



## Completing the Financial Transparency Form & Definitions – Housed Chapters

Below you will find the Financial Transparency form with highlighted notes to aid chapter officers and chapter advisors in filling out this form.

The goal of the NPC Financial Transparency Program is to supply a tool for Panhellenic communities to inform potential new members (PNMs) and their caregivers about the real costs of Panhellenic chapter membership prior to and during recruitment **in a consistent way**, allowing PNMs to make informed decisions about sorority membership.

If you have specific questions about how to fill out the form for your chapter, we encourage you to reach out to your organization’s chief Panhellenic officer and your inter/national organization.

Add as many “other” items as needed to supply correct information reflecting your chapter’s finances. Be sure the sum of the individual amounts of all items equals the total stated for each section.



**Financial Transparency Form (Chapter with Housing)**

Sorority: Alpha Phi

Campus: University of Delaware

**Chapter Fees**

I. New Member: \$ 1,002.52

Inter/national fee: (Includes initiation: \$172 new member fees: \$58 badge fee: \$70 and founders' day pennies: \$1.52	\$301.52
Sisterhood events:	\$included
Social/special events:	\$included
Philanthropy:	\$included
Badge or one time initiation fee:	\$above
T-Shirts/Apparel:	\$included
Meal plan:	\$included for live in
Parlor fee:	\$220
Technology fee:	\$included
Other [define]: Chapter Dues	\$460
Other [define]	\$
<b>Amount due on Bid Day:</b>	<b>\$0</b>
<b>Amount due within 30 days of pledging:</b>	<b>\$662.01</b>

II. Members Residing IN HOUSE: Fall \$ 6,329.52 Spring \$ 5,398.00

*NOTE: All items included in the academic terms (above) are listed and itemized in the chart below. The items will vary for each sorority. The amount for each term should be all-inclusive.*

*In this section, the chapter will specify what is billed each term to chapter members living in chapter housing. The amount for each term should be all-inclusive with each category/item listed with the amount. The sum of the itemized listing in the chart below must equal the total amount placed in the space above.*

Inter/national fee:	\$131.52 (per year, paid in Fall)
Sisterhood events:	\$included



Social/special events:	\$included
Philanthropy:	\$included
T-Shirts/Apparel:	\$included
<b>Meal plan:</b> chef prepared dinner 5 nights and 5 mornings of self serve breakfast foods	\$included
Parlor fee:	\$included
Technology fee:	\$included
Other: Chapter Dues	\$460 (per semester)
Other: Room and Board	\$5,550 (per semester)
Other: House Bond	\$ 225 (one time only, semester after initiation - <b>not included in total since only paid 1 semester of membership</b> )

Sorority residency requirement: Members are required to live in at least a minimum of 1 year

III. Members Residing OUT OF HOUSE: Fall \$ 863.02 Spring \$ 731.50

*NOTE: All items included in the academic terms (above) are listed and itemized in the chart below. The items will vary for each sorority. The amount for each term should be all-inclusive.*

Inter/national fee:	\$131.52 (per year, <b>paid in Fall</b> )
Sisterhood events:	\$included
Social/special events:	\$included
Philanthropy:	\$included
T-Shirts/Apparel:	\$included
Meal plan:	\$included for live in girls
Parlor fee:	\$247.50 (per semester)
Technology fee:	\$included
Other: Chapter Dues	\$460 (per semester)
Other: House Bond	\$225 (one time only, semester after initiation - <b>not included in total since only paid 1 semester of membership</b> )
Other: Processing Fee	\$24.00 (per semester)



### Financial Assistance

Describe payment plan options (when monies are due, how dues can be paid, etc.): There is an annual payment plan which is 1 payment, a semesterly option which is 2 payments, and an installment payment plan which consists of 8 payments, 4 per semester. For the installment plan, there is a \$10 fee per payment. If you chose to pay annually, you will receive a \$25 credit.

### Additional Costs

What is not covered in your dues that might need to be paid by the member? (e.g., intramurals, t-shirts) Our dues are all inclusive, including all sisterhood events, UDANCE Ticket, Mixers, Formals (including a plus one), recruitment shirts, composites. There is an option to buy additional merch each semester but is not required in any way.

*This section should cover whether your chapter has standard payment plan options and what those entail. The amount and due dates of each payment should be included if standardized. If the chapter does not have a standardized payment plan, include the process to request one.*

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## Financial Definitions

### Member Organization Fees

<b>Badge fee: \$70</b>	Each member organization has a badge/pin. Some organizations require a member to buy a badge and others include it in the initiation fee. Badges may be very simple or jeweled. If a member is buying her badge, she decides how much or little she would like to spend.
<b>Per capita fee:</b>	Fee paid to inter/national organizations per member to support overall sorority operations.
<b>Technology fee:</b>	These funds support the member organization database, social media and other technologies.

### Chapter Fees

<b>Assessment:</b>	A chapter may vote to support an activity/event/cause that is not included in the chapter budget and the expense would be assessed per member.
<b>Campus obligation</b>	These funds are used when a chapter is asked to donate funds to other organizations and/or fundraising opportunities on campus.
<b>Chapter dues: \$920 (for year)</b>	These monies fund member activities including programming, recruitment, chapter supplies and chapter operations.
<b>Composite:</b>	An annual photograph is taken of each chapter's membership. This expense can be included in chapter dues or billed separately.
<b>Initiation fee: \$172.00</b>	Fee paid to complete initial membership in the organization.
<b>Liability/risk management insurance:</b>	This fee covers insurance-related costs for the safety of members, their guests and sorority property. Funds may also be used for special programming relating to risk management concerns on campus or within the chapter.
<b>New member fee: \$58</b>	Fee paid to set up membership in the organization.
<b>Panhellenic dues: \$20 per member</b>	These funds are used to support Panhellenic operations. Examples of items that may be included in the Panhellenic budget are attending conferences, office operations, marketing and electronic media.
<b>Parking permit:</b>	Parking is typically limited at chapter houses. Spaces are distributed by each chapter to members based on criteria set by the leadership and/or chapter corporation.
<b>Philanthropy fee:</b>	Philanthropy fee: Each chapter has a philanthropy and some have local causes they support. This fee can be included in chapter dues or billed separately.
<b>Purchase fund:</b>	This fund is set up at the beginning of each term to pay for things not included in chapter dues. It may be used to buy T-shirts, sorority paraphernalia or attend optional social functions.
<b>Social fees:</b>	Social functions not included in chapter dues are billed out individually based upon the cost of event(s).

### Facility Fees



<b>House corporation fee: \$225</b>	These funds are used to support chapter property and physical plant. Often this is a one-time fee paid prior to initiation.
<b>Parlor/House usage fee: \$247.50 (per semester - Live out)</b>	The entire membership has access to the house and thus the property is subject to a great deal of wear and tear. This fee is used primarily for care and maintenance of the property and furnishings in the common areas of the chapter facility.
<b>Security fee:</b>	Special security staff may be employed to protect chapter property, members and guests. Typically, all members, not just those living in the house, would be asked to help cover this expense.