



College Panhellenic Association and Interfraternity Council Philanthropy Resolutions

Rationale: The request for philanthropic participation of Greek members is understandably high, but it has created some undesirable effects on the Greek Community of Florida Atlantic University, including: (1) financially straining chapter members, (2) over-programming chapter members, (3) compromising the risk management policies of chapters, and (4) increasing competitiveness between chapters, compromising chapter, council, and community relationships.

We, as the members of the Florida Atlantic University College Panhellenic Association and Interfraternity Council establish the following for our member organizations that host philanthropic programs, for the purpose of promoting positive philanthropic experiences and overall spirit of our Greek and University Community. We encourage other councils to consider these resolutions when planning philanthropic programs as well as when they determine how they will participate in others' philanthropic programs.

1. The “Standard Operating Procedures” will be followed when planning philanthropy events.

“Standard Operating Procedures” are found at the end of this document.

2. Each packet must be approved, *prior* to sending it out to the community. No major changes shall be made to the final packet after it is sent out. Examples of major changes may include, but are not limited to, changes in dates, rules, prices, and points. If an emergency* occurs that prevents the packet from being submitted on time or where something in the packet needs to be changed, the following steps will be followed:

- a. Contact the Vice President of Philanthropy
- b. Discuss emergency and solution with Vice President of Philanthropy
- c. Notify ALL CHAPTERS at the SAME TIME via email

College Panhellenic Association and Interfraternity Council

Philanthropy Resolutions

**An emergency constitutes something out of your control. Must provide proof of emergency if requested by Vice President of Philanthropy.*

3. Philanthropy programs shall be limited to two (2) attendance-based events.
 - a. It is suggested that if a philanthropy program has two (2) attendance-based events that they are not hosted on consecutive days.
 - b. Non-attendance and non-competition based fundraisers (such as restaurant giveback nights) may be held anytime throughout the semester.
 - c. Tabling activities are unlimited, provided they are not attendance-based.
4. All points awarded should be organized in a way so that no organization may buy the competition.
 - a. The following disclaimer should be included in your packet: *Per the Philanthropy Resolutions, the hosting organization has the authority to deduct points from any and all contestants throughout the pageant if they feel it is necessary.*
 - b. Point deductions may be made if necessary; however, the hosting organization must consult with CPA Vice President of Philanthropy or IFC Vice President of Philanthropy prior to the removal of points. If a rushed decision must be made, reasoning must be provided to CPA Vice President of Philanthropy or IFC Vice President of Philanthropy subsequent to the event.)
5. A philanthropy event/competition should be benefitting a specific cause and focus on awareness of that cause.
 - a. All dance competitions shall be limited to two (2) per semester first come first serve, excluding Greek Week, in any given semester.
6. The Panhellenic Association and Interfraternity Council and its member organizations will not host, support or participate in any philanthropy event/ competition where the attire is inappropriate or objectifies any persons in any way. Additionally, hosts, participants, and supporters of a philanthropy event/ competition are prohibited from using derogatory or stereotypical language directed towards any person or group.
7. The Panhellenic Association/ Interfraternity council and its member organizations will not support or participate in any philanthropy event/competition with a talent portion that is evaluated by anyone other than an organized, professional panel of judges. Current chapter and recent alumni (members who became an alumni within two years) members may not be judges unless granted approval by both the Vice President's of Philanthropy. All questions for trivia

College Panhellenic Association and Interfraternity Council

Philanthropy Resolutions

night must be approved by the VP of Philanthropy at least 24 hours before the event and tie into awareness for their philanthropy.

- a. A list of all judges for an organization's event must be submitted to the Vice President of Philanthropy seven (7) days in advance.

8. The Panhellenic Association / Interfraternity Council and its member organizations will not host any philanthropy event/competition with a sports event portion that is evaluated by anyone other than unaffiliated, professional officiators. Such officiators may be found through the FAU Recreation Center, student athlete volunteers, or external companies.

- a. All officials that have been hired to officiate the event must be approved by the Vice President of Philanthropy at least seven (7) days in advance.
- b. It is recommended that all organizations that hire officials for a sports event portion go through the FAU Recreation Center prior to seeking external officiators.

9. The Panhellenic Association / Interfraternity Council and its member organizations will not host any philanthropy event/ competition where any person purchases or provides gifts or services to the organization before, during or after the event takes place.*

10. T-shirt sales may count as **bonus points only**. Participating chapters shall not require chapter members to purchase t-shirts or any specialty items.

11. Chapters may not require that members of other organizations attend events. Though participation is encouraged, chapters are not required to participate in philanthropy programs.

12. If points are being awarded for dollar amounts all forms of currency may only count as “positive” points. There may be no type of money worth “negative” points. ex. “coins are negative points.”

13. Philanthropic program registration fees shall be limited to \$100 per contestant/team. Exceptions may be granted with approval from the Office of Fraternity & Sorority Life.

14. Philanthropy events/ competitions with social media aspects should focus on raising awareness for the philanthropy.

- a. Social media challenges must be more than a beauty competition, meaning profile pictures, flyers, hashtags and other promotional posts must be philanthropic in nature.

College Panhellenic Association and Interfraternity Council

Philanthropy Resolutions

b. Social media challenges should not garner points from “Likes” “Shares” “Clicks” “Views” or other forms of analytics. Instead, social media challenges should function as competitions based on the image or content itself.

c. If a competition is involving a social media based competition, the hosting organization must include in their packet a rubric on what will be evaluated in this part of the competition.

15. No kidnapping or shenanigans will be tolerated under any circumstances.

16. Chapters shall not host or participate in non-philanthropy based fundraising events unless approved by the university as well as their national organization and national by-laws.

