

Centennial Leadership Giving Instructions

Make an initial pledge and/or payment:

STEP 1: Click on Centennial Logo on the homepage (www.sgrho1922.org) or go to http://sgrho1922.org/Shared_Content/Centennial_Pledge.aspx



STEP 2: Sign in to national website.

Sign In

Username

Password

Keep me signed in

[Sign In](#)

[Forgot username?](#) | [Forgot password?](#)

[Create a new account](#)

STEP 3:

- Enter 'Projected Centennial Donations' amount. This is the total amount that is expected to be paid by 12/31/2021.
- If this is a group pledge (more than 1 member/affiliate), enter the names and membership ID numbers for the other group members.

The screenshot shows a web form titled "Projected Donation" with a blue header. Below the header, there is a "Hide" button with a gear icon. The main form area contains a red asterisk next to the label "Projected Centennial Donation" and a text input field containing the number "7000". Below this, there is a section titled "For Combined Centennial Pledge Donations, please enter the names of the Secondary Donors (Please enter the Members full name)" with another "Hide" button. This section contains four rows of input fields. Each row has a label "Secondary Donor Name 1" through "Secondary Donor Name 4" on the left and "Membership ID 1" through "Membership ID 4" on the right. Each label is followed by a white text input field. At the bottom of the form, there is a blue button labeled "Continue". A note at the bottom of the form reads: "If you are a company administrator and wish to make a donation on behalf of the chapter, please make sure to change the 'Bill To' option (under Payment Details) on the payment page to the chapter name."

STEP 4: Click "Continue"

STEP 5: Enter the 'Gift Amount' and select the desired payment option.

If Paying:	Action under "My Centennial Pledge"	Action under "Payment Options"	Action required (in subsequent months) to complete donation
in 1 lump sum payment	Enter/Select the full Donation amount	Select "A single payment"	n/a
in 12 equal monthly installments	Enter/Select the full Donation amount	Select "12 monthly payments"	Initiate and complete installment payments on member profile for next 11 months (See Instructions below: "Make subsequent installment payments")
in installments (other than 12 equal installments)	Enter/select the amount you wish to pay today	Select "A single payment"	Enter/select payment amount and make payment as "A single Payment"

LEADERSHIP CENTENNIAL PLEDGE

3 total given this year
TOTAL CENTENNIAL LEADERSHIP GIVING

LEADERSHIP CENTENNIAL - GIVING PLAN TYPES

SORORS:

- Founders Circle (\$7,000+)
- Keepers of the Flame (\$5,000-\$5,999)
- Centennial Supporter (\$2,200-\$4,999)
- Promised Pearls (\$1,000-\$2,199)

PHILOS, RHOERS & DONORS:

- Platinum (\$7,000+)
- Gold (\$5,000-\$5,999)
- Silver (\$2,200-\$4,999)
- Bronze (\$1,000-\$2,199)

Please remember, as this is a donation to 501(c)7 not-for-profit, your donation is not eligible for a tax deduction.

I, hereby pledge to contribute to the Sigma Gamma Rho Sorority, Inc. Centennial Celebration:

My Centennial Pledge

Gift amount

1000.00 2200.00 5000.00 7000.00 Other

Payment options

A single payment

12 monthly payments of

STEP 6: If '12 monthly payments' is selected, the system will calculate and show the **monthly payment amount**.

Gift amount

1000.00 2200.00 5000.00 7000.00 Other

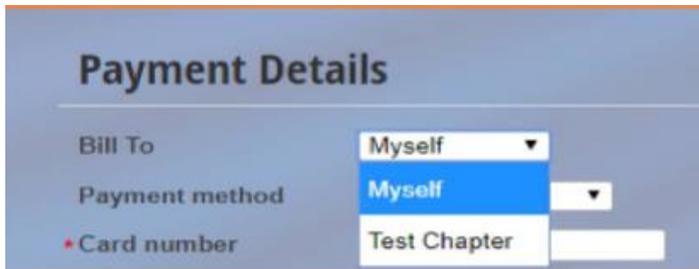
Payment options

A single payment

12 monthly payments of

STEP 7: Enter Payment Details

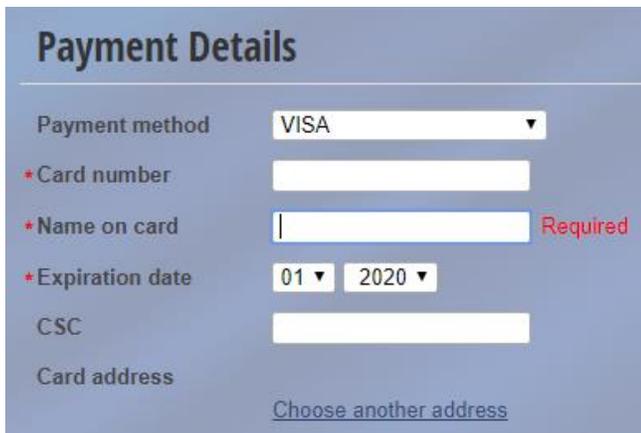
If you are making a donation on behalf of the chapter, please change the 'Bill To' option to the chapter name (Only company administrators have access to make donation on behalf of the chapter.)



