



FOUNDERS' DAY PLANNING GUIDE

Theta Phi Alpha celebrates its **Founders' Day** annually on or close to **April 30th** to honor the 10 sisters who founded the organization at the **University of Michigan** in Ann Arbor in **1912**. Due to some chapter's school schedules, collegiate chapters can extend their celebration until **August 30th**. This planning guide will help you organize a successful Founders' Day celebration and ensure that your group's contributions are appropriately recognized. We offer suggestions and best practices here that have helped our chapters, emerging chapters, associations, and clubs to simplify the entire process, from the encouragement of members to officer preparation through the submission of donations collected to National Office. Resources related to Founders' Day Celebrations are included on the website at: <https://thetaphialpha.org/founders-day/>. A planning webinar is also available to view, which is included [here](#) and on the website.

The Founders' Day Ceremony in the Theta Phi Alpha Ritual Book includes a "roll call" that provides an opportunity for sisters, new members, and guests to contribute to [Theta Phi Alpha Foundation](#). Following the traditions of Theta Phi Alpha, it is suggested that each sister contribute at least \$1 per year since her initiation. Theta Phi Alpha Foundation enriches Theta Phi Alpha sisters by providing resources for scholarship, philanthropy, and education through charitable giving. A summary of where donations were allocated in the 2023- 2024 fiscal year can be found in the [2024 Annual Report](#).

We look forward to including your group in our annual celebration. ***We would like all chapters, emerging chapters, associations, and clubs to participate in Founders' Day!*** Thank you!

Planning

A **Founders' Day Ceremony** can be held at a meeting, but we find that most of our groups tend to hold a festive celebration ranging from brunch, lunch, or dinner to even a weekend of activities. Founders' Day is a great way for chapters to hold a homecoming reunion with alumnae or for sisters throughout a geographic area to come together to celebrate our Theta Phi Alpha sisterhood.

- After selecting the date, time, and place of the event – create and send invitations. Including a small but simple reminder about the Founders' Day roll call is an effective way to ensure your guests are prepared.
- Complete a [Founders' Day Celebration form](#) on my.thetaphialpha.org to promote your event.
- Consider whether you may also hold a silent auction, 50/50 raffle, or raffle off an item.
- Determine whether you will have any Diamond Circle, Sapphire Circle, or Senior Service Award recipients to honor. Or whether any chapter in attendance is celebrating a milestone anniversary.
- Creating a Facebook event or Evite with an automatic reminder in addition to an invitation can be a great way to remind sisters about the event and to build enthusiasm, especially among your alumnae.
- Lists of alumnae sisters can be obtained from National Office at: ThetaPhiNO@thetaphialpha.org
- Announcements or even e-mail reminders to the membership are a good way to explain any special logistical issues regarding your Founders' Day Ceremony. Helpful items to include:
 - o Checks would be made payable to [Theta Phi Alpha Foundation](#).
 - o [Credit or debit card payments](#) are accepted at:
<https://www.thetaphialpha.org/donate-credit/debit-card> donors will be asked to put their name and amount in the bowl during roll call, so the total can be calculated. (Sample slip on last page of instructions.) Or, donations may be made via the QR Code at right.



- o If multiple chapters participate, determine whether one collection or multiple collections will be made (e.g., use of multiple bowls).
- Recruit a chapter advisor, trusted alumna, or executive board officer to assist the treasurer(s) in counting the funds contributed so the total can be announced at the event.
- Consider reminding those unable to attend that their generous donations are welcome.

On Founders' Day:

Bring

Remember to **bring the following items** to the Founders' Day Ceremony:

- An electronic device to access the Founders Day Ritual.
- Founders' Day proclamation by our National President, Kristin Henkenius.
- Silver or glass bowl or tightly-weaved basket for use during the Roll Call portion of the ritual (for any physical donations).
- Silent auction or item(s) to be raffled and/or raffle tickets
- Slips of paper for credit or debit card donors to provide the amount donated (consider printing & cutting *sample slip on the last page of instructions*).
- This Guide for reference.

