

# 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 \$15. Membership is based a calendar year. Each member of Persephone's Circle will receive one gold charm during a calendar year. There are a total **four** different charms to be collected over **four** years. Persephone's Circle donations can benefit the chapter's scholarship fund. If a scholarship fund doesn't exist, donations will go towards 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:

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

The screenshot shows the CHI OMEGA Chapter Dashboard interface. At the top, there is a navigation bar with tabs for TASK CENTER, MEMBERSHIP, LEADERSHIP, OPERATIONS, GOALS, RECRUITMENT, and SCHOLAR. Below this, a breadcrumb trail indicates the path: Membership > Reports > Attendance Roster. A Refresh button is visible on the left. The main content area displays the title 'Sample Chapter of Chi Omega' and 'Sample University'. Below the title, there is a message: 'This is the chapter's current membership roster. Updates to this membership roster should be completed via the Chapter Dashboard.' The date 'Printed: 3/17/2016' is shown. At the bottom, a table header is visible with columns: HQ Use Only, First Name, Last Name, and Attended?. A context menu is open over the table, showing options for Excel, PDF, and Word.

	A	B	C	D	E
1	<b>Sample Chapter of Chi Omega</b>				
2	<b>University</b>				
3	<b>This is the chapter's current membership roster. Updates to this membership roster should be completed via the Chapter Dashboard.</b>				
4	Printed: 8/3/2016				
6	<b>HQ Use Only</b>	<b>First Name</b>	<b>Last Name</b>	<b>Attended?</b>	
7	100000001	Allison	A.		
8	100000002	Maggie	B.		20
9	100000003	Sally	C.		15
10	100000004	Linda	D.		15
11	100000005	Terry	E.		
12	100000006	Rebecca	F.		15
13	100000007	Lisa	G.		
14	100000008	Christy	H.		15
15	100000009	Missy	I.		15
16	100000010	Angela	J.		
17	<b>Graduated Members</b>				
18	1234-1234	Jane K.			20
19	1234-1235	Leslie L.			15
20	1234-1236	Amber M.			15
21					
22					

- Enter the amount each member donated in the **Attended** column of the Excel spreadsheet/roster.
  - As a reminder – a minimum donation of \$15 (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.
- Leave the Attended column blank if a member did not participate. Do not delete anyone from the spreadsheet.
- It is the responsibility of the Foundation Ambassador to email the excel document as an attachment to Amanda Smith at [asmith@chiomega.com](mailto:asmith@chiomega.com). Please include the chapter's name in the subject line. Include the total amount of the donation in the email.
  - Be sure the amount on the spreadsheet and the amount of the check are the same.
- 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 31<sup>st</sup> to receive the current year's membership status and the current year's charm.

**If I have questions, who should I contact?** Amanda Smith, Foundation Assistant  
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