**Philanthropy and**

**Community Service**

**Handbook**

****

Texas State University

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***INTRODUCTION***

Dear Philanthropy and/or Community Service Chair,

Congratulations on being selected as the Philanthropy and/or Community Service Chair of your chapter!

The Dean of Students Office – Greek Affairs strongly believes in the power of philanthropic activities and community service that affirm the principles and values of your organization.

The Philanthropy and Community Service Handbook was developed by the Dean of Students Office – Greek Affair, adapted from *Ball State University’s* workbook, as an additional resource for Texas State University’s Greek community. It is our hope that this handbook will compliment your inter/national headquarters philanthropy and community service requirements and standards as well as introduce your chapter to the resources and support services available at Texas State University. The ultimate goals of this handbook are to:

* Identify resources that are available
* Clarify common mistakes
* Provide as educational experience exposing you to information you need to know

The Dean of Students Office – Greek Affairs would like to support you in your philanthropic and community service endeavors.

You are expected to be familiar with the information contained in this manual. It is beneficial for the incoming offers to read, as they will have the opportunity to reflect on the foundation of their philanthropic and community service programs as well as create or modify a program that is reflective of the chapter’s values for the upcoming year.

Again, we congratulate you on being selected to serve as the new philanthropy and community service chair for you chapter and thank you for your commitment to the Greek community.

Sincerely,

The Dean of Students Office – Greek Affairs

1. **Philanthropy and Service**

The fraternity and sorority community is committed to participating in community service and philanthropic efforts. Chapters give their time and support to many different organizations within San Marcos and beyond.

**Questions to consider:**

* Why are you expected to contribute to a philanthropic or service organization as part of your fraternity or sorority?
* How do these activities and efforts apply to our Greek community values and to your organization values?
* What is the purpose? (long term and short term)
1. **What exactly is philanthropy?**

Greek organizations use the term ‘philanthropy’ for many of their events and programs where they are raising awareness, money, and goods to donate with no financial or material reward to themselves. A common misperception is that philanthropies have to involve some sort of elaborate event or competition. This is false. Although many great philanthropic efforts include an event, any donation of money or goods can be considered a philanthropic donation.

Sometimes fraternities or sororities will incur large costs to hold a philanthropic event, and use the money raised during the event to cover those costs. This is not the correct way to hold a philanthropy! Individuals and organizations donate their money intending for it to benefit a charitable cause. Using that money to pay for things such as t-shirts or supplies for the chapter holding the event is unethical and does not adhere to the values of the Greek community. Also, many national organizations have explicit rules against the use of donated money to cover event costs. Please be sure that you are aware of and follow the rules of your organization, and that you are adhering to your values when holding an event that people believe is helping a cause. Alternatively, receiving a donation from a business to pay for event costs is acceptable, given that you notify them of what their donation will be covering (food, supplies, etc.)

Please contact the Dean of Students Office – Greek Affairs if you have any questions about this.

**Questions to consider:**

* With philanthropic events, what requirements have been put into place by your national organization?
* What message are we sending to others when we raise large amounts of money, only to use some of that money to cover the costs of the event?
* How can we get our members to understand the true purpose of philanthropy?
* Thinking about your last philanthropy event…
	+ Did you get to see the impact of philanthropy dollars raised?
	+ Did you get to find out how the money you raised is being put to use?
	+ What did you learn from the philanthropy experience?

**Ideas for Philanthropy:**

* Have a penny war/penny drive and donate the money to a charity of your choice
* Adopt a classroom and purchase their school supplies
* Hold a clothing drive for gently used or new clothing and donate to Goodwill or similar charity
* Hold a food drive and donate to the Hays County Food Bank or similar charity
* Adopt a needy family
* Send items to soldiers at war
* Host any sort of event or competition, like a comedian, speaker, concert, sports competition, walk-a-thon, game, etc. Charge admission and donate the money to a charity of your choice.
1. **What exactly is community service?**

Community service is the act of volunteering to benefit a community or its institutions with the knowledge that you will not be paid for your assistance. It is always a hands-on activity where you have some sort of interaction with the people you are helping.

