

# Theta Chi/USO Sample Documents





## HOW TO GET STARTED USING CROWDRISE

### CHOOSE AN EVENT

- ★ G.I. Theta Chi
- ★ Theta Chi Relay for Troops
- ★ Theta Chi Wingapalooza
- ★ Marathon
- ★ Or create your own event

### REGISTER YOUR EVENT

- ★ Go to <https://www.crowdrise.com/USOThetaChi>
- ★ Complete registration process
  1. Create your team/event name – <https://www.crowdrise.com/USOThetaChi>
  2. **Now you can set up your event page.**

## SAMPLE THANK YOU EMAIL/LETTER

Dear **[Name]**,

Thank you so much for **[participating/donating-list what was donated]** in our **[Event]**. You helped us raise **[amount event raised]** to support our troops!

Since World War II, the USO has been the bridge between the American public and the U.S. military. In times of peace and war, the USO has consistently delivered its special brand of comfort, morale and recreational services to the military. By **participating in/donating to [event]**, you have become an important part of this mission. We appreciate your support of our military families.

Again, we would like to express our sincere thanks. Because of you, the USO can continue its support for those men and women who sacrifice daily for our country...Until Everyone Comes Home.

Sincerely,

**Name. Title, THETA CHI Chapter, Contact phone and email**

## SAMPLE FUNDRAISING EMAIL

Hello!

I'm participating in THETA CHI's [EVENT] benefiting the USO to support the troops and their families! Please help me meet my fund-raising goal of \$\_\_\_\_\_ by sponsoring me. Your generous gift will be used efficiently and effectively—nearly 90 percent of resources spent goes directly to support troops and their families.

Making a donation is easy and secure! Just click on the link below to make a donation that will be credited to my fund-raising goal. Any amount you can donate is greatly appreciated. (Of course, I also accept matching corporate gifts, checks or cash!)

With the extended and multiple deployments, our military families need our support more than ever. Many of our troops are leaving behind children who have only seen them in pictures. Others serving in forward operating bases in war-torn Afghanistan are looking for any bit of normal life or piece of home.

That's why Theta Chi has decided to join the USO in supporting our brave men in women in uniform.

\$15 can provide a care package with the comforts of home

\$50 can provide 140 phone calls to loved ones back home

\$100 can provide 40 troops with a warm meal and place to rest in USO centers on the frontline

As long as we have troops deployed around the world there will be a need to remind them that they are not forgotten. Together we will make sure that our service members are always in our hearts and on our minds.

Warmest regards,

**Name. Title, THETA CHI Chapter, Contact phone and email**

P.S. I encourage you to pass this e-mail on to anyone you know who might want to help the USO. All contributions are appreciated!

## SAMPLE PARENTS LETTER

Dear Beloved Parents of the Brothers of Theta Chi,

*{Name of Theta Chi Chapter}* will be hosting its first annual philanthropy known as G.I. Theta Chi. Theta Chi was founded by two military cadets over a century ago at Norwich University, the oldest private military college in the United States. We are planning this event to give back to the troops and their families who are serving our country and fighting for all of our freedom.

Since 1856, our fraternity has been guided by the principle of “Extending the Helping Hand,” and this is one way in which we exemplify that vision. We would like the proceeds from this event to benefit the USO, a non-profit organization that offers all Americans a way to say THANK YOU to our troops and their families.

The philanthropy will be a **XX** day event. The main event is on *{Date}* at *{Location}*. Teams will compete in military inspired activities, such as a barbed wire crawl (of course it won't be real barbed wire ☺).

All proceeds will go to the USO, who is ***always by their side***, continuously adapting to the needs of our troops and their families by supporting and comforting, connecting and entertaining in new and imaginative ways.

We are asking for your help, by providing a donation of any amount to help us reach our fundraising goal of \$10,000. If you have a personal business, all monetary donations are tax deductible. *The USO is a 501(c)(3) organization with tax ID 13-1610451* and donations to their organization are eligible for the state's charitable tax credit, to the extent permitted by law. Your generosity will be felt around the world—helping a child cope with their parent not being at home, connecting a new wife to her husband or helping provide wounded, ill or injured warriors with hope and confidence on their journey towards a full and rewarding life.

