalk

Miscellaneous items

- Bottled water or water stations for participants
- Prizes
- Cameras
- First-aid kit

Important Note

- In the event of an injury, contact your Chapter Services Manager or the Rapid Response line 720.902.9111

After The Event

- Retain waivers after the event
 - Keep for three years electronically then destroy



Completing Your Moonball™ Event

Philanthropy events must be completed with International Headquarters **within 30 days of your event date**. An event is considered complete when the Beta Base fund report is submitted, and the correlating funds have been received by the Gamma Phi Beta Foundation.

In this section we detail how to complete your event, including steps to take post-event, details of what to do depending on what method of fund collection your chapter utilized and some helpful questions and answers.

Important things to remember:

- Your philanthropy fund submission is the responsibility of both the current philanthropy chair and the current financial vice president.
- It is crucial that you ensure all events that took place while you were in your officer position are **completed** before you transition officers.
 - If an extenuating circumstance makes this difficult, please ensure you pass along all the event information to the officer.
- Funds should **never** be sent directly to Girls on the Run.

Following the Event

1. **Philanthropy Chair:** Communicate total funds raised information to your Financial Vice President.

- She will need to know the following information:
 - What fund collection method did you use to collect donations?
 - How much was collected using each method?
 - What is the total amount of your funds raised?

2. **Financial Vice President:** Complete “Moonball and Philanthropy Event Results” form in Beta Base.

- This should be done **within 24-48 hours** after the event.
- The form is in Beta Base (Beta Base > Chapter Reporting > Financial > Actions > "Submit Moonball and Philanthropy Event Results").
- This will ask for both your total funds raised and how you will submit your funds.
- Your total funds raised amount should include funds raised in any form, including CrowdChange, checks, profit share, cash, OmegaFi donation form, etc.

3. **Financial Vice President:** Send funds to the Gamma Phi Beta Foundation for processing **within 30 days of your event**.

- Depending on the method of fund collection used at the event your fund submission process will vary. The next section of this resource provides more detail on each to help you determine your next steps.



Fund Submission Guidelines

All funds must be submitted to the Gamma Phi Beta Foundation. While the Foundation has no role or responsibility in Moonball events, all funds collected are administratively managed by the Foundation so that Gamma Phi Beta can track its philanthropic impact.

The following instructions are separated by fund collection method; however, it is very possible that your chapter has utilized more than one of these fund collection methods for your event. Please be sure to **review the instructions for all applicable fund collection methods**.

Funds Collected Using CrowdChange

If your **chapter is in the United States**, the funds raised in CrowdChange are automatically sent to the Gamma Phi Beta Foundation.

- If event funds were collected **solely** on CrowdChange (no funds collected in person), no further action is required to send in your funds, your only step is to input the total from CrowdChange onto your Beta Base report.
- If you collected funds in person (cash or check), in addition to your CrowdChange fundraiser, you will need to follow the steps for funds collected in person (see below) to mail in your other funds to the Gamma Phi Beta Foundation.

*Tip: Do **not** submit funds collected in person to CrowdChange! This will lead to your funds being reduced significantly due to CrowdChange fees.*

If **your chapter is in Canada**, the funds automatically go into the chapter's banking account. You will need to write a cheque and mail it to the Gamma Phi Beta Foundation at P.O. Box 731699 Dallas, Texas, 75373-1699 USA.

Tip: Your banking information needs to be verified in CrowdChange so be sure to have this set up in advance of your event.

Funds Collected In Person

Funds collected in person must be sent to the Gamma Phi Beta Foundation **no later than 30 days after your event date**.

Cash and/or checks collected in person, either before your event or the day of your event, must be sent into the Gamma Phi Beta Foundation for processing. The best and most secure way to do this is **using OmegaFi Bill Pay**. Remember, your funds should **never** be sent directly to GOTR.

Sending funds to the Gamma Phi Beta Foundation is a multi-step process.

- Any funds collected in person (via cash or check) at an event must be deposited into your OmegaFi account. Please follow the instructions in the OmegaFi Finance Manual under Depositing Donations.
 - Convert any cash donations to a money order or cashier's check before mailing to OmegaFi as mailing cash is highly discouraged.
- Once you have completed the deposit process, you will need to send the funds to the Gamma Phi Beta Foundation using the Bill Pay feature in your OmegaFi account. In the memo/notes line, please enter the event name.



*Tip: If you aren't familiar with this process, you can review our **How-To Guide: Using Bill Pay to Submit Philanthropy Funds** to help you. You can find this on [GammaPhiBeta.org > Member > Collegians > Finance > Financial Vice President > Philanthropy](#) and on [GammaPhiBeta.org > Member > Collegians > Public Relations > Philanthropy Chair](#).*

Funds Are Held by a Vendor

Funds raised through a profit share or a donation night at a local restaurant, store, etc. can be handled a couple of different ways. As with all philanthropy funds, they must be sent to the Gamma Phi Beta Foundation.

If your vendor can hand you a check the night of your event or will be mailing the check to your chapter facility, you will treat that check as funds submitted in person and follow the instructions outlined in funds collected in person section (see above).

If your vendor will take a while to send the check, or would prefer to submit your funds directly, you may give them the address for the Gamma Phi Beta Foundation, PO BOX 731699, Dallas, TX 75373, and they can mail it directly to the Foundation for you.

If a vendor is sending a check into the Foundation directly, there are two additional steps to take:

1. You must request that they include your chapter or university name on the memo line of the check so that we can tie it back to your event when it arrives.
2. You must ask them for the total amount that will be sent via check so that you can record it on the Moonball and Philanthropy Event Results form in Beta Base.

Funds Collected Using OmegaFi's Donation Form

Unlike CrowdChange, funds raised using an OmegaFi Contribution (or Donation) Form are **not** submitted automatically to the Gamma Phi Beta Foundation.

Funds collected using this method are deposited into your chapter's OmegaFi account. Once your event is over, and you have finished collecting funds, you will need to send the funds to the Gamma Phi Beta Foundation using the Bill Pay feature in your OmegaFi account. In the memo/notes line, please include the event name.