Community service should not be done solely for the purpose of providing a brotherhood/sisterhood activity for your chapter. Community service projects can indeed be a meaningful bonding experience, but you should not expect to have most or all of your chapter members at each community service activity. Agencies can often handle the assistance of a smaller group of volunteers more effectively than a large group. Community service should be done for the sake of impacting a community, not as an excuse to spend time with brothers and sisters.

**Questions to consider:**

* How much service do Greeks actually give?
* With community service, what requirements have been put into place by your national organization?
* Thinking about your last community service event…
	+ Did you get to see the impact of the service your participated in?
	+ What did you learn from the service experience?

**Ideas for Community Service:**

* Visit a nursing home and spend time with the residents or help with an activity
* Help with setup/organization of Relay for Life or charitable walks (participating in the event does not count as community service, but helping to run the event does)
* Work at a soup kitchen
* Work at an animal shelter
* Tutor children
* Participate in the Adopt-a-highway program
* Contact a local agency and find out what they need help with.
1. **What exactly is volunteering?**

Volunteering is working on behalf of others or a particular cause without payment for time and services. A person who volunteers is somebody who offers any service of their own free will, and who does something voluntarily, commonly something undesirable.

**Questions to consider:**

* What are examples of volunteering events that Texas State Greeks do?
* Why is volunteering important?
* What is the difference between community service and volunteering?
1. **Texas State Resources**

**Student Volunteer Connection**

Student Volunteer Connection – SVC – is a chartered student organization geared toward connecting students with volunteer opportunities throughout the San Marcos area. SVC is a great resource for Bobcats to get involved and make a positive impact without our community. SVC offers ongoing volunteer opportunities with partnership with multiple agencies including the Boys & Girls Club to Habitat for Humanity to School Fuel.

Goals of SVC

* To act as a volunteer programming board that plans and staffs volunteer events that benefit Texas State and the San Marcos community
* To provide students and students organizations with volunteer opportunities
* To connect service opportunities on campus so that we may collaborate
* To make a positive difference in the Hays County area

Contact Information

Office: LBJ Student Center, 4-7.3

Email: SVCOffice@txstate.edu

Phone: 512-245-3219 (ask for SVC)

**Service: Student Involvement**

The Service area of Student Involvement allows students and organizations the opportunity to get involved with both Hays County and/or Texas State’s campus. Through interest in serving the community and learning more about the needs within Hays County, you’ll see different ways you can collaborate with community partners or throughout campus.

Contact Information

Grisell Perez

Office: LBJ Student Center, 4-11.1

Email: gip1@txstate.edu

Phone: 512-245-3219

1. **Dealing with Conflict Management**

When it comes to certain issues, especially in defining community service vs. volunteering with your chapter members, some people might disagree with the information that you are providing them with. We are asking for your help in working with your chapter members in educating them on what is and isn’t community service.

**Effective ways to deal with conflict:**

*Everyone encounters difficult people and experiences the frustrations of interacting with them. However, frustration, and the outcomes of conversations with difficult people is at least partially under YOUR control. By learning and applying various difficult and annoying people tips and strategies you can make your life easier, and have fewer problems.*

