

# ALPHA PHI FOUNDATION CANADA



## How-To: Sending Chapter Donations to the Foundation

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### Sending Funds via E-Transfer:

- 1 Fill out the Donation Cover Sheet found on the Canadian Foundation website  
**Chapter Resources > Chapter Resources > Donation Cover Sheet**
- 2 E-Transfer all donations to: **finance@alphaphifoundation.ca**  
*Please put your chapter name in the memo*
- 3 E-mail the completed **Donation Cover Sheet** to  
finance@alphaphifoundation.ca

### Sending Funds via Mail & Physical Cheque:

- 1 **Print & fill out** the Donation Cover Sheet found on the Canadian Foundation website  
**Chapter Resources > Chapter Resources > Donation Cover Sheet**
- 2 Write a cheque payable to: **Alpha Phi Foundation Canada**
- 3 Mail the **cheque & Donation Cover Sheet** to the following address:  
**Alpha Phi Foundation Canada**  
544 Fortye Drive  
Peterborough, ON  
K9K 2H2

**\*\*NOTE:** Please do NOT send cash - instead, convert cash to a Money Order