



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 Omicron Pi___

Campus: ___Missouri State University___

Chapter Fees

I. New Member: \$ 2,598.00

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. 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. Other fees should be broken down by specific items (such as foundation donation = \$15

Inter/national fee:	\$1,541
Sisterhood events:	\$232
Social/special events:	\$234
Philanthropy:	\$239
Badge or onetime initiation fee:	\$175
T-Shirts/Apparel:	\$ 50
Meal plan:	\$0
Parlor fee:	\$100
Technology fee:	\$27
Other [define]:	\$
Other [define]	\$
Amount due on Bid Day:	\$0
Amount due on Sept. 10:	\$350

II. Members Residing IN HOUSE: Fall \$ 6548 Spring \$ 6548

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:	\$1490
Sisterhood events:	\$282
Social/special events:	\$282
Philanthropy:	\$283
T-Shirts/Apparel:	\$50
Meal plan: (included in room and meal plan)	\$0
Parlor fee:	\$20
Technology fee:	\$20
Other: Room and Meal Plan	\$10669
Other	\$
Other	\$

Sorority residency requirement: 1 year

III. Members Residing OUT OF HOUSE: Fall \$ 1,213.50 Spring \$ 1,213.50

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:	\$1,490
Sisterhood events:	\$282
Social/special events:	\$282
Philanthropy:	\$283
T-Shirts/Apparel:	\$50
Meal plan:	\$0
Parlor fee:	\$20
Technology fee:	\$20
Other:	\$
Other	\$
Other	\$

Financial Assistance

Describe payment plan options (when monies are due, how dues can be paid, etc.)

For our chapter, you are able to pay in full for the year, or we typically split up the payments into 10 months for active members (9 months for new members), which is discussed prior to when the bills are released. All payments are made through BillHighway.com. Bills are assessed the first of each month, due on the 10th, and late fees are assessed on the 15th.



Additional Costs

What is not covered in your dues that might need to be paid by the member? (e.g., intramurals, t-shirts)

Things that might need additional purchase would include:

- Badge purchase. Options start at \$119. Members choose their own.
- New Member Education Materials (The Promise Book: \$15.00)
- Greek Week Tickets (Varies every year)
- Optional event merchandise throughout the year

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.



Financial Definitions

Member Organization Fees

Badge fee:	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.
Per capita fee:	Fee paid to inter/national organization per member to support overall sorority operations.
Technology fee:	These funds support the member organization database, social media and other technologies.

Chapter Fees

Assessment:	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.
Campus obligation	These funds are used when a chapter is asked to donate funds to other organizations and/or fundraising opportunities on campus.
Chapter dues:	These monies fund member activities including programming, recruitment, chapter supplies and chapter operations.
Composite:	An annual photograph is taken of each chapter's membership. This expense can be included in chapter dues or billed separately.
Initiation fee:	Fee paid to complete initial membership in the organization.
Liability/risk management insurance:	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.
New member fee:	Fee paid to set up membership in the organization.
Panhellenic dues:	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.
Parking permit:	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.
Philanthropy fee:	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.
Purchase fund:	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.
Social fees:	Social functions not included in chapter dues are billed out individually based upon the cost of event(s).

Facility Fees



House corporation fee	These funds are used to support chapter property and physical plant. Often this is a one-time fee paid prior to initiation.
Parlor/House usage fee:	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.
Security fee:	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.