1. Listen more effectively. Listening is the number one tool in communication, especially when dealing with difficult people.
2. Step back and analyze the situation from an outside perspective. When we are less emotionally involved and “cool our jets,” the answers come for how to effectively deal with them. Whether dealing with a difficult boss, dealing with a difficult co-worker, or spouse.
3. Choose your battles. There are times when you have to “let it go.” Know when to speak up and when to pick your battles. This is where you can ask for assistance from the Dean of Students Office – Greek Affairs.
4. Criticize in person, praise in public. Never publicly criticize someone as you will look like the bad guy and the difficult person will only become more upset.
5. People often won’t care what you think unless they think you care. At least attempt to see it from their perspective.
6. Maintain high expectations and standards. If you don’t do this, you will be seen as enabling their unacceptable behavior.
7. Don’t lose emotional control. Antagonists said, “passive-aggressives” will often try to push your buttons.
8. Accept, change or reject. Know that ultimately you only have three choices. 1) Accept the situation knowing it won’t change. 2) Attempt to change your relationship with them by changing how you react. 3) If it’s really affecting your well-being, it may be time to “reject” the situation and move on.
9. No “but’s” allowed! Don’t follow giving them positive reinforcement with, “But on other hand…” The word “but” only negates everything positive you just said.
10. Watch your tone of voice. Avoid an autocratic or sarcastic tone. The Latin root of the word “sarcasm” is “sarco” meaning tearing of the flesh.
11. Give sincere positive reinforcement when they do something well. Show genuine appreciation. Often difficult people are difficult because they feel unappreciated.
12. Don’t take it personally. Often they’re difficult because of something going on with them.
13. Mutually agree to move on. Agree or disagree. If this isn’t possible, at least “move on” in your own mind.
14. **Reporting Community Service Hours and Philanthropy Donations**

Turning in the Greek Affairs Civic Engagement Verification form is important for recognition through the DOS Excellence Awards. They are due by April 1st of each Spring, but we encourage you to collect them from members throughout the semester and turn them into Greek Affairs as soon as you receive them. In addition to benefiting your chapter for recognition, turning your sheets in allows our office to communicate the impact that Greek students have on our community. This information is communicated to our stakeholders, including campus administrators, potential new members, parents, and others, as well as posted on our website.



**Pre-Event Production Sheet**

**Planning:** *(Detailed timeline of planning process for the event)*

* Event Name:
* Event Date and Time:
* Event Location:
* Event Set up Time and Volunteer Check-in:
* Purpose, description, or desired outcome for event:
* Pre-Event Planning
	+ Reservations
	+ Point of Contacts List *(Include company name, contact name, phone number, email address, and website if possible)*
	+ Materials or Equipment required *(list materials to be rented, purchased, or printed including if programs, contracts, and/or scripts will be utilized.)*
	+ Volunteer Assignments *(Number required and description of responsibilities)*
* Pre-Event Budget

***This section to be completed by event planner***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget Planning and Questionnaire | *Vendor Name* | *Vendor Name* | *Vendor Name* | *Vendor Name* | *Vendor Name* |
| Has a detailed budget or cost analysis been completed for the program? |  |  |  |  |  |
| Has the budget been provided to staff and council financial officer for review? Please include the budget category each expense will fall under. |  |  |  |  |  |
| Do any of the vendors require specific terms or contracts? Please provide a copy of the terms and conditions for services or the contract to staff for review before signing it. |  |  |  |  |  |
| Will the event or program have sponsors? |  |  |  |  |  |
| Has staff reviewed and approved sponsor list, contact plan, letter, or packages? |  |  |  |  |  |
| Provide council financial officer’s initials for each vendor. |  |  |  |  |  |

***This section to be completed by staff reviewer***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget Review and Approval | *Vendor Name* | *Vendor Name* | *Vendor Name* | *Vendor Name* | *Vendor Name* |
| Are there sufficient funds in the budget for this event? |  |  |  |  |  |
| Current balance of the budget categories the vendors will impact |  |  |  |  |  |
| Is documentation provided for each vendor expense? (Invoices, estimates, etc.) |  |  |  |  |  |
| Have contracts or terms and conditions been reviewed by staff? |  |  |  |  |  |
| Has potential sponsor packages, letter, and plan been reviewed? |  |  |  |  |  |
| Has vendor information been reviewed in SAP? |  |  |  |  |  |
| Does any paperwork need to be completed for the vendor? Is there sufficient time to complete it? |  |  |  |  |  |