*Tip: If you aren't familiar with this process, you can review our **How-To Guide: Using Bill Pay to Submit Philanthropy Funds** to help you. You can find this on [GammaPhiBeta.org > Member > Collegians > Finance > Financial Vice President > Philanthropy](#) and on [GammaPhiBeta.org > Member > Collegians > Public Relations > Philanthropy Chair](#).*



Your Questions Answered

Can I send one check for all events at the end of the year?

No. Funds must be submitted **per event** so the funds can individually be matched with each Beta Base event results report. How your chapter raised funds will determine how they are submitted (see the Fund Submission Guidelines section for more information). Remember, this must be done **within 30 days of the event**.

What do I do if our event funds are past-due, and we missed the 30-day deadline?

Once your funds are past-due, you will need to reach out to the philanthropy manager at IH to provide an update on your funds. You can check in with your philanthropy specialist as well if you need help making this contact or you can find their contact details on GammaPhiBeta.org > About Us > Leadership > Professional Staff > Member Experience.

My event funds are past-due, can I send them directly to the beneficiary?

No. Remember, funds should **never** be sent directly to the beneficiary. Funds are passed through our Foundation for processing so we can verify and accurately report our collective philanthropic impact. If you are experiencing a delay in submitting your funds, reach out to the philanthropy manager at IH immediately to alert them of your delay. If necessary, you may send checks and money order directly to the Gamma Phi Beta Foundation, PO BOX 731699, Dallas, TX 75373.

How do I know the total funds raised amount for Beta Base?

If you used CrowdChange, go to “Edit Mode” in the top right and then select “Advanced Settings” to access your menu. In this dropdown menu you will hover over “Reports” and then select “Donation Report” to find your total amount raised.

If you fundraised in person, the total amount of checks and cash you collected is the total amount raised.

If you use OmegaFi’s donation feature, the total you see on the form is the total amount raised.

If you raised funds using a combination of any of the above fundraising methods, it’s the total of all funds raised combined.

Who can I contact if I have questions?

Gamma Phi Beta has a dedicated philanthropy team to support you with Moonball and secondary events. The team consists of a philanthropy team leader and philanthropy specialists for each region.

Your philanthropy specialist is your go-to support volunteer for all philanthropy-related items, including Moonball and secondary events. You can find your chapter’s philanthropy specialist in Beta Base by going to Leadership > Reports > Chapter Support Roster.



Appendix A: Philanthropy Event Guidelines

Chapters planning Moonball and secondary philanthropy events should avoid planning events with the restrictions outlined in this document. These restrictions are in place with the health and wellness of your chapter, campus and community in mind. We encourage you to work with your philanthropy specialist, philanthropy team leader and local advisors for event planning.

Important Note: *The list below is **not** exhaustive. Any event may be reviewed and denied.*

- The following risky events are not allowed per our insurance:
 - Eating contests
 - Ropes courses
 - Hayrides
 - Mud/color/zombie runs
 - Rock climbing/Climbing walls
 - Skeet shooting
 - Paintball
 - Trampoline events
 - Slip-and-Slides
 - Haunted attractions
 - Mazes
 - Bounce Houses
 - Dunk Tanks
 - Hamster balls
 - Any type of inflatables
- Any sport that involves high contact is not allowed:
 - Dodgeball
 - Tackle Football
 - Broomball
 - Hockey
 - Any other sport besides these can be reviewed and denied if there are concerns for liability or injury exposure
- Food events
 - Members cannot prepare food to sell or give away (i.e., members cannot make grilled cheese sandwiches, macaroni and cheese, chili or other meals).
 - Food being sold or given away must be prepped/made by a professional service (e.g., chef, restaurant).
 - Food events cannot contain “all you can eat contests” or events that ask participants to race to eat and finish food
 - Food events cannot involve food fights or throwing food at other members (i.e. Pie a GPhi)
- Funds can only be raised through approved outlets (CrowdChange, OmegaFi donation forms, checks or physical cash)
 - No Venmo, PayPal, CashApp, Apple Cash/ Pay, Zelle*
 - *The above list is not exhaustive. Please note that you may not use any other fund collection service or payment app.
 - No ticket selling platforms (eventbright, ticketleap, etc.)*



- No collecting funds and depositing them into personal accounts under any circumstances.

If you are unsure about an event you are planning, reach out to your philanthropy specialist to review. You can find their contact information on the Chapter Support Roster in Beta Base, under Leadership > Reports > Chapter Support Roster. You can also find additional resources on planning and executing Moonball and philanthropy events on GammaPhiBeta.org > Member > Collegians > Public Relations > Philanthropy Chairwoman.



Appendix B: Game Rules

We understand that each approved sport can have alternate scorekeeping and game lengths; therefore, we have provided more than one solution to host each approved Moonball sport. We ask that you read through the options and use the one that works best for your campus culture.

Tip: If your campus/Panhellenic requires a packet including rules to be approved prior to your event, use these rules, or obtain rules from your referee service.

How to Decide Which Game Rules Work Best for your Campus?

Start by asking yourself these questions:

- How many games can be played at one time at your event venue? (This will help you project the length of your event and how many teams you want to have signed up.)
 - **Kickball:** If you utilize baseball/softball fields at a park (oftentimes four are located together) you can have four games played at one time. If you utilize the outfields and extra grassy areas as well, you can have up to eight games played at one time.
 - **Volleyball:** Oftentimes gyms have more than one volleyball court available. A basketball court can be turned into two side-by-side volleyball courts, resulting in two games playing at one time. If you play at a park, intramural field or beach, you can create the number of volleyball courts needed for your tournament.
 - **Basketball:** If you have three full-sized basketball courts, six games can be played at one time.
- How many hours have you reserved your event venue? What works in your budget and for the projected number of teams?
 - We recommend four to six hours, including set-up and clean-up.
- Project how many teams you will have signed up. To make an educated guess, ask yourself:
 - How many fraternity/sorority teams will sign up?
 - How many campus organizations will sign-up?
 - How many student teams will sign-up?
 - Then ask yourself what your venue and time allotment will allow? This will help you determine if you need a time-cap on games played in your tournament.



