Program Guidelines

OVERVIEW
Kappa Alpha Theta aspires to cultivate philanthropists who seek to create positive change in their communities. Theta for Good allows college chapters to cultivate their philanthropic priorities and exercise the widest influence for good.

HOW IT WORKS
The program allows college chapters to not only support Theta Foundation, but also other organizations that they want to support in their respective communities. Since this program was created for college chapters to help make a greater philanthropic impact across multiple charitable organizations, Kappa Alpha Theta expects every college chapter to participate in Theta for Good for every fundraising event.

Chapters are to designate at least 25% of their event's proceeds to Theta Foundation, and the remaining percentage can be designated to the following organizations:
- The National CASA/GAL organization;
- A local chapter of CASA/GAL; and/or
- Organizations that support children who have experienced abuse or neglect, or otherwise support the health and welfare of children.

*Not sure if your beneficiary fits the Theta for Good criteria? Please contact us at philanthropy@kappaalphatheta.org.

Step 1:
The vice president external affairs (VPEA) submits a Theta for Good pre-event checklist (PEC) for an upcoming fundraising event, which then needs to be approved by a chapter advisor.

Step 2:
After an advisor approves the Theta for Good PEC, the VPEA, fundraising director, and/or philanthropy director creates a CrowdChange page to collect funds and include all required information.

*Please keep in mind that it can take up to 5 business days for a CrowdChange page to get approved once a Theta for Good PEC has been approved because it is a process that must be done manually for all chapters.

Step 3:
Chapters host their annual fundraising event!

Step 4:
The vice president finance (VPF) sets up a scheduled payment to Theta Foundation for 100% of the chapter's fundraising event proceeds through Billhighway to Theta for Good.
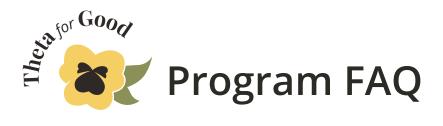
Step 5:
Theta Foundation receives the chapter fundraising dollars from Billhighway and disburses the funds to the beneficiaries indicated on the chapter's approved Theta for Good PEC.

Step 6:
Thetas continue to spread the widest influence for good through Theta for Good!

Be sure to refer to pages 4 and 5 to see all the programs that are supported by the *Theta Forever Fund*!

Program FAQ

HOW DO WE DECIDE WHAT OUR ALLOCATION PERCENTAGES SHOULD BE?
The chapter determines the allocation amounts for each beneficiary, as applicable, but at least 25% of the chapter's fundraising event proceeds must be designated to Theta Foundation.

AFTER WE DETERMINE OUR CHAPTER'S ALLOCATION TO THETA FOUNDATION, WHERE DO THE REMAINING FUNDS GO?
It is up to your chapter to determine where the greatest need is in your community. Your chapter can support organizations whose mission is supporting children who have experienced abuse or neglect, or otherwise supports the health and welfare of children.

CAN WE ONLY DESIGNATE 25%/75%?
The only requirement of Theta for Good is that at least 25% goes to Theta Foundation. Beyond that, your chapter can determine the percentage breakdown. For example, your event can be split 50/50 between Theta Foundation and the organization of your choosing. You can also split the percentage going to outside organizations between two organizations within the program guidelines. If you have questions on how you would like to designate your funds, please contact philanthropy@kappaalphatheta.org.

HOW DOES THETA FOUNDATION KNOW WHERE TO DESIGNATE OUR FUNDRAISING DOLLARS?
The Theta for Good pre-event checklist (PEC) will ask the vice president external affairs (VPEA) to list the designation(s) for your fundraising proceeds. That information will be used when the funds arrive at Theta Foundation to be disbursed on your chapter's behalf.

WHY DO WE NEED TO SEND IN 100% OF OUR FUNDRAISING EVENT PROCEEDS AND NOT JUST THE THETA FOUNDATION PORTION?
When Theta Foundation receives 100% of a chapter's fundraising proceeds, Theta Foundation will make donations on your chapter's behalf, so you don't have to worry about splitting your funds. Also, your chapter will receive credit for all funds raised and not just the Theta Foundation portion!

