

**Elon University Office of Greek Life**  
**Philanthropy Report Form**

In order to be included in the annual Greek Philanthropic Report and to be considered for the Philanthropy Award, complete this form listing your philanthropy activities.

VERIFICATION FORMS MUST BE TURNED IN or events/donations will not be included in the Report or considered for the Awards. You **only need to submit the number** of participants, or donors (no names needed – that’s for the service forms), as well as other verification such as a copy of your canceled check, receipt, and/or letters from the agency you worked with as verification. If you do not have verification yet, please attach a note to this form indicating when verification should be expected.

Groups raising funds for philanthropic events may also need to complete the Community Service form for members who donated time to volunteer to raise the money (e.g., sat at tables, walked/ran in a 5K, coordinated a letter writing campaign, etc.). **Forms shall be due within two weeks of the event.** Forms should be returned to the Office of Greek Life. *Early forms are appreciated.*

Chapter: \_\_\_\_\_ Today’s Date: \_\_\_\_\_  
Chapter Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Date of Project: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Description of activity: \_\_\_\_\_  
\_\_\_\_\_

**What were the goals of this program? How effectively did this program meet these goals?** (Example: funds or goods raised on a per member basis)

**What could have been better about this program?**

Name of Agency/Charity: \_\_\_\_\_

Agency/Charity Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Number of initiated participants:	_____ / _____	_____ %
Number of new member participants:	_____ / _____	_____ %

**READ CAREFULLY:** *Philanthropy* is defined as a chapter organizing and participating in an activity which raises money or items for a charity or cause (i.e. car wash, party or sports event in which profits go to a charitable organization, canned food drive, etc.) *Community Service* is defined as a hands-on activity in which a chapter has direct interaction with the people they are helping (painting the house of an elderly person, teaching someone to read, playing with neglected children, etc.) Both are valuable contributions to the community, but will require separate forms. Simply put, **Philanthropy is donating money; Community Service is donating time.**

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**Complete for fund raising (philanthropy) efforts only:**

Total gross proceeds of event: \_\_\_\_\_  
Total expenses of event: \_\_\_\_\_  
Total monetary donation to charity: \_\_\_\_\_  
Total items donated to charity: \_\_\_\_\_

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Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ Verification: \_\_\_\_\_