Kickball Rules

Moonball is a kickball event with multiple teams of eight to 10 players who play each other in a single-elimination tournament. Games are played on a field or court, with a diamond of bases, similar to the game of baseball. The object of the game is to score more runs than the opposing team.

- Teams will obtain points when a participant runs around the bases and crosses home plate successfully.
- Each team will have the opportunity to kick (bat) the ball.
- Three outs will result in the opposing team going to kick (bat). Actions that result in an out:
 - Catching a kick before it hits the ground.
 - Tagging a runner with the kickball below the shoulders. This rule applies to both running and tagging or throwing the ball and tagging.
 - Three strikes to a participant at kick (bat).
 - A strike is when a ball is pitched down the middle of the base, or when a player goes to kick the ball and misses.
 - A foul ball when there are already two strikes will be considered a third strike, resulting in an out.
 - A bunt is considered a strike. A bunt when there are already two strikes will be considered a third strike, resulting in an out.

Additional Clarifications

- Tagging up (re-touching the base for which he/she was on before running) is allowed on kicks that are caught. However, if the runner did not tag up, the ball may be thrown to the base he/she was on, resulting in an out. If the runner did tag up, he/she is eligible to be tagged with the ball, the same as in normal play.
- Bunts are not allowed. A bunt is any kick that does not break the plane of the pitcher's mound.

Fielding

- Teams must have at least eight members to field the following positions: catcher, pitcher, first base, second base, third base, right field, center field and left field.
- If you choose to have nine or 10 members per team, you may add short-stop and an additional outfielder, respectively.

Kicking

- Teams should kick (bat) in the same order each inning and pick up where the last kicker left off. This can be managed with the honor system.

Optional

- Place a five run per at kick (bat) rule. If a team scores five runs, it's the other team's turn to kick. This can help make games more competitive.
- Three pitch at kick rule (no strikes or balls, only three pitches). This will make the game time efficient, and make kickers kick, rather than waiting to be walked or for the perfect pitch. If a kicker does not kick within their three pitches, they are out.

Score Keeping

- Score will be kept by Gamma Phi Beta members.
- Consider using a white board, or other visual method, so that participants can see the score.



Referees

- Referees will be hired through a third-party. Please see the Referee Section on page 31.

Option 1: Equal Innings

If you're worried about keeping things fair, consider equal innings to lessen discrepancies. This means that each team will have the same number of opportunities to kick (bat). We recommend hosting between two and four innings to maintain a time-efficient tournament.

Tip: If it's the bottom of the last inning and the team kicking is in the lead or takes the lead, the game can end. There is no need to play out the inning, as the kicking team has now won.

Option 2: Time-cap

Just like with baseball and softball, kickball can be a time-consuming game, but teams waiting to play will not want to sit around all day. The object of the game is to score more runs than your opposing team by the end of 20-30 minutes of play. We recommend staying under 30 minutes to maintain a time-efficient tournament.

Tip: If the teams are tied at the time mark or after equal innings, conduct a tiebreaker. Have each team designate a player and have them race to first base or have a contest as to who can kick the ball the farthest. The winner of the tiebreaker will advance to the next round of the tournament.

Tip: You can choose to host a combination of equal innings or 30-minute time limit, whichever comes first.



Volleyball Rules

Moonball is a volleyball event with multiple teams of equal players (4-on-4 or 6-on-6) who play each other in a tournament. Games are played on a court (indoor or outdoor) divided by a net. The object of the game is to reach the cap-score before the opposing team, using rally score. Teams obtain points via rally scoring, where a team receives a point every time the ball hits the floor, or when the opposing team creates a fault.

Floor Scoring Examples

- When serving, if the ball hits the floor on the opposing side of the net, the serving team receives a point.
- When serving, if the ball hits the floor on the serving team's side of the net, the error results in the opposing team receiving a point and taking serving possession.
- The ball must always touch the floor within the lines of the court. If the ball touches the floor on the opposing team's side of the court, but is out of bounds, it will result in a point and serve possession for the opposing team.

Fault Scoring Examples

- A team can have up to a maximum of three hits (in addition to blocking), for returning the ball. If more are used, the team commits a fault and the other team will score and will take serving possession.
- Players are not allowed to contact the ball two times consecutively (excluding blocking). When a player contacts the ball twice in a row (i.e., bumping twice back-to-back), the player commits a fault, and the other team will receive a point and will take serving possession.
- When serving, the server must stay behind the serve line prior to contacting the ball. If the server crosses the line, it will result in a point and serve possession for the opposing team.
- The team who reaches 25 or 15 points first, wins the set. However, the team must lead by at least two points to be considered a winner. This means scores may go above 25 until that occurs. Example: If a team reaches 25 points, but the opposing team has 24 points, one more point is needed to win.

Additional clarifications

- Serves can be blocked.
- Serves and hits can be played off the top of the net.
- Jump serves are allowed.
- The ball can touch any part of the body. (i.e., If the ball accidentally bounces off a shoulder, that counts as a contact).
- A player's feet may go under the net, breaking the plane into the opposing team's side, if it does not interfere with the opposing team's performance.
- A player may come in contact with the net, as long as it does not interfere with the opposing team's performance.

Score Keeping

- Score will be kept by Gamma Phi Beta members.
- Consider using a white board, or other visual method, so that participants can see the score.

Option 1: One set to 25 points

Teams will play each other via rally scoring, and the team who reaches 25 points first (and is up by two) will be considered the winner.



Option 2: Best of three sets to 15 points each

If a longer match is preferred on your campus, you can play the best of three sets to 15. The score max is lowered to 15 points to ensure a time-efficient tournament. Teams will play each other via rally scoring, and the team who wins two 15-point sets (by at least two points) will be considered the match winner.

Tip: If the same team wins the first two sets, there is no need to play a third set.