DO WE SEND A CHECK DIRECTLY TO THETA FOUNDATION?
The great thing about the program is that your chapter can send donations directly through Billhighway. No more having to print checks or pay for stamps! The vice president finance (VPF) should send your chapter's donation by following these steps:
1. Home > Cash Out > Scheduled Payment
2. Cash Account: General Checking Account
3. Schedule Payment to: "Foundation – Theta for Good"
4. Reporting Category: Donation to KAO Foundation

Please work with your VPF to ensure 100% of all fundraising event proceeds are being sent.

If you are a member of a Canadian chapter, please contact philanthropy@kappaalphatheta.org for details on how to make your chapter's donations.

HOW SOON WILL OUR FUNDS ARRIVE TO OUR BENEFICIARIES?
The funds will be distributed to your beneficiaries within 15 days of your check's arrival at Theta Foundation.

WHAT DO WE DO WITH CASH THAT IS COLLECTED AT OUR FUNDRAISING EVENT?
First and foremost, cash should never be mailed. The VPF should go to a bank to exchange cash for a money order or cashier's check made out to the chapter. The check needs to be mailed to Billhighway for deposit before the VPF schedules the payment through Billhighway. Keep in mind that money orders may have associated fees.

WHAT DO WE DO WITH CHECKS THAT ARE COLLECTED?
If checks are written out to your chapter, your VPF can mail them to Billhighway to be deposited prior to scheduling the payment through Billhighway to Theta Foundation. Keep in mind that Kappa Alpha Theta chapters are not 501(c)(3) charitable organizations, so checks written out to your chapter are not tax deductible.

If you have questions regarding the types of donations that are or are not tax deductible, please refer to the *Philanthropy Handbook* or contact philanthropy@kappaalphatheta.org.

HOW DO WE DECIDE WHAT ORGANIZATIONS TO SUPPORT?
It is up to your chapter how to decide what organizations to support. An example could be having the executive board pick three organizations and the chapter taking a vote.

HOW DO I FIND AN ORGANIZATION'S EIN NUMBER?
An employer identification number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. An EIN number helps identify whether an organization is a registered 501(c)(3) organization. You can find the EIN number from the organization or its website. You can also check the IRS website at https://apps.irs.gov/app/eos/ to find the EIN or to verify the information you have.

WHAT IF THE ORGANIZATION WE WANT TO SUPPORT IS NOT A 501(C)(3) ORGANIZATION?
Please contact philanthropy@kappaalphatheta.org. We can help try to find an organization that is a registered 501(c)(3) in your area to support.

WHAT IF OUR CHAPTER WOULD LIKE TO FUNDRAISE FOR AN ORGANIZATION OUTSIDE OF THE THETA FOR GOOD PROGRAM GUIDELINES?
Please contact philanthropy@kappaalphatheta.org to discuss this further.

WHAT IF OUR CHAPTER IS CO-HOSTING A FUNDRAISING EVENT?
Please contact philanthropy@kappaalphatheta.org with details about the event. We can help you determine how to split your event proceeds and/or if your VPEA will need to complete a different form.

Fraternity Grant

Theta Foundation takes pride in the opportunities Kappa Alpha Theta offers each member, which is why its annual grant to the Fraternity for educational, leadership, and charitable programming is one of its highest priorities. These programs not only have the potential to reach every member of the Fraternity, but they also have the potential to reach well beyond Theta.

Advisor & Alumnae Leadership:
Kappa Alpha Theta is proud to offer a variety of educational programs for alumnae, including virtual sessions for both college chapter advisors and alumnae chapter officers featuring keynote speakers who are experts in their fields. So far this year, topics have included navigating multi-generational teams and coaching strategies for a new generation of workers. Through programming like this, Theta hopes to develop prepared college chapter advisors, alumnae chapter officers, and future leaders.