If you can extend the helping hand by donating to this noble cause, please write all checks out to “Theta Chi Fraternity” and put “G.I. Theta Chi” in the memo field. All checks can be mailed to:

Theta Chi Fraternity  
502 N. Campbell Ave.  
Tucson, AZ 85719.

We thank you very much for your generous donations to our philanthropic efforts. For without these donations, we would not be able to reach our fundraising goals.

Sincerely,

Name, Title, Phone, email

## SAMPLE FAMILY/FRIEND EMAIL/LETTER

Dear **[Name of friend/family member]**:

I wonder if you can help me with a very special request.

I recently made a commitment to support the men and women in uniform and their families by helping raise **[\$\_\_\_\_\_]** for the programs and services provided by the USO. I made this commitment because with the additional men and women deployed to Afghanistan, many who are on their 3rd and 4th deployment, I wanted to do something to support them in their efforts. (Or add your story of why you want to support this effort.)

On **[Date]**, I will be participating in the THETA CHI **[EVENT]** to raise money and support our troops through the USO. As a participant, I have committed to raise **[Fundraising goal]**.

Here's where my special request comes in. I am asking you to help me meet this goal by making a generous contribution that will support the many wonderful programs and services provided by the USO. It's important for you to know that the USO spends nearly **90 percent of resources on programs supporting the troops and their families**...so the money that we are raising will be spent wisely and efficiently.

I have enclosed a self-addressed envelope for your convenience. Please consider making a donation of \$200, \$100, \$50, or whatever you can afford. You may make your check payable to the "USO."

I sincerely appreciate your support and generosity and I will keep you posted on my progress.

Warmest regards, **[Enter your name here]**

## SAMPLE IN KIND DONATION EMAIL/ LETTER

Dear [potential sponsor's name],

The brothers of Theta Chi are hosting a fun event called **[EVENT]** to benefit the USO. The event will take place at *(location)* on *(date of event)*. Our goal is raise **\$7,000 (or whatever your goal is for the event)** to support our troops and their families.

With the extended and multiple deployments, our military families need our support more than ever. Many of our troops are leaving behind children who have only seen them in pictures. Others serving in forward operating bases in war-torn Afghanistan are looking for any bit of normal life or piece of home.

That's why Theta Chi has decided to join the USO in supporting our brave men in women in uniform. But I cannot do it alone, and I'm hoping you will be willing to donate to/sponsor my event with a generous contribution of **[specific dollar amount/item/items]**.

Enclosed is a **fact sheet about the USO**. You can feel good that your donation will be well spent. The USO spends nearly 90 percent of their resources on programs supporting the troops and their families...so the money that we are raising will be spent wisely and efficiently.

Together we will make sure that our service members are always in our hearts and on our minds. We appreciate your help in this great effort. Thank you for helping to shrink the distance between the home front and the front lines!

Sincerely, **[Name, chapter title] [Contact info]**

## SAMPLE EMAIL TO TEAM CAPTAINS

Dear (Captain Name),

Wow! We already have seven teams signed up to participate in our **[EVENT]**! And all are recruiting their best and their brightest!

- **[TEAM NAME]** already has 7 teammates registered and has raised \$540 so far! WAY TO GO!
- **[TEAM NAME]** has 12 people registered on their team has set a fundraising goal of \$3000! Way to think big for the troops!
- **[TEAM NAME]** has signed on and they are raising money to honor one of their alumni, Bob Smith! Welcome aboard!

Here are a few of the details about our event:

### **[EVENT DETAILS]**

We're seeing that those teammates who use the CROWDRISE online fundraising are getting donations in quickly—encourage teammates to use it! The average donation is around \$50! See if your company or someone will match what your team raises!

I don't know if you saw the notice in the paper but one of our recent grads from the high school was just deployed to Afghanistan. It's a great reminder of why we are hosting the **[EVENT]**. We want to give our brave men and women all the support they need—and see that their families are taken care of here at home!