Basketball Rules

Moonball is a basketball event with multiple teams of equal players (3-on-3 or 5-on-5) who compete in a basketball tournament. The object of the game is to score more points than the opposing team.

- Teams will obtain points when baskets are made.
- The possession of the ball will go to the opposing team after a score.
 - Make it-take it possessions are not to be used.
- Actions that result in a turnover, where the possession of the ball will go to the opposing team include:
 - Traveling – when a person moves both feet without dribbling the basketball.
 - Double dribble – when a person uses both hands to dribble the basketball, or when they have dribbled, stopped dribbling, and started dribbling again.
- Games can be played on a full or half court.
 - We recommend full court for 5-on-5 games and half court for 3-on-3 games.

Score Keeping

- Score will be kept by Gamma Phi Beta members.
- Consider using a white board, or other visual method, so that participants can see the score.

Referees

- Referees will be hired through a third-party.

Option 1: First to Reach a Set Score

Teams play to 21, with baskets counting as one and two points (shots made within the three-point line count as one point, and shots made past the three-point line count as two points). Free throws from fouls count as one point. The team who reaches the 21-point mark is considered the winner of that game and will advance to the next bracket round. A scoring cap is recommended for 3-on-3 tournaments. We do not recommend setting a scoring cap over 30 points to maintain a time-efficient tournament.

Option 2: Time-cap

You may choose to host your tournament with traditional basketball scorekeeping, where baskets count as two and three points, respectively. Free throws from fouls count as one point. The team who is ahead at the end of a 20- to 30-minute game is considered the winner of that game and will advance to the next bracket round. We do not recommend a time-cap to go beyond 30 minutes to maintain a time-efficient tournament. This option is recommended for full court, 5-on-5 tournaments.

***Tip:** Consider hosting games with a running clock to keep a time-efficient tournament.*

***Tip:** It's common for teams to need timeouts during basketball, as it is a fast-paced sport. Remember to factor this time into your tournament schedule!*

Referees

Referees must be hired through a third-party. Members cannot be referees.

- Referees can be paid or volunteers but must be obtained through a third-party*.
- A minimum of two referees is recommended per court/field.
 - If you hire referees through a business, venue, student recreation center or intramural league, defer to their recommendation on the number of referees to hire.



- Referees will make final rulings on questionable calls.
- Referees will remind participants to play clean, fair and respectful, as Moonball is a philanthropy event.

**A third-party means another business or organization, such as a recreation center or city league. Hiring a third-party removes liability from Gamma Phi Beta if a referee were to be injured and it also takes the pressure of tough calls off members and makes tournaments less biased, resulting in fair play. If the third-party is not a business that has their own coverage, they cannot be paid by your chapter and should volunteer instead.*



Appendix C: Moonball Team Roster

Organization Name: _____

Team Name: _____

Team Captain Name: _____

Captain Email _____

Captain phone: _____

Team Members

List the members who plan to play on this team. Include any alternates that may participate as back-up or substitute players. Include first and last name, email and phone number for each. Moonball supports our philanthropic focus of Building Strong Girls. Team names are subject to approval – please keep them appropriate.

Player name: _____

Player name: _____

Player name: _____

Player name: _____

Player name: _____

Player name: _____

Player name: _____

Player name: _____

Alternates/Substitute Players

Player name: _____

Player name: _____



Appendix D: Letter Templates

Below you will find different templates for letters you may want to use for various reasons while planning, executing and wrapping up after your Moonball event. If you do use any of the templates below, **please copy and paste them into a separate document** on letterhead and edit any personalized fields.

To download Sorority letter head template, please visit GammaPhiBeta.Org > Member > Brand Materials > Brand Standards, Logos and Letterhead.



Venue Template Letter

Month XX, 20XX

Name
Company
Address
City, State Zip

Dear [Name]:

My name is [insert name] and I am the philanthropy chairwoman for [Greek letter] chapter of Gamma Phi Beta. I am currently seeking a venue to host our Sorority's signature philanthropy event, Moonball, which is a [kickball/volleyball/basketball] tournament. We host this event in order to raise funds for our philanthropic partner, Girls on the Run. We are looking to have our event on [insert day and timeframe]. Do you have availability on that day, and are there any rental fees?

Additionally, we are seeking to hire referees. Does your venue offer that service?

[Insert a personal message if you know the person you are writing to. (e.g., Name, thanks for always supporting us, it truly means the world!)]

Feel free to contact me at XXX.XXX.XXXX or [insert email address].

Sincerely,

[Name]
Philanthropy Chairwoman
[Greek Letter] Chapter
Gamma Phi Beta Sorority



Sponsor Letter Template

Month XX, 20XX

Name
Company
Address
City, State Zip

Dear Name:

My name is [your name], and I am the philanthropy chairwoman for the [Greek letter] Chapter of Gamma Phi Beta at [college/university name]. We are planning our annual fundraising event, Moonball, which is a [volleyball, basketball, kickball] tournament on [day of week, month date, year]. This event will benefit [name of local Girls on the Run council/Girls on the Run International], a nonprofit organization that inspires 3rd to 8th grade girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

I am writing you about an exciting sponsorship opportunity for this year's Moonball tournament. [Included in this email/attached to this letter] is a sponsorship packet, where you can learn more about Gamma Phi Beta and our sponsorship opportunities, which start at [amount].

As you know, there are many costs associated with coordinating an event of this caliber, and we are looking for sponsors and donors to help underwrite these expenses, enabling us to maximize our donation to Girls on the Run. To learn more about Girls on the Run, please visit their website at GirlsontheRun.org.

[Insert ways you will recognize your sponsors, if not listed in your sponsorship packet. **Note:** *The sponsorship packet is something your chapter would create from scratch. Your philanthropy specialist can provide support.*]

If [company name] would like to participate in this year's event as a sponsor or would like to give an item to be awarded as a giveaway or prize, please contact me at XXX.XXX.XXXX or [insert email address].