17. Per the FAU Student Organization Manual and Regulation 4.006, philanthropic programs shall include no auctioning of members and/or scavenger hunts without prior approval from the Student Activities and Involvement Office. In regards to auctions, points awarded should follow the same incremental system as explained in Resolution #4.

18. Alcohol related activities are prohibited. View FAU Alcohol policy at <http://www.fau.edu/fslife/policies.php> Exceptions may be granted with approval from the Office of Fraternity & Sorority Life, and must follow the university’s alcohol policy.

19. All participants competing as part of or on behalf of an organization or team must be active members in good academic, social, and financial standing of a registered student organization in good standing at FAU. Participants competing as individuals (not part of or on behalf of an organization or team) must be in good standing with the university if they are FAU students. Non-FAU students may participate if the hosting organization allows.

- a. The hosting organization must provide a list of all participating organizations and/or individuals to be reviewed by Vice President of Philanthropy.
- b. Hosting organizations have the authority to refuse individual members or teams from participating in their program.

20. If a participating individual or chapter hosts a fundraiser in support of another chapter’s philanthropic program, it must be registered on OwlCentral, approved by the Office of Student Activities & Involvement and comply with the Student Organization Manual.

21. College Panhellenic Association/ Interfraternity Council members and/or chapters thought to be in violation of these guidelines shall be referred to the College Panhellenic or Interfraternity Council Judicial Board.

College Panhellenic Association and Interfraternity Council

Philanthropy Resolutions

22. It is recommended that each contestant as well as their respective chapters' president *sign a form* indicating that they understand and agree to both the rules information outlined in the packet, as well as, the Philanthropy Resolutions.
23. When there is a dance performance, it is recommended that the coaches, CPA and/or IFC Vice President of Philanthropy or President, and the president and philanthropy chair of the hosting organization attend at least one dance practice to ensure all choreography is appropriate.
24. All organizations must accept class schedules as a valid excuse for missing events that are attendance based and their attendance should not be counted against their organization. Class schedules must be sent in as a screenshot of the student's "Week at a Glance" schedule from their MyFAU account with their name and date listed. It is up to the discretion of the organization to accept work schedules.
25. All philanthropy packets must be submitted to the VP of Philanthropy no later than 30 days before the chapter's event for approval. If a chapter's philanthropy packet is not submitted within 25 days of the event, it is subject to be canceled and the chapter will not be able to reschedule the event within the same semester. Please refer to Resolution #2 for emergency procedures.
26. Per FAU regulations, there will be no gambling based events. This includes raffles where a raffle ticket must be purchased in order to be a part of the raffle.
27. Once an event date has been submitted and the Philanthropy Calendar for the semester has been created and finalized, no event shall be moved unless there is approval from the Vice President of Philanthropy for extreme circumstances. (i.e. change of chair, space becomes unavailable)
28. All CPA and IFC organizations hosting philanthropy events are encouraged to use the FAU CrowdChange Website to set up their fundraisers and events.

Proposed November 2018 by Interfraternity Council and College Panhellenic Association

College Panhellenic Association and Interfraternity Council

Philanthropy Resolutions

Philanthropy Council: Standard Operating Procedures

1. Turn in desired philanthropy dates at the calendar planning session that occurs during the final meeting of each semester. This meeting will be used to plan dates for the following semester. During this planning session, chapters have the opportunity to resolve any date conflicts in order to minimize over-programming.
2. If dates are not yet registered, begin to register them through Owl Central. Keep in mind that an event cannot take place if it is not registered. This applies to both on and off-campus events.
 - a. Make sure to check “Fundraising” on both the event and table requests and fill out all accompanying fields. Fundraising activities must be properly reported in order for the request to be processed.
3. Communicate with the Vice President of Philanthropy if you are having any issues or concerns with your event.
4. Submit your packet to the Vice President of Philanthropy for review no later than 30 days prior to your event. Your packet will be reviewed and returned to you.
 - a. Please see the “Philanthropy Packet Guidelines” to make sure certain key points are covered before sending your packet for review.
5. Revise your packet and send it back to the Vice President of Philanthropy to be reviewed and potentially finalized. Your packet may not be sent out if your events are not on Owl Central.
6. After receiving approval, send your finalized packet to chapters and other organizations invited to participate no later than ten business days prior to your event. CC the Vice President of Philanthropy in the email.
7. Email the Vice President of Philanthropy the names of all individuals on your panel of judges and/or sport officiators along with what makes them credible.
8. Should anything need to be adjusted or changed after the packet has been distributed to chapters/contestants, all changes must be communicated to all participants at the same time (i.e. mass email or Facebook group post) Include the Vice President of Philanthropy on these communications. Please refer to Resolution #2.

College Panhellenic Association and Interfraternity Council Philanthropy Resolutions

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Philanthropy Packet Guidelines

Why is the event being put on? Who does the event benefit? Where will the money go?

How could the philanthropy be better incorporated into events? Trivia questions, bring in a guest speaker from the agency, do a service or awareness project related to the cause, etc.

What is the event?

Where and when is the event? If the event is outside, what will happen in case of rain?

How is the event being put on? What are the rules?

Is there a registration fee to sign up? If so, how much is it? How can participating organizations pay? If by check, who must it be made payable to?

What is the break-down for points during the event? Does attendance count for points? If so, what time will check-in start and end?

Must tickets be purchased to attend? If so, what's the price? When and where will they be sold? Will you accept cash, card, or both?

Are you selling shirts for your event? If so, what's the price? When will they be sold? Will you accept cash, card, or both? When will they be distributed?