

LEHIGH UNIVERSITY
Greek Chapter Programming and Education Funds

Guidelines for GREEK FUNDRAISING: Programming and Education (P&E) Gifts and Expenditures and Balances in P&E Funds, effective October 19, 2016.

These Guidelines are being adopted to facilitate the successful raising and administration of funds for the benefit of students who participate in the fraternity and sorority community at Lehigh. The University has taken on full responsibility, as landlord, for the physical condition of the chapter houses, including basic furnishings, major maintenance, and non-discretionary capital improvements. Therefore, Greek fundraising support can be directed toward a variety of uses, most significantly undergraduate student life activities and initiatives, but also discretionary capital improvements and furnishings that enhance the University's educational mission.

Major maintenance in the facilities, including items such as boilers, roofing, flooring, doors, windows, and such fixed appliances as dishwashers, refrigerators, stoves, etc., and basic furnishings will be routinely provided as part of the residential housing system. Fundraising support, through P&E Funds, may support program and educational activities as well as discretionary purchases of furnishings and other capital improvements. Financial management of P&E Funds is under exclusive control of the University and will be applied within the broad guidelines established by the donor in fulfillment of the University's educational mission. All property and capital improvements purchased with P&E Funds remains the property of the University. P&E Funds may not be used for the furnishing of pub, ritual, or party/social rooms.

The principles and procedures that follow apply to all Lehigh University fraternities and sororities as well as comply with IRS regulations concerning tax exempt treatment for gifts to non-profit entities to assure that donors can take tax deduction credit for their gifts.

The following principles and procedures will be used to guide fundraising activities for Greek chapters:

1. Fundraising should be considered an ongoing part of the responsibility of each chapter. An annual fundraising appeal for support of chapter scholarships, awards, program funds, and capital improvements may be a regular activity, one which constituents consider as part of their annual charitable giving, and in concert with the University's overall annual giving program, through coordination with the Lehigh Fund in the Office of Development and Alumni Relations.
2. The Office of Development and Alumni Relations will provide support to major fundraising initiatives by individual chapters and will act as a coordinating center for information on other chapters' strategies that may be useful. Chapters should contact the Lehigh Fund and the Office of Fraternity and Sorority Affairs with a plan describing the activities, program, work, purchases, renovations, etc. to be funded before moving forward on any fundraising initiatives. Chapters will be responsible for drafting fundraising appeal letters, which are to be reviewed and approved by the Lehigh Fund. The Lehigh Fund will administer the copying, addressing, mailing, and collection of gifts to P&E Funds. The P&E Funds of the respective chapters will be charged for mailing and stationary expenses related to the appeal. Appeal letters should encourage donors to balance their giving between the educational mission of the university and

the student life needs of their Greek chapter by supporting their chapter's P&E Fund in addition to making their normal, annual Lehigh Fund gift.

3. Because these funds are given to Lehigh, the property acquired through their expenditure must be the property of Lehigh to qualify the gifts for tax deduction purposes. The solicitation process should inform alumni that in the event a chapter loses its campus recognition, P&E fund balances will revert to the general University endowment as addressed below in item 5.
4. The University, through the Fraternity and Sorority Affairs staff (with assistance from other offices, as appropriate), will continue to be responsible for the management of all P&E Fund balances, with the uses of the funds based upon guidance from the chapters, within the IRS guidelines which require that expenditures from such funds be related to the institution's educational mission. All donors will continue to receive credit for these gifts as part of their overall giving to Lehigh and their gifts to P&E Funds will be considered restricted gifts within the Lehigh Fund annual giving program and will count toward qualifying for Asa Packer Society membership.

Furthermore, the following principles and procedures will be used to guide the administration of expenditures and balances in P&E Funds:

1. Individual chapters may wish to focus on their own program areas and/or join with other chapters and other organizations for shared programmatic activity; that is, one chapter might want to sponsor an annual Greek community speaker, and invite other chapters to the speaker's event. Those partners would then use their fundraising dollars to support a different programmatic or training activity, and invite their partners to attend. This will both stretch the value of the dollars raised and provide an opportunity for shared activities.
2. P&E Funds may be dedicated to the support of undergraduate student life activities and initiatives in each chapter, i.e., scholarships, speakers, travel costs for active members to attend national meetings, and programs directly related to leadership, training, and education.
3. Chapters wishing to provide scholarships or awards must first develop an application and selection process in which applicants are evaluated against certain criteria to be determined by the chapter. The selection process and criteria must also be free of discrimination as outlined in Lehigh University's [non-discrimination statement](#) and [policy](#). The names of recommended scholarship and award recipients must be reviewed by the Office of Financial Aid and the Office of Development and Alumni Relations for purposes of determining if such scholarships and awards would require any adjustments to need based calculations; present any complications regarding NCAA rules; or otherwise violate IRS criteria for tax deductibility. This will be coordinated through the Office of Fraternity and Sorority Affairs and, upon completion, the scholarship or award recipients will be endorsed and notified of their award.
4. Because of IRS criteria for tax deductibility, funds raised from donors cannot be used for costs which should be borne by the active membership. Examples of these unallowable uses include, but are not limited to: recruitment of new members, social events, alumni newsletters and web sites, alumni organization expenses or charitable contributions from the chapter. Funds may not be used for social events, nor for anything involving alcohol. Funds may not

be used for any event involving alumni, unless a specific educational purpose has been planned and documented. Funds cannot be used for any recruitment of new members.

5. All expenditures must first be approved by the Office of Fraternity and Sorority Affairs, who will work with other offices on campus as necessary. Furnishings and capital improvements that are purchased with P&E Funds must be consistent with the quality standards of the University's residential housing system and must be purchased in accordance with the University's purchasing policies.
6. Should a Greek chapter no longer be recognized by Lehigh, the University will transfer the funds from the relevant P&E Fund into an endowment fund of the University. The income from the P&E Fund may be used for undergraduate scholarships or other such purpose congruent with the educational mission of the University. Should the Greek organization again become recognized as a chapter at Lehigh University, the principal of the endowment (including any market gain or loss) could then be used for appropriate educational or housing needs of the undergraduate students in that Greek chapter.

October 21, 2016