If [company] name is unable to support Moonball as a sponsor, please consider donating to help us reach our fundraising goal at [insert CrowdChange link].

I'm happy to answer any questions you might have. I look forward to hearing from you soon. Thank you for your time and consideration!

Thank you,

[Name]
Philanthropy Chairwoman
[Greek letter] Chapter
Gamma Phi Beta Sorority



Sponsor Follow Up Letter

Month XX, 20XX

Name
Company
Address
City, State Zip

Dear [Name]:

I'm checking to see if you had the chance to review the sponsorship letter [and brochure/packet] that I [emailed/mailed/gave] to you? Please let me know if you have any questions about supporting Gamma Phi Beta's Moonball tournament, as I am here to help you find the option that works best for you and [business/organization name].

If [company] name is unable to support Moonball as a sponsor, please consider donating to help us reach our fundraising goal at [insert CrowdChange link].

I look forward to hearing back from you!

Thank you,

[Name]
Philanthropy Chairwoman
[Greek Letter] Chapter
Gamma Phi Beta Sorority
[XXX.XXX.XXXX]



Sponsorship Declined Response Letter

Month XX, 20XX

Name
Company
Address
City, State Zip

Dear [Name]:

Thanks for letting me know that [insert business/organization] is not interested in sponsoring Gamma Phi Beta's Moonball tournament this year.

If you would like to be involved in a smaller capacity, we are still accepting items for giveaways. This is a great way to offer exposure for your business. Please let me know if this is of interest to you.

At minimum, please consider donating to help us reach our fundraising goal at [insert CrowdChange link and/or the address to mail a check (The Gamma Phi Beta Foundation PO BOX 731699, Dallas, TX 75373)].

Thanks again for getting back to me.

Thank you,

[Name]
Philanthropy Chairwoman
[Greek Letter] Chapter
Gamma Phi Beta Sorority
[XXX.XXX.XXXX]



Girls on the Run Invite Letter

Month XX, 20XX

Name
Company
Address
City, State Zip

Dear [Girls on the Run Council/Contact Name]:

My name is [insert name] and I am the philanthropy chairwoman for the [Greek letter] Chapter of Gamma Phi Beta at [college/university name]. Our chapter is committed to Building Strong Girls, and one way we do that is by hosting our signature philanthropy event, Moonball, with proceeds benefiting Girls on the Run. Moonball is a [volleyball, basketball, kickball] tournament scheduled for [Month Day, 20XX]. Teams consist of [X players] and this year's entry fee is [\$XX].

On behalf of my chapter, I'd love to extend an invitation for your council to participate. Here are some ways to get involved:

- Speak during our Moonball tournament's opening ceremony.
- Bring Girls on the Run participants to our Moonball event to do an opening cheer.
- Set up a vendor table at our Moonball tournament to spread the word about Girls on the Run.
- Participate in the Moonball tournament, with teammates 18 years or older.
- Visit [insert CrowdChange link] and share the link on your social media accounts. (Do not add a donate button on Facebook.)

Please let me know if you're able to participate in this year's Moonball event and in what capacity. I can be reached at XXX.XXX.XXXX or [insert email address].

Thank you for Building Strong Girls!

Sincerely,

[Name]
Philanthropy Chairwoman
[Greek Letter] Chapter
Gamma Phi Beta Sorority



Local Alumnae Chapter Invite Letter

Month XX, 20XX

Name
Company Address
City, State Zip

Dear [Alumnae Chapter Name/Alumnae Chapter President Name or alumnae sisters]:

My name is [your name], and I am the philanthropy chairwoman for the [Greek letter] Chapter of Gamma Phi Beta at [college/university name]. We are planning our signature philanthropy event, Moonball, to support Building Strong Girls. Moonball is a [volleyball, basketball, kickball] tournament and will take place on [date]. Our goal is to raise [amount] so that we can make a substantial contribution to [a local Girls on the Run Council/Girls on the Run International].

We've invited [number] Greek life and campus organizations to participate this year. We would like to extend the invitation to you, our local alumnae chapter, to participate or volunteer that day. This year, the registration fee is [amount]. We would love your help promoting the event by sharing it on your chapter's website and social media accounts. Our hashtags are #BuildingStrongGirls and #Moonball.

If you are interested in volunteering at our Moonball tournament, please contact me as soon as possible. We need help with [list volunteer needs]. Your help would be greatly appreciated! I can be reached at XXX.XXX.XXXX or [insert email address].

If you are unable to participate or volunteer, but are interested in donating, sponsoring our event or signing up a team, please visit [insert CrowdChange link].

Thank you for your support; I look forward to hearing from you soon!

In IIKE,

[Name]
Philanthropy Chairwoman
[Greek Letter] Chapter
Gamma Phi Beta Sorority



Individual Alumna Invite Letter

Month XX, 20XX

Name
Address
City, State Zip

Dear [Alumna Name]:

My name is [your name], and I am the philanthropy chairwoman for the [Greek letter] Chapter of Gamma Phi Beta at [college/university name]. We are planning our signature philanthropy event, Moonball, to support Building Strong Girls. Moonball is a [volleyball, basketball, kickball] tournament and will take place on [date]. Our goal is to raise [amount] so that we can make a substantial contribution to [list local Girls on the Run Council/Girls on the Run International].

We've invited [number] Greek life and campus organizations to participate this year. We would like to extend the invitation to you, to see if you and any other area alumnae are interested in participating or volunteering that day. This year, the registration fee is [amount].

If you are interested in volunteering at our Moonball tournament, please contact me as soon as possible. We need help with [list volunteer needs]. Your help would be greatly appreciated! I can be reached at XXX.XXX.XXXX or [insert email address].

If you are unable to participate or volunteer, but are interested in donating, sponsoring our event or signing up a team, please visit [insert CrowdChange link].

Thank you for your support; I look forward to hearing from you soon!

