



FOUNDATION

CHECK WRITING 101

A check form template with a yellow border. The top right corner has the number "1025". The date field is labeled "DATE" and contains "Today's Date". The "PAY TO THE ORDER OF" field contains "Alpha Gamma Delta Foundation" in red. To the right of this field is a box labeled "Fundraising Proceeds" with a dollar sign. Below this is a line for writing the amount in words, labeled "Write out the fundraising proceeds here (in words)", followed by "DOLLARS" and a padlock icon. The memo field contains "Chapter Name" and the signature line contains "Your Signature". At the bottom, there are two MICR lines and the number "1025".

Today's Date - in this space you will write the date you are writing the check. You can either write it out (August 31, 2022) or numerically (8/31/2022).

Alpha Gamma Delta Foundation - in this space please write 'Alpha Gamma Delta Foundation'. You are donating the funds to the Foundation, so that name needs to be on the "Pay to the Order of" line.

NOTE: Checks written to your chapter (i.e., payable to "Omega Omega Chapter") cannot be deposited by the Foundation. These checks will be sent back to the chapter and will cause delays in crediting your chapter.

Fundraising Proceeds - in this space write out the amount of money raised in numbers. The dollar sign is pre-printed so there is no need to add one. Example: 1,904.00

Write out the fundraising proceeds here in words - in this space write out the amount you raised. Be sure it matches the amount you wrote in the "Fundraising Proceeds" box. Example: One thousand nine hundred four and 00/100. Note: if you have an amount with change, you will write that as a fraction. If you're donation is \$232.57, you would write it as 'Two hundred thirty-two and 57/100'.

Chapter Name - in the Memo space, please add the name of your chapter.

Your Signature - Sign your name on the line at the bottom right-hand corner. This shows the bank that you agree that you are paying the stated amount and to the correct payee.

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE, PLEASE CALL OR EMAIL THE FOUNDATION AT:
FOUNDATION@ALPHAGAMMADeltaFOUNDATION.ORG

317.663.4242