



College Panhellenic Budget and Finances During COVID-19

For many years, NPC member organizations have articulated the importance of removing barriers to membership in the sorority experience. In light of the recent pandemic, it is crucial that our organizations be aware of the financial obligation our members face in being part of the Panhellenic community. College Panhellenic communities should do their part to reduce any unnecessary spending or added costs to membership.

College Panhellenic dues play a role in the financial obligations placed on individual members. Members may be in different social and economic places than before the pandemic – and the opportunity to reduce fees and review the cost and benefits of membership is a step in the right direction.

What steps should the College Panhellenic take to review the budget?

1. **Review the resources** provided by NPC to understand your budget and provide financial transparency to all members and potential new members (PNMs).
 - [Sample Budget Template](#)
 - [NPC Financial Transparency Program](#)
2. **Engage in conversations** with your College Panhellenic Council (chapter Panhellenic delegates) to understand current financial concerns.
 - Are there opportunities to reduce costs in the College Panhellenic budget?
 - Are the funds being utilized in the most effective way to benefit the entire Panhellenic community?
 - How can the College Panhellenic align with the current concerns of chapters to minimize the impact of the budget on individual members of the community?
3. **Review any upcoming dates and deadlines** with financial implications.
 - Review any contracts for programming and services to understand deadlines and outcomes if the contract needs to be broken.
 - Review any contracts that require services for multiple years to determine how to ensure your College Panhellenic will meet those financial obligations.
4. **Have the College Panhellenic Council vote** on the new College Panhellenic budget.
 - Chapters have the right to review and approve how the College Panhellenic spends funds through dues.
 - i. The College Panhellenic budget should be voted upon by the College Panhellenic Council (chapter Panhellenic delegates)
 - ii. The College Panhellenic Council should be informed about the use of all funds and review the income and expenses of the College Panhellenic
5. **Review costs related to recruitment**, including your PNM registration fee, and Panhellenic costs. **Encourage chapters to do the same.**
 - Due to the current pandemic, what costs can be eliminated or reduced from a recruitment registration fee to make the recruitment process more accessible?



- Engage in discussion with chapter Panhellenic delegates and chapter leaders about current conditions and how recruitment expenses from a chapter perspective can and should be adjusted

What should the College Panhellenic consider financially because of COVID-19?

We know that membership in fall 2020 will have vast implications for the budgets of chapters and for the income of the College Panhellenic.

- The College Panhellenic may not need as large of a budget for programming if in-person events are restricted or canceled.
- There may be left over funds available for use from spring 2020 that can be put to use for the next academic year.
- Primary recruitment may require a change in priorities for purchasing, such as substituting t-shirts for facemasks and hand sanitizer.
- Events with food and drinks should be postponed in order to keep safety and health at the forefront of our experience.

When your College Panhellenic reevaluates your budget for recruitment, consider the following questions:

What are the required costs for a primary recruitment?

- Software to run bid matching
- Virtual recruiting software (if applicable)
- Office supplies
- Food (if applicable)
 - o It will be important to follow appropriate CDC, state and local guidance on how to distribute food with consideration of safety and health. For example, utilizing to-go packed meals rather than buffet style meals.
- Promotional and marketing materials
- Items to keep members safe such as hand sanitizer and masks

What should PNM fees cover for primary recruitment?

PNM fees should cover the costs associated with providing a recruitment experience. Registration fees should only go to the costs associated to the PNM and should not be used to cover the apparel or swag for recruitment counselors and Panhellenic officers. If your College Panhellenic chooses to use a virtual format, costs previously associated with recruitment (e.g., t-shirts, space rentals, provided meals) should be eliminated. As the costs associated with recruitment change for the College Panhellenic, the PNM registration fee should also change accordingly.

Are there other ways to save money?

Absolutely. If you already have marketing materials or items purchased, and do not have the ability to cancel, consider having these materials changed to remove any dates that may be printed. For example, booklets about the sorority community can still be informative to students and can be used at a later date. Similarly, Panhellenic shirts promoting the sorority experience can be utilized at a later time as a great give away without them being associated with the 2020-21 academic year.