Alcohol Education:
Kappa Alpha Theta is planning to bring the Alcohol Skills Training Program (ASTP) to 20 college campuses this year. ASTP helps college students reduce the risks associated with drinking alcohol. Facilitators educate students on alcohol-related behavior while increasing participants' interest in critically examining their drinking patterns and eventually implementing the skills they learn. In doing so, students can minimize potential negative consequences through prevention, reduced consumption, or abstinence.

Additionally, Theta is adapting to an increasingly virtual world by offering a Personalized Normative Feedback (PNF) program. Most college students overestimate how much their peers are using alcohol. A confidential web-based survey assessing alcohol behavior is used to determine the norm among undergraduate Theta members. All participants receive personalized feedback to educate them and correct their perceived norms of alcohol-related behavior while increasing their interest in critically examining their own drinking patterns.

Archives & Heritage Museum:
Documenting Theta history within broader social and historical contexts, the Fraternity's archival collection enriches the study of women's history through its exploration of the culture and values of college women and college-educated women. Theta Foundation grant funding supports the staff archivist's efforts to bring awareness to the general public about the Fraternity's collection through membership in professional associations and organizations, including the Society of American Archivists (SAA), the American Association for State and Local History (AASLH), and the Indiana Historical Society (IHS).

Theta Foundation grant funding also supports updates to Theta's Heritage Museum, which opened to the public in 2020. The museum provides an overview of the history of North American fraternities and sororities with chapters on more than one college campus using Kappa Alpha Theta as a case study.

Educational Leadership Consultant (ELC) Program:
ELCs are recent college graduates who provide customized education and leadership development support and resources for students to enhance and add value to their college experience. Their visits are specifically planned to address topics like leadership training; coaching; goal setting; professional development; scholarship; diversity, equity, and inclusion; career planning; and wellness. ELCs aim to leave members with transferable skills that can help them in the various roles they have as students, whether that be as aspiring leaders at their places of work, within their student organizations, or throughout their lives in general.

Emerging Leaders Institute (ELI):
Theta Foundation is proud to support ELI. This in-person event provides leadership education and development to undergraduate members with an emphasis on emerging leaders. Using the relational leadership model, curriculum focuses on understanding leadership as a relational process. Participants get the opportunity to learn and practice leadership concepts, engage with other students, and access professional facilitators to support, challenge, and aid in their reflection. This year, the institute took place over a long weekend at the University of Maryland.

Leadership Academy:
Kappa Alpha Theta is committed to offering as many leadership capacity-building opportunities for members as possible. This includes the revamped Leadership Academy. Theta Foundation grant funding supports this program for elected officers who impact belonging and culture within their chapters. The goal of the academy, hosted over a long weekend, is for participants to leave with knowledge related to their personal strengths; be able to apply those strengths to leadership situations; identify strategies to improve inclusion, equity, and belonging in an organization; and describe ways they can implement successful change.

Leadership Certificate Programs:
The Leadership Certificate Program (LCP) is a cohort-based program geared toward third- and fourth-year students seeking to learn and apply leadership skills with an emphasis on career readiness. The program empowers participants to incorporate the foundations of personal strengths and emotionally intelligent leadership into their continued growth and development plans as they prepare for life after college.

Mental Health Resources:
Theta Foundation is proud to partner with the Fraternity to provide mental health resources to members. This partnership funds access to an online mental health screening, which provides a confidential way for members to determine if their thoughts or behaviors may be associated with a common, treatable mental health issue. Educational materials exist on the site to guide users to help should they need it.

Suicide prevention training is also available through the MindWise on Campus. This online tool utilizes interactive learning and video to teach college students how to ACT (acknowledge, care, tell) if they are concerned about themselves or a friend.

This type of support is critical as mental health concerns are on the rise and it is becoming increasingly difficult for college campus counseling centers to keep up with demand.

Undergraduate Assessment Program:
Organizational assessment is common among many businesses and higher education institutions to improve outcomes. Access to quality assessment is imperative to the progress of Theta's educational and leadership programs and initiatives. Without it, the Fraternity lacks important information to make necessary decisions about program offerings and curriculum. Theta Foundation supports a portion of the annual Dyad survey distributed to all undergraduate members which gives the Fraternity actionable data to continue improving upon its programs.