The screenshot shows a 'Payment Details' form with the following fields:

- Bill To:** A dropdown menu with 'Myself' selected.
- Payment method:** A dropdown menu with 'Myself' selected.
- *Card number:** A text input field containing 'Test Chapter'.

STEP 8: Enter the Payment Information:



The screenshot shows a 'Payment Details' form with the following fields:

- Payment method:** A dropdown menu with 'VISA' selected.
- *Card number:** An empty text input field.
- *Name on card:** An empty text input field with a red 'Required' label to its right.
- *Expiration date:** Two dropdown menus showing '01' and '2020'.
- CSC:** An empty text input field.
- Card address:** A text input field with a blue link below it that says 'Choose another address'.

STEP 9: Click "Submit Donation"

Step 10: "Thank you for your donation" page will appear after payment is submitted.



Make subsequent installment payments:

Step 1: Select the Installments by checking the Pay Box

Step 2: Select 'Update Cart'

Step 3: Submit Payment

Navigation Menu: About, Participation, History, Giving, 990 Submissions, Activities, Centennial Pledge, Inductee History, Membership Intake, Notes, Online Dues Submission, Personal History, Preferences, Sigma Recognition, Torch Application, Vendor Application.

Summary Statistics:

- Total Pledged: 1.00
- Payment Type: One Time Fixed Amount
- Total Paid to Date: 2.00
- Remaining Balance: 10.00
- Donor Level: [Empty]

Payments Chart:

Month	Count
November	1
December	0
January	1

Outstanding Pledges Table:

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
<input checked="" type="checkbox"/>	R22833	11/7/2019	My Centennial Pledge Pledges Inst# 3	1/1/2020	1.00	1.00
<input type="checkbox"/>	R22834	11/7/2019	My Centennial Pledge Pledges Inst# 4	2/1/2020	1.00	1.00
<input type="checkbox"/>	R22835	11/7/2019	My Centennial Pledge Pledges Inst# 5	3/1/2020	1.00	1.00
<input type="checkbox"/>	R22836	11/7/2019	My Centennial Pledge Pledges Inst# 6	4/1/2020	1.00	1.00
<input type="checkbox"/>	R22837	11/7/2019	My Centennial Pledge Pledges Inst# 7	5/1/2020	1.00	1.00
<input type="checkbox"/>	R22838	11/7/2019	My Centennial Pledge Pledges Inst# 8	6/1/2020	1.00	1.00
<input type="checkbox"/>	R22839	11/7/2019	My Centennial Pledge Pledges Inst# 9	7/1/2020	1.00	1.00
<input type="checkbox"/>	R22840	11/7/2019	My Centennial Pledge Pledges Inst# 10	8/1/2020	1.00	1.00
<input type="checkbox"/>	R22841	11/7/2019	My Centennial Pledge Pledges Inst# 11	9/1/2020	1.00	1.00
<input type="checkbox"/>	R22842	11/7/2019	My Centennial Pledge Pledges Inst# 12	10/1/2020	1.00	1.00

Summary:

- Total Balance Due: 10.00
- Total Selected: 1.00

Buttons: Update Cart

Annotations:

- 1: Points to the 'Pay' checkbox in the first row of the Outstanding Pledges table.
- 2: Points to the 'Update Cart' button.