**Pre-Event Production Timeline (Include preparations, collaboration with departments or businesses and deadlines)**

**Day of Event Schedule:** *(Description of how the event works from start to finish. Please include all details such as volunteer check-in; participant or attendee check-in; timeline for day of event, details of duties or responsibilities; clean-up; etc.)*

* Event Program Schedule
* Set – up Volunteers
* Set – up Duties
* Check-in Volunteers
* Check – in Duties
* Event Volunteers
* Event Duties
* Clean – up Volunteers
* Clean – up Duties

Assistant Dean’s Comments and Approval of Production sheet and preliminary budget:

Signature: Date:

**Post Event Evaluation**

**Post Event Financial Payment and Evaluation** *(Please submit with all invoices and completed post event evaluation within one week after the event. Staff will complete this section and submit invoices for payment. Please note it is University Policy to process payments within 30 days of the date on the invoice. Please ensure accurate contact information and invoices with a date on or after the date of the event unless vendor requires other arrangements which have been previously approved by staff.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget Review and Payment Approval | *Vendor Name* | *Vendor Name* | *Vendor Name* | *Vendor Name* | *Vendor Name* |
| Has necessary paperwork been completed already and vendor been set up or updated in SAP if needed? |  |  |  |  |  |
| Has the transaction been accounted for in the budget already? |  |  |  |  |  |
| Are there sufficient funds in the budget? |  |  |  |  |  |
| List the budget category expense will come from. |  |  |  |  |  |
| Have final invoices been provided for payment? |  |  |  |  |  |
| Do vendor expenses match pre-planning budget? If not is the difference accounted for? |  |  |  |  |  |
| Staff please initial expenses for each vendor payment to be processed. |  |  |  |  |  |

**Effective Areas and Aspects of Event:** *(Include areas and aspects of the planning, coordinating, or implementation process that were effective or successful. Include whether you would use these again.)*

**Ineffective Areas and Aspects of Event:** *(Include a list of any activities or areas of the planning, coordinating, or implementation process which need revision. Also include any comments or observations regarding why these areas were ineffective.)*

**Suggestions, Feedback, Implications, and Outcomes:** *(Include feedback received from event attendees or participants, suggestions for improvement, any unexpected outcomes, and implications for the success of the event.)*

***RESOURCE:*** *NON-MONETARY PHILANTHROPY CONVERSION CHART*

|  |  |
| --- | --- |
| *Classifications* | *$ Amount* |
| ***Clothing/Shoes*** |  |
| * One Bag (approx. 15-21 articles)
 | $20.00 |
| * One Box (approx. 10-14 articles)
 | $10.00 |
| * One Item
 |  |
| * + - If no description of the item is given
 | $1.00 |
| * + - If described, value given is based on quality of the item (t-shirt vs. sweater)
 | $.50 - $2.00 |
| ***Food*** |  |
| * All Food Items (canned goods, pasta, soda, dog food, etc.)
 | $.50 |
| ***Toiletries*** |  |
| * All Toiletry Items (toothbrush, toothpaste, razor, shampoo, etc.)
 | $1.00 |
| ***School Supplies*** |  |
| * Package of Writing Utensils (pens, pencils, crayons, markers, etc.)
 | $1.00 |
| * Notebooks
 | $.50 |
| * Misc. School Items (rulers, pencil boxes, backpacks, etc.)
 |  |
| * + - **If no description of the items are given**
 | $1.00 |
| * + - **If described, value given based on quality (rulers vs. backpack)**
 | $1.00 - $5.00 |
| ***Misc. Items*** |  |
| * The value of seasonal or other misc. items (such as pumpkins) is up to the discretion of our office.
 |  |



Greek Affairs Civic Engagement Verification

Greek Organization

Type of Civic Engagement Event (i.e. Community

Service, Philanthropy, Public Interest, Advocacy or

Educational Program)

Description of Event or Activity

Location, Date, and Time of Event or Activity

Primary Contact for Service Agency (Name, e-

mail address, phone number)

Number of Members Participating

Please attach a list of all members who

(

participated including net ID or Student ID)

Number of Total Hours Completed or Dollars

Donated

Service Agency or Participating Organization Verification

To be completed by a representative of the service agency or participating organization.