Thank you so much for all that you are doing to help us with this challenge! Please feel free to email or call me if you have any questions.

**Name. Title, THETA CHI Chapter, Contact phone and email**

## SAMPLE RECRUITMENT FLYER

### JOIN "THETA CHI CHAPTER NAME"

In supporting our Troops and their families

As we compete in the [EVENT]

#### **Date/Location**

1. SIGN UP! It's easy, call [name] at [number] to sign up or go to [teamuso.org](http://teamuso.org) and look up [team name or team captain's name] to register online! You will receive a packet when you register with lots of easy ways to raise money!
2. RAISE MONEY! Tell your family, friends and neighbors about the [EVENT] and ask them to help you support the troops and their families! We'd like each teammate to raise \$100-\$150 so we can reach our team goal of \$1500! You will receive a packet from your Team Captain with lots of easy ways to raise money! It can be fun, fast and easy!
4. FEEL PROUD! All this fun and we're helping our men and women who bravely protect our country!

## SAMPLE SPONSORSHIP LETTER

DATE

NAME of OWNER/contact you know

COMPANY

ADDRESS

City, State Zip

Dear NAME:

On **[date]**, (Name of THETA CHI Chapter) is hosting **{name of event}** at **[location]** to support our troops and their families, and we would like your support.

Due to the multiple and extended deployments our troops and their families face, they need our support as much now as ever before. Many of our troops have left behind children who have only seen their parent in pictures. Others serving in forward operating bases in Afghanistan are looking for a piece of home.

This is why I've decided to join the USO in supporting our brave men and women in uniform. But I cannot do it alone. If you could donate [specific dollar amount or item] to our event, we would greatly appreciate it and it would significantly impact the success of the **{name of event}**. In exchange for your donation we will provide your business with significant exposure during the event. Your company logo will be displayed on **(Update with your specific sponsorship benefits)**.

Enclosed is more information about the **{name of event}** and the USO. They have been taking care of our troops and their families for 72 years, and operate where no other organization can go to ensure that our service men and women receive a little bit of home regardless of where they are serving. You can feel good that your donation will be well spent. The USO spends nearly **90 percent of donations on programs supporting the troops and their families**. So you can rest assured that the money we are raising will be spent wisely and efficiently. To learn more about the USO, visit [www.uso.org](http://www.uso.org).

As long as we have troops deployed around the world there will be a need to remind them that they are not forgotten. Together, we will make sure that our service members are always in our hearts and on our minds. For more information, please visit [www.teamuso.org/2013/nameofyourpage](http://www.teamuso.org/2013/nameofyourpage).

We appreciate your help in this great effort. Thank you for helping lessen the distance between the home front and the front lines!

Sincerely,

Name/ Contact info

## SAMPLE SPONSORSHIP FORM

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Our company will sponsor the 2013 Theta Chi (**name of event**) at the following level:

\_\_\_\_\_ “Proud Patriot” Sponsor \$600 (Only three available)

- Sponsor-provided banner held by winners in videos and photos.
- Sponsor-provided banner hung at event
- Inclusion in information given to event participants announcing sponsorship
- Recognition during event award ceremony
- Sponsor logo (large size) on back of t-shirts
- Opportunity to give a give-a-way to participants or provide one level of team awards

\_\_\_\_\_ “Proud Supporter” Sponsor \$400

- Sponsor-provided banner displayed at event
- Inclusion in information given to event participants announcing sponsorship
- Recognition during event award ceremony
- Sponsor logo (medium size) on back of t-shirts

\_\_\_\_\_ “Always by Their Sides” Sponsor \$200

- Sponsor logo (medium size) on back of t-shirts
- Inclusion in information given to event participants announcing sponsorship

**SAMPLE WAIVER FORM**

**THETA CHI, WAIVER OF LIABILITY,  
ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT (“AGREEMENT”)**

In consideration of participating in the Theta Chi event, I represent that I understand the nature of such events and that I am qualified, in good health, and in proper physical condition to participate in such an activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the activity. I fully understand that such events involve risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own or others actions, or inactions, or those of others participating in the event, the conditions in which the event takes place, or the negligence of the “releasees” named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the activity.