In IIKE,

Name
Philanthropy Chairwoman
[Greek Letter] Chapter
Gamma Phi Beta Sorority



Parent Invite/ Donation Request Letter

Month XX, 20XX

Name

Company

Address

City, State Zip

Dear [Mr./Mrs./Ms. Last name]:

Hello from the Gamma Phi Betas at [college/university]! My name is [name] and I am the philanthropy chairwoman at your daughter's chapter. We are passionate about philanthropy and giving back, and I would like to provide you with more information about how we make a difference in the lives of young girls. Gamma Phi Beta's signature philanthropy event is Moonball, which is a [volleyball, basketball, kickball] tournament that supports our philanthropic focus of Building Strong Girls. This year, our Moonball event will take place on [date] at [location].

Gamma Phi Beta is dedicated to Building Strong Girls because today's girls face more challenges than ever, making the need for a safe place with supportive mentors even greater. Girls need women in their lives who can help them develop the skills to succeed in life, and Gamma Phi Betas are those women!

Gamma Phi Beta is the exclusive National Panhellenic Conference National Sponsor of Girls on the Run International (GOTR), a nonprofit organization that inspires girls to be joyful, healthy and confident using a fun, experience-based curriculum that creatively integrates running. Together, we envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. Proceeds from our philanthropy event, Moonball tournament will benefit GOTR.

We know it's not always possible for parents to travel or take time off of work to attend college events, so we want to extend an opportunity for you to help us reach our goal of raising [amount]. Here are a couple of ways you can support our Moonball event:

- Purchase a Moonball t-shirt for [\$XX]. Wear it proudly and brag about how your daughter is making a difference!
- Donate directly to our Moonball tournament by [donating to our CrowdChange or] sending us a check made out to the Gamma Phi Beta Foundation. In the memo line write: Moonball donation for [Greek Letter] Chapter.
- Let us know about any companies that would make a great Moonball sponsors. We have several opportunities. [and I have included a sponsorship letter for your review.] Please feel free to share my contact information with any potential sponsors.

We cannot express how much we appreciate your support for our Sorority, your daughter and Girls on the Run. We look forward to this being the best Moonball in our chapter's history.

Thank you,



[Name]
Philanthropy Chairwoman
[Greek letter] Chapter
Gamma Phi Beta Sorority



Thank You Letter

Month XX, 20XX

Name
Company, if applicable
Address
City, State Zip

Dear [Name]:

Thank you so much for [specify why you are thanking them: your (contribution/sponsorship) of (amount/item), participation, volunteering, etc.] at the [Greek letter] Chapter of Gamma Phi Beta's Moonball tournament on [date].

Because of your involvement, Gamma Phi Beta is able continue their philanthropic focus of Building Strong Girls. The 20XX Moonball event was a huge success. Together, with your support, we were able to raise [amount] to support the [name of local Girls on the Run Council/Girls on the Run International].

[Insert a personal message if you know the person you are writing to. (e.g., Name, thanks for always supporting us, it truly means the world!)]

Sincerely,

[Name]
Philanthropy Chairwoman
[Greek Letter] Chapter
Gamma Phi Beta Sorority
[XXX.XXX.XXXX]



Appendix E: Media

Moonball Social Media

Visit GammaPhiBeta.org/MoonballSocialMedia for pre-made images you can share online!

Showcasing Moonball on social media is a great way to share how your chapter is Building Strong Girls and get the community involved, while promoting and celebrating your event's success. We encourage you to share information about your' chapter's philanthropic efforts on both your chapter and personal social media accounts. This is an easy way to get your entire chapter involved with your event!

We encourage you to customize the examples in this resource to help promote your chapter's Moonball event at both the chapter and individual level. The text in brackets has been pre-identified for you to customize. Remember to use the hashtag #BuildingStrongGirls when promoting your Moonball.

Tip: Downloaded branded graphics at GammaPhiBeta.org > Member > Collegians > Public Relations > Philanthropy Chair > Moonball and Building Strong Girls Social Media Assets. Remember, the Moonball logo is trademarked. Do not alter it.

Tip: Share unique photos from a previous Moonballs and feature different chapter members across social platforms, showcasing what Building Strong Girls means to them. Choose a different photo for each post!

Intentional Questions

Take five to 10 minutes and answer these questions first. They will help you when writing social media posts for Moonball and Building Strong Girls. When answering, pretend you are talking to your best friend – no sales pitch needed! Make it conversational. Need more? See the question bank at the bottom of this document.

1. What is your favorite memory from Moonball?
2. Describe what a role model means to you.
3. How would you describe a strong woman?
4. Have you attended a Girls on the Run race? What was your favorite part?
5. How have you been inspired by your chapter? How have they influenced what Building Strong Girls means to you?
6. Who is your model? Why?

Now that you have reflected on your philanthropy experiences, we'll provide examples for different social networks. In the brackets, use some answers from these questions to tie storytelling into your philanthropy marketing.

Tip: Have a couple of chapter members also answer these questions. It's an easy way to get quotes for social posts!

Moonball Promotion: Before Your Event

Social media before your chapter's Moonball should share important information such as the date, location, price, sport and important deadlines to get the community excited. Using features like Facebook Events are useful, but don't shy away from posts and storytelling.



Facebook Event Example

Creating a Facebook event not only alerts the community about Moonball, but it is a great place to share updates. Use the invite feature to share with friends and community members who might not otherwise know of the event. Don't forget to share the event with the chapter, so they can spread it further on their personal accounts as well.

Tip: Be sure to tag sponsors and Girls on the Run (and local council if applicable) in the event description!



Chapter Name or Gamma Phi Beta at X University] is excited to host Moonball, a [kickball/basketball/volleyball] tournament benefiting Girls on the Run! We hope to see you there on [date] at [location] – bring your philanthropic spirit!

[Include information about your event (if you will have food, rules of the tournament, deadlines to sign up, etc.) and tag sponsors.]

[Include information about Girls on the Run and tag the local council if applicable.]

Girls on the Run is a nonprofit organization dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

[Include a power statement that answers this question: What does Building Strong Girls mean to your chapter? To answer, ask members to share what Building Strong Girls means to them. You can also share a story of volunteering with Girls on the Run or being a role model in the community.]

