

# CHI OMEGA FOUNDATION PERSEPHONE'S CIRCLE CHAPTER DONATION FAQ

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Persephone's Circle is a collegiate giving society for members of Chi Omega who give an annual donation of \$15. Membership is based on 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 via check and exporting the membership roster through the Chapter Dashboard. **Please note that Persephone's Circle pledge cards are no longer a preferred method when making PC donations.**

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 who contributed 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 donor list as an Excel file to the Foundation.
  - Make 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.



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 \$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.
- See next page for example.

	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	<input style="width: 150px; height: 20px;" type="text"/>				

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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 the Foundation. 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.
- 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, who should I contact?** Foundation Assistant, 901.748.8635