

CHI OMEGA FOUNDATION

PERSEPHONE'S CIRCLE DONATION FAQ

Persephone's Circle is a collegiate giving society for members of Chi Omega who give an annual donation of **\$18.95 or more**. Membership is based on a calendar year. Each member of Persephone's Circle will receive **one** gold charm per calendar year of membership. There are a total of **four** different charms to be collected over **four** years.

Persephone's Circle donations can be directed to a chapter's scholarship fund. It is **important** to include the name of the scholarship fund anytime a chapter wants to apply donations to a specific fund. This can be done when the roster is emailed to the Foundation and when the check is mailed to the Foundation (see instructions below). If a scholarship fund doesn't exist, donations will go to the Annual Fund. All gifts will be applied to the member's lifetime giving record.

Below is a step-by-step guide for making Persephone's Circle Donations from the chapter via check and exporting the membership roster through the Chapter Dashboard. Collegiate members can also donate individually online by going to <https://give.chiomega.com/PC>.

Step 1: Choose the desired donation method below:

- Chapter donations can be made through Billhighway via a **manual check** made payable to the **Chi Omega Foundation**, by setting up the Foundation as a vendor in Billhighway. Be sure to **email** the list of donors by using the membership attendance roster on the Chapter Dashboard. It should be emailed as an Excel file.
 - On your chapter dashboard, a payment through the Scheduled Payments function in Billhighway is for balances owed to **Chi Omega Fraternity** not the Chi Omega Foundation. Items on your dashboard include national membership dues, national new member dues, national initiation dues and risk management dues. **Please do not use this method for making Persephone's Circle donations.**
- Chapters may also choose to send **one check** from the chapter's account to the Foundation. Don't forget to **email** the list of donors as an Excel file to the Foundation.
 - Make the check payable to the Chi Omega Foundation and mail to 3395 Players Club Parkway, Memphis, TN 38125.

Step 2: Pull a list of members who donated:

- Export a membership roster from the Chapter Dashboard by logging into: <https://dashboard.chiomega.com>.
- Once you find your chapter, select Membership > Reports > Attendance Roster (see below).
- Save as an Excel file.

The screenshot shows the 'CHAPTER DASHBOARD' interface. At the top left is the Chi Omega logo (XΩ). The main navigation bar includes 'Task Center', 'Membership', 'Leadership', 'Operations', and 'Goals'. A breadcrumb trail indicates the path: 'Membership > Reports > Rosters > Attendance Roster'. The chapter name 'Alpha University of Washington' is displayed. Below this, there is a table with columns for 'HQ Use Only', 'First Name', and 'Last Name'. The first row shows '00000000', 'Jane', and 'Doe'. A download menu is open over the table, listing options: 'XML file with report data', 'CSV (comma delimited)', 'PDF', 'MHTML (web archive)', 'Excel' (highlighted), 'TIFF file', and 'Word'. The page also shows a printer icon and a 'Printed: 3/4/2019' timestamp.

Step 3: Entering donations on the saved Excel file:

- Enter the amount each member donated in the **Attended** column of the Excel spreadsheet/roster.
 - As a reminder – a minimum donation of **\$18.95 (per calendar year)** is required for a collegiate member to join Persephone's Circle. **The full amount of \$18.95** must be submitted in total to receive Persephone's Circle membership status.
- If the chapter donation includes members who have graduated, please indicate it by highlighting their names and adding them to the roster under the current members. Please include the first and last name in columns B & C and their member number in Column A.
- Leave the Attended column blank if a member did not participate. Do not delete anyone from the spreadsheet.
- See next page for example.

	A	B	C	D	E
1	Sample Chapter of Chi Omega				
2					
3	University of Sample				
4	This is the chapter's current membership roster. Updates to this membership roster should be				
5					
6					
7	HQ Use Only	First Name	Last Name	Attended?	
8	10000012	Amanda	Smith	\$18.95	
9	10000013	Alison	McCarty	\$18.95	
10	10000014	Rachael	Dawson	\$18.95	
11					
12	Graduated Members				
13	10000001	Cindy	Roberts	\$18.95	
14	10000002	Angela	Reynolds	\$18.95	
15	10000003	Rebecca	Stine	\$18.95	
16					

- Enter the amount each member donated in the **Attended** column of the Excel spreadsheet/roster. Leave the Attended column blank if a member did not participate. Do not delete anyone from the spreadsheet.
 - As a reminder – a minimum donation of **\$18.95 (per calendar year)** is required for membership in Persephone's Circle.
- If the chapter donation includes members who have graduated, please indicate it by highlighting their names and adding them to the roster under the current members. Please include the first and last name in columns B & C and their member number in Column A.

Step 4: Email Excel file to the Chi Omega Foundation:

- It is the responsibility of the Foundation Ambassador to email the excel file as an attachment to Maddie Dotson at maddie.dotson@chiomega.com. Please include the chapter's name in the subject line. Include the total amount of the donation in the email and confirm a check is forthcoming.
 - Be sure the amount on the spreadsheet and the amount of the check are the same.
 - To direct donations to a specific fund – include the name of the fund in the email.
- Once the donation is received and processed by the Chi Omega Foundation, Persephone's Circle charms and donation receipts will be mailed to the Foundation Ambassador to distribute. The Foundation Ambassador will receive an email when the package has been sent.
- Donations can be made throughout the year. However, they must be made by **December 20** to receive the current year's membership status and the current year's charm.

If I have questions about making donations or PC charms, who should I contact? Maddie Dotson, Foundation Assistant, maddie.dotson@chiomega.com or call 901.748.8635.

If I have questions about scholarships or the Foundation Ambassador position, who should I contact? Angela Reynolds, angela.reynolds@chiomega.com or call 901.748.8637.