Facebook: Individual

As a member of Gamma Phi Beta, Building Strong Girls means a lot to me. [Add why Building Strong Girls is important to you]. I hope to see you at Moonball on [date] at [location] supporting our philanthropic partner Girls on the Run. #BuildingStrongGirls

Example

When I first learned that Gamma Phi Beta's philanthropic focus was Building Strong Girls, I immediately thought of my niece and how I wanted to be the best role model for her. Fast forward to my first Girls on the Run (GOTR) event, where I cheered on girls to the finish and eventually ran the rest of the race with a participant. Now, as a volunteer coach, I share in the joy each girl has when she makes a friend, learns a lesson, reaches a running goal and ultimately finishes the race. GOTR is more than a running program to me, it has truly changed my life – allowing me to build strong girls. The girls on my team



teach me, encourage me and are amazing role models, just as I hope to be for them. Join me and my chapter on [date] at [location] in supporting GOTR at Moonball! #BuildingStrongGirls

Facebook: Chapter

Will we see you at Moonball? [Chapter name/University] is excited to host Moonball, a [kickball/basketball/volleyball] tournament supporting Girls on the Run! Girls on the Run means a lot to our chapter [add why Girls on the Run is important to your chapter], and we love #BuildingStrongGirls with our philanthropic partner.

Example

We are so excited to support Girls on the Run (GOTR) at Moonball on [date]! Why? We know how much #BuildingStrongGirls means to our sisters. Take it from Tori Peckarsky (Minnesota-Twin Cities), “As a volunteer coach, I share in the joy each girl has when she makes a friend, learns a lesson, reaches a running goal and ultimately finishes the race. GOTR is more than a running program to me, it has truly changed my life. The girls on my team teach me, encourage me and are amazing role models, just as I hope to be for them.”

Instagram

Building Strong Girls means [add what it means to your chapter]. Help us support Girls on the Run at Moonball on [Date] at [location]! #BuildingStrongGirls

Example

Building Strong Girls means being there for the next generation of strong women. It means showing up and being present. It means giving confidence to a young girl – telling her she can, and she will. It means showing her what it means to go to college, how to be active in her community and that make a difference in the world around us matters. This is why Gamma Phi Beta partners with Girls on the Run (GOTR). Help us support GOTR by attending our Moonball on [Date] at [Location]. #BuildingStrongGirls

Instagram Stories

Use the following ideas to kickstart your Instagram stories!

- Ask a member(s) to talk about what Building Strong Girls means to them on camera.
- Share photos from a previous Moonball event.
- Share event information (location, date, time, ticket price, etc.)

Tip: During the event, share videos of participants playing in the tournament!

X (formerly Twitter)

We are so excited to continue #BuildingStrongGirls at Moonball! We hope to see you there on [date] at [location]. Get your team ready for [kickball/basketball/volleyball] today and bring your philanthropic spirit!

“[insert quote from intentional questions.]” – [First Lastname (Chapter Abbreviation – see Style Guide)]
What’s your reason for #BuildingStrongGirls? Tell us at Moonball on [date].



After Moonball

While promoting the event before it happens is important, it doesn't mean you are done! Be sure to share the success of the event (how much was raised) and thank attendees and sponsors. And, if you're collecting why participants support Building Strong Girls at your Moonball, share their quotes on social media, too! You can share a favorite moment from the event with a photo or share a photo of the tournament winners!

Facebook

What a great event! We are so happy to share the success of Moonball and say congrats to our winners [Tag winning team/chapter]! A special thank you to everyone who participated and came to support #BuildingStrongGirls and Girls on the Run [add local council name if applicable].

Instagram

Our favorite memory from Moonball was [share memory from Moonball]. We are so excited to make more memories at Moonball next year and continue #BuildingStrongGirls.

X (formerly Twitter)

Thank you so much to the sponsors of Moonball [enter names of sponsors, tag them if applicable]! You helped make the tournament great. Hope to see you next year! #BuildingStrongGirls

Intentional Question Bank

1. Describe a time where you felt like a role model.
2. What is your favorite part about Building Strong Girls?
3. What does Building Strong Girls mean to your chapter?
 - a. How do you show it?
4. Describe a time when your sisters showed you what Building Strong Girls means.
5. How have you become a role model?
6. How has being involved with Building Strong Girls influenced you?
7. Who has been your biggest role model in the chapter? Why?
8. Who have you been a role model for?
9. How has Building Strong Girls helped you become a better role model?
10. What is your favorite part of working with our philanthropic partner Girls on the Run?



Moonball News Story Example

Gamma Phi Beta’s Moonball Tournament Supports Building Strong Girls

For more than a century, the women of Gamma Phi Beta International Sorority have been committed to Building Strong Girls. {Chapter} chapter at [University] builds strong girls by volunteering and raising funds for their philanthropic partner, Girls on the Run, a nonprofit organization that inspires 3rd to 8th grade girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

The chapter’s main fundraising event is called Moonball, which is hosted as a [kickball/volleyball/basketball] tournament.

On [date], miscellaneous campus and community organizations rose to the occasion with one goal in mind – Building Strong Girls. More than [XX] teams put on their game faces to participate in Moonball, a friendly single-elimination [kickball/volleyball/basketball] tournament.

[Describe the event atmosphere and extra activities]

Participants from the local council of Girls on the Run kicked off the event by doing an opening cheer, allowing participants and spectators alike to see first-hand who event proceeds benefit. Those in attendance enjoyed a day in the sun – smiling, being active and putting their differences aside in order to raise funds for a great cause.

“To see so many different campus organizations come together to support Gamma Phi Beta’s philanthropic focus of Building Strong Girls meant the world to our chapter,” says [Greek Letter] Chapter Philanthropy Chairwoman [First Lastname]. “In total, we raised \$[amount] for Girls on the Run. We could not have done this without the incredible support of our campus and community.”

[Include any additional fundraising/sponsorship activities that are noteworthy.]