Invoices

Invoice Number	Description	Balance
R22833	My Centennial Pledge Pledges Inst# 3 - Priyanka Rastogi	1.00 Pay Later

Cart Charges

Invoice Total	1.00
Transaction Grand Total	1.00

Payment Details

Payment amount 1.00

Payment method

*Card number

*Name on card Required

*Expiration date

CSC

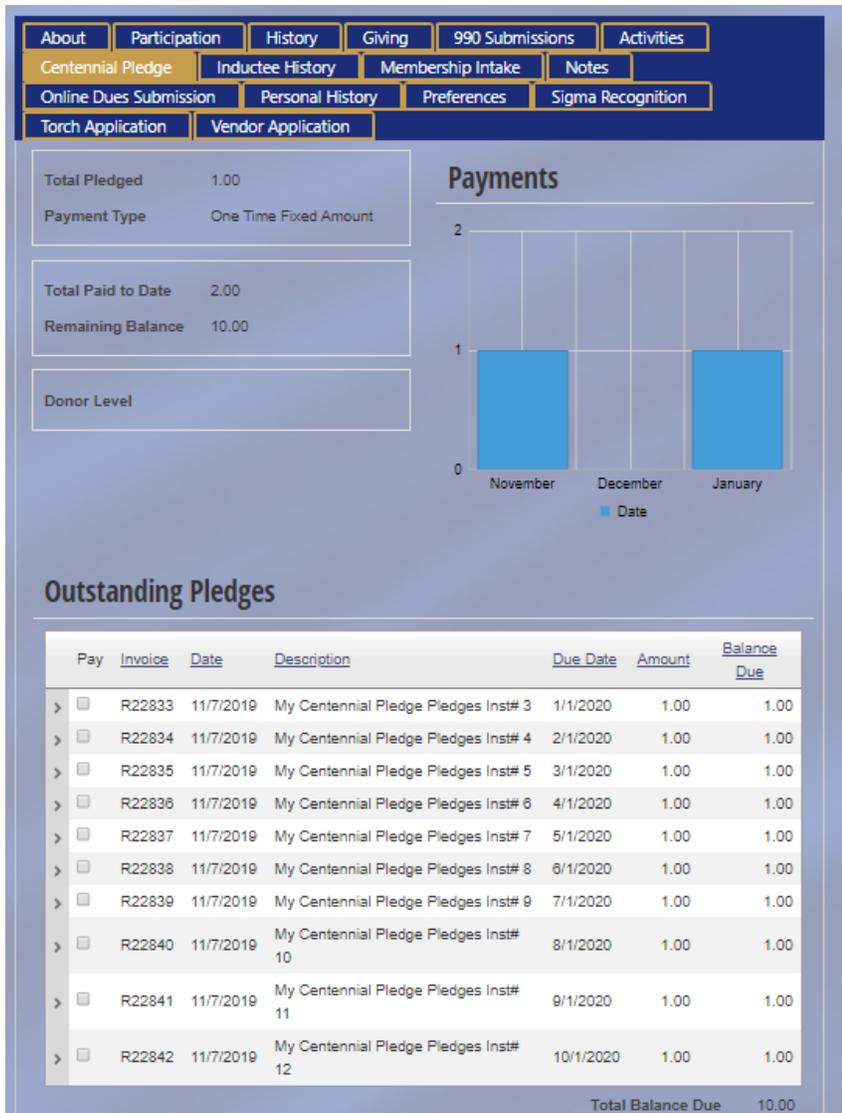
Card address [Choose another address](#)

[Submit Order](#)

3

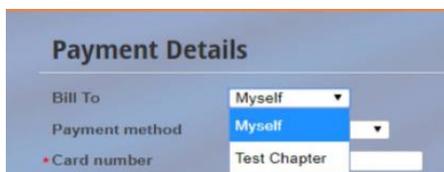
Tracking Pledges and Payments:

Pledges and payments can be tracked by members on their profile on the national website. Paid and Outstanding pledges can be tracked on the Member's profile:



Frequently Asked Questions:

1. What happens if the full amount of a pledge is not fulfilled?
Donors will receive the benefits that align to the level of their actual giving as of 3/31/2022.
2. If I send the money for my pledge to Sigma Gamma Rho, will I still earn the benefits identified within the Leadership Giving plan?
Yes, however the donation will not be eligible for tax deduction as Sigma Gamma Rho is not a 501c3.
3. If I pledged \$7K and want to pay lump sum payments of \$3K this year and \$4K next year. Will the system accommodate this type of transaction?
Yes, donors can choose to pay any amount of their choosing. Under "My Centennial Pledge" enter the amount you wish to pay. Under "Payment Options" select "A single Payment". The total Centennial pledge payments made will be summed by the system.
4. Can non-financial members and guests donate to earn Leadership Giving benefits?
Yes, anyone can donate and earn Leadership Giving benefits. However, only financial members of Sigma Gamma Rho will have access to business meetings. Additionally, non-financial members cannot reactivate via Leadership Giving. Reactivation must be handled separately via the sorority's normal reactivation process.
5. What payment methods are accepted? How will transaction fees be handled (for debit/credit card payments)?
Members and affiliates must pay via credit/debit card. Transaction fees will be absorbed by Centennial.
6. If donors select the option to pay in 12 equal installments, do they have to initiate the monthly installment payments or will they be auto-charged/debited?
Installment payments **will not** be auto charged. Members/affiliates must make payments through the 'My Centennial Pledge' tab on their member profile. Installment reminder emails will be auto-generated on 24th and 29th of each month.
7. Am I required to use the same payment method for each installment?
No, donors have the option of choosing to use the same or a different payment method for each installment.
8. Can Chapters donate? If so, how?
Chapters can donate. Company Administrators have access to make donations on behalf of the chapter. Company Administrators must change the "Bill To" option while making payment on behalf of the chapter. Refer to screenshot below