I hereby release and discharge Theta Chi Fraternity, the USO and its parent and affiliated companies, and their respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and if applicable, owners and leasers of premises on which the Activity takes place, (each considered one of the “RELEASEES” herein) from liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the “releasees” or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk, I or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the releasees from any loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, and understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extend allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

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Printed name of participant

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Signature of Participant (parent/ legal guardian signature if under 18 years of age)

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Date Signature of Parent/ Legal Guardian

### Registering Participants

- ★ Ask your fraternity brothers to participate. Ask other fraternities and sororities at your school to participate. How about the ROTC or other campus student organizations?
- ★ Set up a table on campus and ask students to register to participate or to make a donation.
- ★ Think of honorary participants that may get others out to the event. Is there a celebrity on campus, star baseball player, or local community member like the mayor, who can come out for the event, their mere presence may entice others to be a part of the event.
- ★ Don't turn anyone away. If someone can't raise the necessary money to participate can you find another job for them – check-in point host or cheerleader?
- ★ Ask your participants to use Facebook and Twitter to let their friends know about the event and the different ways they can help.
- ★ The best way to encourage participation is to have a face-to-face conversation with people. Participant goals won't be met by emails and Facebook posts.
- ★ Remember, you aren't asking for yourself - you are asking them to help support our troops and their families!
- ★ Keep the enthusiasm high among participants by sending out regular e-mails recognizing their successes, like when they are close to reaching their goal. Keep them informed of how the planning is going. It will keep them motivated and excited!

### Crowdrise

- ★ Register your event at <https://www.crowdrise.com/USOThetaChi> . You can set up a webpage to promote your event and send out emails [**See Sample Fundraising Email**] to your contacts – ask them to attend your event, make a donation to support the troops and update them on the event!
- ★ Your chapter president or philanthropy chair should register as the team captain and all of the participants can register as members of the team.

### T-Shirt Sales

- ★ Ask one of your creative brothers to design the official THETA CHI event t-shirt. Make it a competition to see who can come up with the best design.
- ★ Include the names of all of the groups participating on your t-shirt.
- ★ Ask local businesses to sponsor your t-shirt. You'll place their logo on the t-shirt in exchange for a donation. {**See Sponsorship Tools**}
- ★ Ask a local t-shirt vendor to create the t-shirts at a discounted price and sell the t-shirts on campus

## Security of Donated Funds (Recommendations)

A safe location (i.e. home, office, bank, or hotel) should be secured for the verification process of money received and to reduce the risk of misappropriation of funds.

All donations should either be made online through your CROWDRISE team page or mailed to the USO with the Operation Military Red Form. All checks should be made out to "USO."

All checks and cash collected during the event should immediately be placed in a donation lockbox. The key to this box should be maintained in the custody of a pre-assigned individual at all times. As each donation is received, volunteers should issue a receipt to the donor indicating the amount of the donation, the donor name, address, phone number and any additional pertinent information. This information should also be written on a donation log.

At the conclusion of the event, funds should be verified and documented. Cash and checks should be separated. At this point, funds should be counted using the adding machine. Totals should be recorded for both checks and for cash on the donation log. Take cash to the bank and have cashier's checks cut to be included with other checks sent to USO. Checks should be payable to: **USO**.

Send checks and paperwork to:

**USO**

**Attn: Kyndele Cooke**

**2111 Wilson Boulevard, Suite 1200**

**Arlington, VA 22201**

After you have finalized your accounting, compile all donation forms and checks before sending to the USO within 30 days of the conclusion of your event.

Debrief with event committee and volunteers. Discuss what went well, and what could be improved upon. Recognize volunteers for their great efforts (maybe give special recognitions/ thank you gifts to them) and share photos. Most importantly, make sure everyone knows how much their hard work is appreciated and that they played a major role in the success of the event.

*Now, start planning your next event in support of the troops and their families!*