

How to Complete a Delta Zeta Foundation Contribution Form

Over the years Delta Zeta has created many exciting partnerships with national philanthropic organizations. Most recently, Delta Zeta added The Starkey Hearing Foundation and The Painted Turtle to the list of organizations that the sorority will nationally support. With these new editions, it seems best to review the correct way to make and document chapter contributions.

In the fall mailing, chapters received the latest version of the Delta Zeta Foundation Contribution Form (revised 9/06). The form is to be used to record and submit your donations to any of our **national philanthropic partners**. Additional copies of the contribution form can be ordered from National Headquarters.

Here are a few tips to make sure that your donation is properly credited:

- **10% of all money raised from any philanthropy event hosted by a collegiate chapter should be donated to the Delta Zeta Foundation General Fund.** Record the amount on the Foundation General Fund line and include in the total dollar amount of the accompanying check.
- The remaining 90% can be allocated as the chapter desires, either to a Delta Zeta national philanthropic partnership or to a local organization.

If the chapter chooses to donate to one of our **national philanthropic partners**, such as The Painted Turtle, The Starkey Hearing Foundation, House Ear Institute, Gallaudet University-Fine Arts/Dance Studio Programs, or the **sorority service program**, *Sound Beginnings*, record the donated amount on the appropriate line and include the dollar amount of the accompanying check. **DO NOT** mail the donation directly to the organization.

If the chapter chooses to donate to any charitable organization other than a Delta Zeta national philanthropic partner, write a check directly to that organization. **The Delta Zeta Foundation will not filter checks to organizations that are not national philanthropic partners.** It is still very important that the chapter documents this donation for their philanthropy report.

The Foundation Contribution Form and chapter check made out to the Delta Zeta Foundation should be mailed to:

Delta Zeta Foundation
202 East Church Street
Oxford, OH 45056

If you have any additional questions regarding the contribution form, please contact the Delta Zeta Foundation via e-mail at DZFoundation@dzshq.com.