



## Completing the Financial and Housing Information Form

Below you will find the Financial and Housing Information form with highlighted notes to assist chapter officers and chapter advisors in filling out the information form. The goal of the NPC Financial Transparency Program is to provide a tool for Panhellenic communities to inform potential new members (PNMs) 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, you are encourage to reach out to your organization's chief Panhellenic officer and your inter/national organization headquarters.

Add as many "other" items as needed to provide accurate 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 and Housing Information Form

Sorority: \_\_\_\_\_

Campus: \_\_\_\_\_

### Chapter Fees

I. New Member Fees: \$ \_\_\_\_\_

*NOTE: All items included in the New Member Fees (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.*

*List all items included in the total New Member Fees above should be listed and itemized in the chart below. The items will vary from sorority to sorority. The amount for each term should be all-inclusive. The sum of the itemized listing in the chart must equal the total amount placed in the space above. Chapters should also include how much money would be expected from a new member (as applicable) and how much is due within a certain amount of time from the new member or pledging ceremony so that PNMs may adequately understand their immediate financial responsibilities. Those figures are pulled out from the expenses listed in the three columns already and should not alter the total due for new members for a chapter.*

Inter/national fee:	\$	Badge fee:	\$	T-shirts:	\$
Sisterhood events:	\$	Meal plan:	\$	Other:	\$
Social/special events:	\$	Parlor fee:	\$	Other:	\$
Philanthropy events:	\$	Technology fee:	\$	Other:	\$

Amount due on Bid Day:	\$	Amount due within XX days of pledging:	\$
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II. Members Residing IN HOUSE: Fall \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_

*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:	\$	Badge fee:	\$	T-shirts:	\$
Sisterhood events:	\$	Meal plan:	\$	Other:	\$
Social/special events:	\$	Parlor fee:	\$	Other:	\$



Philanthropy events:	\$	Technology fee:	\$	Other:	\$
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Sorority residency requirement: \_\_\_\_\_

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

*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:	\$	Badge fee:	\$	T-shirts:	\$
Sisterhood events:	\$	Meal plan:	\$	Other:	\$
Social/special events:	\$	Parlor fee:	\$	Other:	\$
Philanthropy events:	\$	Technology fee:	\$	Other:	\$

**Campus Fees** *Your fraternity/sorority advisor will complete the campus section*

Campus housing, including room and board per term: \$ \_\_\_\_\_

*This section should take into account items included in the amount above but without specific amounts. Member organizations should not be responsible for providing specific campus data; only a general estimate should be provided.*

Items included in per-term range amount are:  
room, meal plan(s), deposit, parking permit, wireless internet, air conditioning and \_\_\_\_\_.

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*Fees quoted are based on estimates at the time of document preparation. Chapter payment plans may be offered; please discuss financial questions with the chapter finance officer.*

See financial definitions on back



## Financial Definitions

### Member Organization Fees

<b>Badge fee:</b>	Each member organization has a badge/pin. Some organizations require a member to purchase a badge and others include it in the initiation fee. Badges may be very simple or jeweled. If a member is purchasing her badge, she determines how much or little she would like to spend.
<b>Per capita fee:</b>	Fee paid to inter/national organization 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:</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:</b>	Fee paid to finalize 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:</b>	Fee paid to establish membership in the organization.
<b>Panhellenic dues:</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 allocated 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 purchase 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</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:</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.