Payments – Receiving

Reminders: For those who have questions regarding how to donate, please note that we welcome payments of all types, including cash. Checks should be made payable to Theta Phi Alpha Foundation. Credit or debit card payments may be made at <https://my.thetaphialpha.org/Donations/Donations.aspx> and on the slip with the amount included. Instructions for submitting payments are included on the Worksheet (p. 3).

Roll Call

During the Ceremony, the President or officer performing the Ritual will call for a Roll Call. Many groups call by year of initiation. This can also be done by chapter of initiation or a blend combining both to make it effective for your attendees. At celebrations that include multiple chapters, each chapter may choose to provide their own donation bowl so that each chapter can be individually credited with the amount they raised. This suggestion helps your chapter's Treasurer to ensure that a chapter receives credit to meet the Chapter Standard of Achievement #18, "Raise a minimum of \$10 per member to benefit Theta Phi Alpha Foundation."

Announcing the Results at Founders' Day

Upon completing the Ceremony, the Treasurer, the chapter advisor, a trusted alumna or an executive board officer counts the amount collected and announces the total. Each individual chapter can perform their own counts if multiple chapters and/or bowls are included in the collection process.

You may announce to attendees that you will use the hashtag **#WeAreFamily** for social media posts announcing your group's contributions and participation.

Sending the Donations

The Treasurer holds an important role in ensuring that donations received are correctly recorded and credited to the chapter, emerging chapter, club, or association with Theta Phi Alpha Foundation. Please find an attached worksheet in this planning guide to assist the treasurer in calculating donations.

Checks payable to **Theta Phi Alpha Foundation** need to be mailed to National Office at:

Theta Phi Alpha Foundation
27025 Knickerbocker Road
Bay Village, Ohio 44140

Credit and debit card forms for donations should be included with the checks for mailing. Cash collected would be deposited into the Billhighway account or the association's checking account and included in the mailing or paid from Billhighway. The worksheet below (p. 3) provides step-by-step instructions.

Questions?

E-mail: Rachel Flansburg rflansburg@thetaphialphafoundation.org



WORKSHEET FOR SUBMISSION OF FOUNDERS' DAY ROLL CALL CONTRIBUTIONS

Mail the completed worksheet to: **National Office, Theta Phi Alpha Foundation at: 27025 Knickerbocker Road, Bay Village, Ohio 44140**, accompanied by:

- 1. Checks made payable to *Theta Phi Alpha Foundation* Total Amount _____
- 2. Credit or Debit Card Payments Total Amount _____
- 3. Items deposited to the chapter's Billhighway account or Association's checking account:
 - a. Checks made payable to the chapter or association Total Amount _____
 - b. Cash (**deposit cash & send a check or Billhighway payment to us**) Total Amount _____
- Total Contribution from our chapter/association (sum of above)** **Total Amount** _____

For chapters, after the contributions are deposited into Billhighway, schedule a payment to Theta Phi Alpha Foundation by selecting *Theta Phi Alpha Foundation* from the dropdown menu and include a note that the money is from Founders' Day. Alumnae Associations/Clubs would include a check from their account.

Chapter/Association/Club Name: _____

Treasurer Name: _____

Telephone Number: _____ Email address: _____

Date of Founders' Day Celebration: _____ Today's Date: _____

Please list all chapters represented by collegians or new members at your Founders' Day:

Please list all emerging chapters represented by new members at your Founders' Day:

Please list all alumnae associations represented by sisters at your Founders' Day:

Please note that chapters and alumnae associations should not deposit checks written to Theta Phi Alpha Foundation. Cash should not be mailed but deposited and paid to us via a check or Billhighway payment. Checks & donation forms should be mailed to Theta Phi Alpha Foundation, 27025 Knickerbocker Road, Bay Village, OH 44140



Online Donation Slip
For Founders' Day Collection



For those wishing to pay by credit or debit card online, please provide the following information so we can track your gift for our group's participation. The QRCode (upper right) takes you to our online form.

Donor's Name: _____

Telephone Number: _____ Email address: _____

Amount Donated Online: _____ Date of Founders' Day Celebration: _____

Chapter/Association/Club Name: _____

Credit or debit card payments may be made at <https://my.thetaphialpha.org/Donations/Donations.aspx> or use the QR code attached to the slips – include a list of credit/debit card contributions made for review at National Office.



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