Fraternity and Sorority Life Philanthropy Reporting Form

Chapter: ___________________________________________  Today’s Date: ________________
Chapter Contact Person: ____________________________  Contact Phone: ________________

PLEASE NOTE: ALL FORMS MUST BE TURNED IN WITHIN 20 BUSINESS DAYS OF THE EVENT.

BEFORE YOU BEGIN: Do not submit this form if the verification of donation is not attached. For
philanthropic donations, you must submit a copy of the check you sent to the philanthropic organization/agency,
or a letter that you received from that organization verifying your donation. For non-monetary donations, please
attach a receipt detailing the donation.

Name of Event: ________________________________________________________________
Date of Event: ______________________________  Date of Donation: ________________

Agency Receiving Donation(s): ______________________________________________________
Agency Contact Name: __________________________  Agency Phone: ________________

Monetary Donations (If the event is co-sponsored or paired with another Greek organization, each chapter must submit a
separate form.)

Total Amount of Money Raised: (For paired event, include all money raised) $____________________

Total Amount of Money YOUR chapter donated to the agency: $____________________

Non-monetary Donations (i.e. canned food, clothing, hygiene products)

Type of Items/Goods Donated: ______________________________________________________

Number of Pounds of Items/Good Donated: _________________________________________
**Use the back of this sheet to show the exact amount and types of items.

Do not submit this form if the verification of donation is not attached.

For questions or concerns, please contact:
Nicki Rowlett, Assistant Director of Inclusion and Student Engagement/Greek Advisor
at 217.424.6355 or nrowlett@millikin.edu

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