Leading up to the event, the chapter executed a letter-writing campaign to spread awareness about Moonball and Girls on the Run, and to secure sponsorships and donations. Gamma Phi Beta chapters across North America are hosting Moonball tournaments to support Building Strong Girls. Tournaments can be hosted as a kickball, volleyball or basketball events and take place each academic year. The women of Gamma Phi Beta encourage you to seek out a Moonball tournament in your community to get involved.



Moonball Announcement Press Release Example

GAMMA PHI BETA TO HOST MOONBALL TOURNAMENT

Month XX, 20XX

City, State/Province – The members of [Greek Letter] Chapter at [University] are hosting Gamma Phi Beta’s signature philanthropy event, Moonball, on [date]. Moonball is a [volleyball/basketball/kickball] tournament, where event proceeds benefit Gamma Phi Beta’s philanthropic partner, Girls on the Run. Students, campus organizations, local businesses and community members are invited to participate. [Optional: Include a quote from the philanthropy chairwoman or a Girls on the Run representative.] Gamma Phi Beta is passionate about Building Strong Girls because today’s girls face more challenges than ever, making the need for a safe place with supportive mentors even greater. Girls need women in their lives who can help them develop the skills to succeed in life. Gamma Phi Betas are those women.

Gamma Phi Beta International Sorority supports Girls on the Run, an organization that inspires girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. Together, Gamma Phi Beta and Girls on the Run envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

About

Gamma Phi Beta was founded on November 11, 1874, at Syracuse University by four bold and courageous women. The Sorority's mission is to build confident women of character who celebrate sisterhood and make a difference in the world around them. Headquartered in Centennial, Colorado, the Sorority has chartered 188 collegiate chapters across the United States and Canada and has more than 217,000 collegiate and alumnae members worldwide.

About [Greek Letter] Chapter of Gamma Phi Beta

[Greek Letter] Chapter was installed in [year] at [University] in [City, State/Province].



Moonball Event Outcome Press Release Example

GAMMA PHI BETA’S MOONBALL TOURNAMENT RAISED \$[AMOUNT]

Month XX, 20XX

City, State/Province – The women of [Greek Letter] Chapter at [University] hosted their annual signature philanthropy event, Moonball, on [date]. The event brought together [number] campus and community organizations to support the Sorority’s philanthropic focus of Building Strong Girls.

Moonball, which is hosted as a [volleyball/basketball/kickball] tournament, raised \$[amount] to benefit Gamma Phi Beta’s philanthropic partner, Girls on the Run, a nonprofit that inspires girls to be joyful, healthy and confident using a fun, experience-based curriculum that creatively integrates running. Proceeds will be donated to [Girls on the Run International/ local Girls on the Run Council name.]

“Gamma Phi Beta would like to thank everyone who made Moonball possible,” said Philanthropy Chairwoman [First Lastname]. (If any special thanks need to be stated, list them here. i.e., “Special thanks you to [large sponsors or donors] for Building Strong Girls.”)

The winner of the Moonball tournament was [insert winner(s)].

About

Gamma Phi Beta was founded on November 11, 1874, at Syracuse University by four bold and courageous women. The Sorority's mission is to build confident women of character who celebrate sisterhood and make a difference in the world around them. Headquartered in Centennial, Colorado, the Sorority has chartered 190 collegiate chapters across the United States and Canada and has more than 250,000 collegiate and alumnae members worldwide.

About [Greek Letter] Chapter of Gamma Phi Beta

[Greek Letter] Chapter was installed in [year] at [University] in [City, State/Province].



Appendix F: Moonball Waiver

On the next page you will find the Moonball Waiver. Please **copy and paste it into a separate document** to have your participants and attendees sign it. We recommend having everyone sign these waivers electronically using Adobe or another equivalent software.

Waiver language **cannot** be modified. This waiver cannot be used for non-Moonball events.



**Gamma Phi Beta Moonball
Waiver and Release**

Moonball is Gamma Phi Beta’s signature philanthropy event, where collegiate chapters across North America host a kickball, volleyball or basketball tournament each academic year to raise funds for Gamma Phi Beta’s philanthropic partner, Girls on the Run. Participation in the event is voluntarily and at an individual’s own discretion.

I, _____, desire to attend and/or participate in the Moonball _____ tournament being sponsored by the _____ Chapter of Gamma Phi Beta. I recognize that in any athletic competition, injuries are possible. In spite of that, in consideration of the efforts of the _____ Chapter of Gamma Phi Beta in organizing this athletic tournament, I, being of lawful age, acknowledge that my attendance and/or participation in this athletic competition and in signing this Waiver and Release is voluntary and consensual and that I hereby assume any and all risk. Severally and jointly, for myself and my heirs, executors, administrators and assigns, I do hereby release and forever _____ discharge _____ the _____ Chapter of Gamma Phi Beta, , Gamma Phi Beta Sorority, Inc., any affiliated Gamma Phi Beta entity and collectively their volunteers, members, officers, employees, agents, directors and trustees, individually, both jointly and severally, along with her, their, and its successors and assigns, and each of their heirs, executors and administrators, and all other persons, firms, association and corporations that are a part of or related to Gamma Phi Beta of and from any and all claims, demands, liabilities, rights and causes of action, of whatsoever kind or nature, arising from or by reason of my participation in said athletic tournament and/or activity in any and all related events and activities, including, but not limited to, driving to or from the athletic tournament and related activities. It is further understood and agreed that this Waiver and Release is to release current and future actual and/or potential claims, of any kind, related to Gamma Phi Beta’s Moonball tournament, and that this release shall not be construed as an admission of any wrongdoing by any party, organization, and/or individuals associated with the Gamma Phi Beta Moonball tournament.

This Waiver and Release contains the entire agreement between the parties hereto. The terms of this Waiver and Release are contractual and not a mere recital. I further state that I have carefully read the foregoing Waiver and Release and understand and agree to all terms.

This is a legally binding release. If you have any questions, you should consult an attorney before signing this release.

Signature

Printed Name

Date



