**MSCI DonorBox**

<https://donorbox.org/msci-scholarship-program>

**FAQ’s for Chapter Leaders**

**Why should our Chapter utilize DonorBox?**

Use DonorBox now to supplement or replace lost fund-raising due to COVID-19. Use in the future as an on-going reminder to members that they can contribute to scholarships, even if they cannot be at a fund-raising event.

**What is the best way to promote DonorBox to our Chapter?**

First, send a personalized letter from the Chapter President to all Chapter members.

Sample letter template is attached; also available in Chapter Tool Kit on the MSCI website.

Contact your liaison if you need detail on previous scholarship recipients and history. Mentioning the companies whose employees’ children have received scholarships can be especially compelling.

Consider modifying the sample letter and sending to vendors or others who participate in your Golf Tournament or other fund-raisers.

Link to the DonorBox is: <https://donorbox.org/msci-scholarship-program>

Other options to embed this URL into communications:

[Donate to Scholarships](https://donorbox.org/msci-scholarship-program)

[Donate Today!](https://donorbox.org/msci-scholarship-program)

Chapter Boards should develop a personalized follow-up to this letter, by phone and e-mail, to all members.

We recognize that these are unprecedented times, but members and companies are looking for ways to help their communities – you might be surprised at the response!

**Will DonorBox still be relevant and available in the future/when the pandemic crisis ends?**

Yes, DonorBox will be available and accessible to your Chapter at any time to solicit scholarship donations.

Be sure to incorporate DonorBox into Chapter communications on an on-going basis.

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Other options to embed this URL into communications:

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[Donate Today!](https://donorbox.org/msci-scholarship-program)

Be sure to use this in all communication with members, so that members will always have an option to donate to scholarships.

* Event registration forms
* Dues invoices

\*\*Always remind members to choose your Chapter in the DonorBox drop-down menu.

**What is MSCI National doing to promote scholarship donations through DonorBox?**

The MSCI website will soon have a front-page rotating graphic for scholarship donations, as well as links through the Chapter page and the Scholarships page.

Bob Weidner is sending a letter to all member company CEO’s promoting the availability of online scholarship donations through DonorBox.

At the end of the year, Bob also sends a letter to all companies whose employees have benefited from scholarships in their family. An opportunity to donate and link to DonorBox will also be included here.

**How will we know who has donated to our Chapter through DonorBox and how will our Chapter receive funds?**

MSCI’s accounting team will be able to identify donations by Chapter and can generate lists as needed. We will be sending funds via check to Chapters on a regular basis.

**Will DonorBox affect our Chapter matching funds?**

No, any funds raised for your Chapter in DonorBox are over and above MSCI National matching funds.

**Are there credit card processing fees for using DonorBox?**

Yes, there are standard credit card processing fees for DonorBox. Donors are given the option to “gross up” their donation to cover those fees, which is also a standard practice for online donation sites. If donors, choose not to include additional funds, MSCI National will absorb these fees.

Chapters will receive the gross donation amount.

**Are there other costs for DonorBox? How will this impact the funds we receive?**

There are other platform fees associated with DonorBox, and MSCI National will be paying these fees as well.

Again, Chapters will always receive the gross donation amount.

**Are donations tax deductible?**

Donations in DonorBox are made to the MSCI Foundation, which is a 501(c)(3) entity. This information is detailed on the MSCI DonorBox website.

Corporate donations are a business expense, and individual donations may be tax deductible, but any donor should contact their own tax professional for advice.

**Will our Chapter know who has donated to scholarships?**

There is an option to be an anonymous donor. As long, as companies or individuals identify themselves, your Chapter will receive a report with that information.

Be sure to develop a procedure for sending thank-you notes to these donors!