

# SYRACUSE UNIVERSITY

## OFFICE OF FRATERNITY AND SORORITY AFFAIRS

### SYRACUSE UNIVERSITY Division of Student Affairs Office of Fraternity and Sorority Affairs

#### PROCEDURES AND STANDARDS FOR PHILANTHROPY/COMMUNITY SERVICE PROPOSALS

#### I. Purpose

1. To ensure that events are fair, in good taste, nondiscriminatory, appropriate and consistent with national administrative office, fraternity and sorority governing council, and Syracuse University standards and values.
2. To provide a review process for proposed fraternity and sorority-sponsored philanthropy events to ensure they have been properly planned, organized and will be properly implemented to justify the use of time, energy, and funds of the fraternity and sorority community.
3. To establish a system-wide calendar of philanthropy events, so they are adequately scheduled to provide an adequate amount of time for all required preparations. This calendar will be shared and discussed at council meetings as well as the Philanthropy Review Board meetings.

#### II. Composition of Philanthropy Review Board and Voting

1. The Philanthropy Review Board shall consist of the Executive Board Philanthropy Chair of each **governing council** (Interfraternity Council (IFC), National Association of Latino Fraternal Organizations (NALFO), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Panhellenic Council (PNC), and the Professional Fraternity Council (PFC).
2. Only Executive Philanthropy Review Board Members are eligible to vote.
3. A simple majority vote will be used to approve or reject a proposal.

#### III. Procedures

1. In order to plan a philanthropy event, a chapter's philanthropy chair should schedule a joint meeting with the governing council's Philanthropy Chair to discuss the initial philanthropy event idea. Please note that this meeting should occur within a reasonable time prior to your proposed event date that will allow you to effectively market and plan the event (should it be accepted).

Council  
IFC  
NALFO  
MGC  
NPHC  
NPC  
PFC

Chair of Philanthropy  
Lee Shearin ([nlsheari@syr.edu](mailto:nlsheari@syr.edu))  
Jessica Matos ([jxmatos@syr.edu](mailto:jxmatos@syr.edu))  
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Council Advisor  
Justina Demott  
Deborah Manobianco  
Jason Nova  
Deborah Manobianco  
Justina Demott  
Jason Nova

2. The individual councils will review their sorority's and fraternity's sponsored philanthropy proposals. When the respective Council Philanthropy Chair and Council Advisor provide their support for the philanthropy proposal, the following process will be enacted:
  - a. The Chapter Philanthropy Chair is invited to attend the Philanthropy Review Board meeting, or send a representative on his/her behalf.
  - b. The respective Chapter Philanthropy Chair, or his/her representative, Council Philanthropy Chair, and/or Council Advisor will have a maximum of 10 minutes to present the proposal.
  - c. The Philanthropy Review Board will have a maximum of 10 minutes to discuss the proposal and ask questions.
  - d. The Chapter Philanthropy Chair, or his/her representative, will leave the meeting.
  - e. The Philanthropy Review Board will further deliberate the proposal.
  - f. The Philanthropy Review Board will vote.
3. It is understood that if an event is not approved by the chapter's Council Executive Board, the event will not occur and sororities and/or fraternities will not participate if the organization attempts to host the event that was not approved.
4. If an event is approved, failure to adhere completely to the proposal will result in an immediate referral to the respective governing board's Peer Review Board.
5. Every philanthropy event must be approved by the chapter's Council Executive Board regardless of who will participate in the event.
6. The Philanthropy Review Board makes the final decision on all proposed events.
7. Fraternities and sororities may participate only in those events approved by the Philanthropy Review Board.

#### **IV. Basic Standards for a Proposal**

1. One of the basic purposes of a philanthropy event is to raise as much awareness and money for the specified cause as possible; therefore, it should be the goal of the host organization to include numerous student organizations in the event, not just fraternities and sororities. The hosting organization(s) are encouraged to charge on a per person basis, allowing organizations with varying membership to participate in the event.
2. There is a strong emphasis on the beneficiary of the philanthropy event.
3. There is collaboration with other recognized student organizations which may include co-sponsorship.
4. There is a well-planned marketing and promotion campaign. The organization hosting the event is responsible for promoting their event in the campus and community.
5. There is a clear set of policies, procedures, rules, regulations, and standards for the event, how these expectations will be enforced, and what will be done if the expectations are violated.
6. The Executive Boards will not review proposals that include, or encourage, any violations of *Joint Statement Regarding Philanthropy*, and/or any of the following behaviors:
  - a. Permanent damage to property or the environment

