

## Basic Duties

- Set Dues and budgets
  - First need to set the overall budget (with specific budgets per committee and expected income) and take into account the philanthropy dues and national dues of the semester to calculate how much dues should be
    - they normally vary between 250\$-260\$
    - Refer to previous budgets
  - Have brothers fill in the Due Payment Contract and give it to you at the first chapter. Make sure brothers adhere to the contract.
    - [https://docs.google.com/document/d/1AsbcsZpPAj9cstOk9MO\\_IGmVwBJnsIEAV0YjiWJEPOM/edit](https://docs.google.com/document/d/1AsbcsZpPAj9cstOk9MO_IGmVwBJnsIEAV0YjiWJEPOM/edit)
  - Keep in mind the need to make individual plans because they will be broke and find ways of elongating the period until they pay...try to prevent this
  - Fundraising for fifa- this is included into the first semester dues for newly inducted brothers
  - Use the Money Transfer Ledger to track each line item for purchases and income. Also, use the budget template provided by nationals to organize all the line items with respect to each committee. This will allow you to see if a committee went over/under budget at the end of the semester.
- Chapter Dues: Paid via venmo/google wallet accounts/ or cash and check
  - Remember make Payment plan (and one for new members) and stay on people's asses to pay
- National Dues: will be done through the Dwolla Account we have- they send out on national LS how to calculate them and as of right now unless otherwise specified they are sent to [eboard@sigmabetarho.com](mailto:eboard@sigmabetarho.com). They are usually around \$3000
  - remember to take a screenshot and send it to [eboard@sigmabetarho.com](mailto:eboard@sigmabetarho.com)
- Philanthropy dues- will be sent through the SOS website- Again look on LS when they post it for further directions
  - just use debit card info.
  - Usually paid Spring semester
- Wells Fargo account- Will come with whoever the new finance chair is to transfer info and open a separate account in the other persons name. Will make things alot easier
- Issue Fines - Chapter fines are accumulated at the end of the semester and issued out for tardiness, chapter absence, philanthropy hours, and dress code. Brothers are allows one absence/tardiness/dress code per semester. Other fines, such as missing an event or Word fines are issued at the appropriate time.

## Philanthropy/Fundraising

- Fall Semester
  - BTC- so BTC planning begins during the spring semester in forming the committee with other organizations and will end in late september/ early october and will take alot of work. Look at BTC GUIDE FOR DUMMIES for reference here

- At least 3 other community Service events- need to fulfill a certain number of hours each semester and this generally fills the requirement- However remember that we are the sigma chapter... Getting 10 hours a brother a semester is doable so I would like to see 5 community Service events (including BTC) every semester
  - utilize hands on atlanta- make an account- and make two teams one with 15 ppl and one with 20 ppl that you can use to sign up and book spots for events
  - we also have other contacts with discovery program and books for Africa so utilize these whenever possible...
  - Make sure to put dates on BROCAL and book events at least one week in advance
- Penalty for not attending at least 3 CS events a semester- results in a fiscal fine generally 10-25\$ however up to the discretion of philanthropy chairs and eboard on punishment method
- SOS fundraising: Lemonade/Candy/Hot Chocolate
  - event is very simple and should be done 4 times a semester (1 can be done during rush with tabling)
  - Basically print out a poster- get either lemonade cany or hot choco and give them to ppl (FREE) and then tell them about SOS, what it is, its our national philanthropy...tell them about JUAN...and then ask if they wanna donate a dollar or so
- Philanthropy Mixers with other organizations
- TEAM BUZZ- we dont have to do anything for this- we just sign up with MGC
- Other options for fundraising
  - fun run
  - percentage nights
  - philanthropy concert
  - sports tournament etc.
- Spring Semester
  - Again 4-5 CS events for the semester same as before
  - Again SOS fundraising: Lemonade/Candy/ Hot Choco
  - Philanthropy mixers
  - Tech Beautification Day- again sign up through MGC
  - Other options again
- Credit for Other Events: Any event that is actually community service outside of Sig rho can be used towards a brothers hours for the semester as long as they provide credible evidence of attendance (PICTURES OR IT DIDNT FUCKING HAPPEN)
  - this includes signing up events on an individual basis
  - other organizations community service or philanthropy events
- **Make sure to get a volunteer form filled out for each SigRho external volunteer event. This is crucial for EOS**
  - <https://docs.google.com/document/d/1qxzpOH96ei0Q8lxxgAIVPr8yv9lXr0HqjJCK>

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