The screenshot shows a form titled "Payment Details" with the following fields:

Bill To	Myself
Payment method	Myself
* Card number	Test Chapter

9. How does the group pledge/payment process work (e.g. 2 or more Sorors pledge a combined amount of \$7K)?

For combined Centennial pledges, the primary member will have an option to include the names of the secondary donors/members prior to initiating the payment. All group payments must be made by the Primary Donor to count towards the Leadership Giving benefits. The total amount of payments made will be available on 'My Centennial Pledge' tab on the primary donor's profile. Please refer to the screenshot below.

10. How will SGR/Centennial determine who receives the benefits for the Centennial Giving Plans (e.g. VIP Full Access is only given to 2 people, but there are 4 people paying against a single pledge.)

The primary donor will serve as the main contact for distribution of Leadership Giving benefits.

Projected Donation

Hide

*Projected Centennial Donation 7000

For Combined Centennial Pledge Donations, please enter the names of the Secondary Donors (Please enter the Members full name)

Hide

Secondary Donor Name 1	<input type="text"/>	Membership ID 1	<input type="text"/>
Secondary Donor Name 2	<input type="text"/>	Membership ID 2	<input type="text"/>
Secondary Donor Name 3	<input type="text"/>	Membership ID 3	<input type="text"/>
Secondary Donor Name 4	<input type="text"/>	Membership ID 4	<input type="text"/>

If you are a company administrator and wish to make a donation on behalf of the chapter, please make sure to change the "Bill To" option (under Payment Details) on the payment page to the chapter name.

Continue

10. What is included in VIP Full Access?

VIP Full Access includes:

- July 2022: Access to the VIP areas, receptions, and after parties that precede and follow the Block Party and Public Meeting
- July 2022 and November 2022: Reserved/VIP seating at all events/functions

11. What is included in VIP Reception?

VIP Reception includes access to the VIP receptions and after parties that follow the Block Party and Public Meeting in July 2022.

12. When will Premier Gift Packages and Centennial Souvenir Booklets be distributed?

Premier Gift Packages and Centennial Souvenir Booklets will be distributed at Centennial Boule only (July 2022). If a donor qualifies for these items but does not attend the July event, the items will be shipped to them.

13. When do I need to provide the name(s) of the person(s) receiving the Leadership Giving benefits (free registration, VIP passes, etc.)?

Leadership Giving benefits will be based on actual giving as of 3/31/2022. Donors earning Leadership Giving benefits will be contacted with instructions on how to provide name(s) and other relevant information for those utilizing benefits. The timeline for submission of this information will be communicated at a later date.

14. Can free registration and/or VIP passes be earned and/or used by anyone?

Leadership Giving benefits can be earned and/or utilized by any member or guest type (financial soror, affiliate, non-financial soror, or guest). As a reminder, only financial members of Sigma Gamma Rho will have access to business meetings.

15. For giving levels that earn both free registration and VIP privileges, does the person receiving the free registration have to be the same person who receives the VIP privileges? Can the person(s) attending Centennial Boule (July 2022) and the Centennial Founders Celebration (November 2022) be different? At each respective celebration (July 2022 and November 2022), the same person(s) receiving the free registration(s) will also receive the VIP pass(es).

For example, Sorors A & B make a combined pledge and give at the 'Keepers of the Flame' level of giving and therefore earn:

- 1 Centennial Boule Registration (July 2022),
- 1 Centennial Founders Day registration (November 2022),
- 1 VIP Full Access pass (July & November 2022)
- 1 VIP Reception pass (July 2022)

If Soror A utilizes the free registration for July 2022, she would also receive all other VIP access benefits for July 2022. Soror B can utilize the free registration for November 2022, and would likewise receive all other VIP access benefits for the November 2022 celebration.