- b. Stealing/borrowing of property
  - c. Skits and/or dancing competitions
  - d. Charging an entry fee AND charging at the door, or selling tickets
  - e. Events hosted in bars or taverns (consult with Council Advisor for more information)
  - f. Events that demand excessive time from participants
  - g. Judges being members of the hosting organization(s)
7. There is a clear process for how “coaches” are selected, if applicable.
  8. There is a clear process for how the winner(s) is/are selected, if applicable. Participation should not be the only criterion for winning, as this discourages smaller organizations from participating in the event.
  9. There is a clear process for how judges are selected, if applicable.
  10. If any of the aforementioned standards are not followed, the organization(s) in violation will be disqualified from the event and will be referred to the respective council’s Judicial Board.
  11. Philanthropy Event Reporting forms must be completed by the host organization(s) within 72 hours after the event and placed in your chapter’s OSL Binder.
  12. Every philanthropy event must be consistent with the hosting chapter’s founding principles and national policies.

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Division of Student Affairs  
Office of Student Life

#### PHILANTHROPY/ COMMUNITY SERVICE EVENT PROPOSAL TEMPLATE

#### HOST INFORMATION

Hosting Organization(s)  
First and Last Name of Philanthropy Chair  
Cell Phone Number Philanthropy Chair  
E-mail Address Philanthropy Chair  
Mailing Address Philanthropy Chair

#### BASIC EVENT INFORMATION

Event Name  
Event Date  
Event Time  
Event Location  
Event Description

Event Purpose

#### BENEFICIARY INFORMATION

Name of Agency Receiving Donation  
Name of Agency Contact Person  
Agency Phone Number  
Anticipated (Goal) Donation Amount  
How Will the Event Make Money

#### EXPENSES ASSOCIATED WITH EVENT

Outline of All Operating Costs Associated with Event.

How Will Such Expenses Be Paid For?

#### PARTICIPANTS

List Anticipated Participating Organizations.

How Will Participants Be Educated About the Beneficiary?

## **MARKETING AND PROMOTION**

Provide a Detailed Marketing and Promotion Plan, Including Dates and Deadlines.

## **RULES/STANDARDS FOR EVENT** *(If more than one event, provide information for each event.)*

List All Rules//Standards.

How Will Rules Be Enforced?

If Participants Violate Rules/Standards, How Will This Be Resolved?

## **JUDGES AND COACHES (IF APPLICABLE)**

Describe How Judges and/or Coaches Are Selected and What Will Be Their Responsibility.

## **ANNOUNCEMENT OF WINNERS (IF APPLICABLE)**

Describe How the Winners of the Philanthropy Will Be Selected.

Describe How the Announcement of the Winner is Made.

Describe What "Prize" (if Any) is Provided to the Winner.

## **ACKNOWLEDGEMENT**

By checking this box, I am indicating that I have read and understand the information outlined in the *Procedures and Standards for Philanthropy Proposals* document. I also recognize that if members of the host organization, and/or participating organization(s) do not meet these standards, the hosting organization, and participating organizations, may be referred to the respective council Peer Review Board.

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### *Joint Statement Regarding Philanthropy & Community Service*

One of the most gratifying aspects of fraternity and sorority life can be the sense of pride that comes with involvement in philanthropy/ community service events, which help raise money and awareness for local and national service agencies, and positively portrays the fraternity and sorority system. The Greek Philanthropy Board are responsible for ensuring that such events are consistent with national, University, and council standards and values.

Chapters cannot host or participate in philanthropy/ community service events which include or encourage the following:

- Possession, consumption, and/or distribution of alcohol or other drugs before, during, or after the event
- Drunkenness, or being in any other drug-induced state at the event
- Bashing, degrading, or any other form of unflattering comments regarding or pertaining to another sorority or fraternity
- Crude or disrespectful behavior, which includes pouring anything on yourself or others, provocative sexual dancing, stripping, etc.
- Provoking or bribing judges with gifts, alcohol and/or other drugs, and/or sexual behavior
- Any act, behavior, or event that can be construed as “tempting” of a fraternity or sorority, which includes sending them food, alcohol, drugs, new members, etc.
- Inappropriate and/or suggestive clothing (e.g., undergarments being visible)
- Damaging/destroying of other participants’ decorations

Please note that these standards are applicable to both men and women. Failure to meet this standard and abide by the aforementioned prohibitions will result in an immediate referral to the Council’s Peer Review Board.