Fraternity & Sorority Life
Chapter Programming Submission Guide

Note: All hours recorded as "CHAPTER PROGRAMMING" should be from events that are <u>planned by</u> the chapter, <u>promoted to</u> the entire chapter at a meeting or through a chapter email or <u>attended by</u> a large percentage of the chapter membership.

When submitting programming hours to the Office of Fraternity & Sorority Life, please consult the following guidelines to ensure they are being recorded accurately:

<u>Community Service</u>
Community Service hours are **hands-on** hours spent helping the community. You may include hours that members have completed on their own.

Examples:
1. Planting trees
2. Cleaning up the trash along a street
3. Registering runners at a race
4. Alternative Spring Break trip

Community service is **NOT**:
1. Donating blood
2. Hosting an event to raise money for a charity
3. Any event at which you receive compensation for your time
4. Participating in a Philanthropy event (Relay for Life, Deepher Dude, walks)

<u>Philanthropy</u>
Philanthropy is recorded as **money or items donated**. To count towards philanthropy, you must raise money and donate it to a specific organization. For donated items, include the amount collected and its monetary value if available.

Examples
1. Donating food to Philabundance
2. Raising money to participate in the Breast Cancer Walk
3. Hosting an event in which the proceeds are donated to a philanthropic organization

Please note: Money raised for another organization's philanthropy event, such as Relay for Life, St. Baldrick's etc. should be submitted as Greek to Greek donations. They will be included in your chapter's statistics, but for accurate reporting as a community they should be separated as Greek-to-Greek.

<u>Fundraising</u>
Fundraising dollars are recorded as **money you raise for your own chapter**.

Examples:
1. Selling hotdogs outside your house on a Friday night
2. Having a car wash with another organization and splitting the profits
3. Reaching out to your alumni to fund a specific project or the chapter in general

Greek to Greek Donations
Money raised for and/or donated to a council's or another chapter's charity or philanthropy event

Examples:
1. Raising money for your fraternity/sorority Relay for Life team
2. Donating to Sigma Phi Epsilon for St. Baldrick's
3. Collecting money for the John & Ian Foundation

Educational Programming
Educational hours are hours recorded in which a qualified individual(s) is **teaching a group of people new information** on any variety of topics.

Examples:
1. An outside source coming in to talk about diversity
2. Attending an addictions workshop hosted by another chapter
3. A time management workshop presented by the chapter's advisor

Educational programming is **NOT**:
1. Chapter or executive board meetings, unless they specifically includes an educational piece (only the time spent on the educational portion should be counted and detailed info provided)
2. Study hours
3. Annual GRB and Grand Chapter meetings
4. Council roundtables (unless an outside speaker is providing new info to the group)

Non-Alcoholic Social Programming
Non alcoholic social hours are events **that have the specific purpose of creating brotherhood/sisterhood within the organization, getting to know members of the Greek community, and/or social activities with outside groups not listed in any other programming area.**

Examples:
1. Going out to dinner with another organization
2. Announcing another organization's event (not educational/service/philanthropy) to the entire chapter and a large number of members attending that event
3. Over half of the chapter playing in and/or supporting an athletic event

Non alcoholic social programming is **NOT**:
1. Members going to the gym, tanning or shopping
2. Study hours
3. A small number of members watching TV together, grabbing dinner at Village Pizza, etc. **The only exception to this is if you are a chapter with a small number of members and this event was planned by the chapter**

Chapter Management
Chapter management programming includes any meetings of the chapter that contribute to the management of the chapter overall.

Examples:
1. Chapter retreat
2. Executive board meetings
3. Committee Meetings
4. Chapter Meetings

If you have any questions about an event or would like more clarification,
please contact Natalie Shaak at nds37@drexel.edu or (215) 571-3575