Please verify the above information is complete and indicate accuracy with your signature.

Service Agency Representative

Title

Signature

Date

 **Philanthropy and Community Service – specific recognition at a glance:**

|  |  |  |
| --- | --- | --- |
| * **Serving the Community (200)**
	+ 100% of chapter member’s X 10 hours annually
	+ 90% of chapter member’s X 8 hours annually
	+ 80% of chapter member’s X 6 hours annually
	+ 70% of chapter member’s X 4 hours annually
	+ 60% of chapter members X 2 hours annually
 | **Possible Points April 1, 2016 – April 1, 2017** **200 points**

|  |
| --- |
|  |

**175 points****150 points****125 points****100 points** |
| * **Philanthropic Donations (200)**
	+ Annual Chapter Donation $6,000 or greater for chapters 100 members or greater
	+ Annual Chapter Donation $3,000 or greater for chapters 99 members or less
	+ Annual Chapter Donation $5,000 - $5,999 for chapters 100 members or greater
	+ Annual Chapter Donation $2,000 - $2,999 for chapters 99 members or less
	+ Annual Chapter Donation $4,000 - $4,999 for chapters 100 members or greater
	+ Annual Chapter Donation $1,000 - $1,999 for chapters 99 members or less
	+ Annual Chapter Donation $3,000 - $3,999 for chapters 100 members or greater
	+ Annual Chapter Donation $500 - $999 for chapters 99 members or less
	+ Annual Chapter Donation $2,000 - $2,999 for chapters 100 members or greater
	+ Annual Chapter Donation $250-$499 for chapters 99 members or less
	+ Annual Chapter Donation $1,999 or less for chapters 100 members or greater
	+ Annual Chapter Donation $249 or less for chapters 99 members or less
 | **Possible Points April 1, 2016 – April 1, 2017** **200 points**

|  |
| --- |
|  |

**175 points****150 points****125 points****100 points chapters 100 members or greater****50 points chapters 99 members or less****50 points chapters 100 members or greater****25 points chapters 99 members or less** |



**Philanthropy and**

**Community**

**Service Guidelines**

|  |  |  |
| --- | --- | --- |
| **Philanthropy**The act of donating money, goods, services, time and/or effort to support a charity, cause or foundation. | **Community Service**Direct service back to the community **OR** an agency that directly benefits the community. | **Volunteering**The practice of people working on behalf of others or a particular cause without payment for their time and services. |
| **Examples of philanthropy*** Donating clothes, shoes, hygiene products, furniture, and/or bicycles to an organization such as The Southside Community Center or Goodwill
* Donating canned foods to a food pantry, such as donations to the Hays County Food Bank
* Donating money directly to a charity or non-profit agency
* Donating money to Relay for Life
* The cost of supplies required to create gifts for the community such as gift baskets, cards, bookmarks, applies to teachers, etc.
 | **Examples of community service*** Doing a Habitat for Humanity project
* Doing housework or yard work for an elderly person
* Visiting residents of a nursing home
* Tutoring elementary school children
* Volunteering at agencies such as the Boys & Girls Club, SPCA, etc.
* Picking up trash around the community
* Working with a girl or boy scouts troop
* Ringing bells for the Salvation Army
* Working with a school or a non-profit
* Coaching for a school (unpaid)
 | **Examples of volunteering*** Babysitting, house sitting, pet sitting (unpaid)
* Helping with activities such as Residence Hall Move In
* Walking/running in a 5k
* The time spent creating or preparing gifts
* Helping a teacher decorate their classroom
* Donating blood
* Any activity that doesn’t directly impact and agency or a community
 |

|  |  |
| --- | --- |
| **What does NOT count as philanthropy?** | **What does NOT count as community service?** |
| * Donating blood
* If you are paying money to participate in another chapter’s philanthropic activity, you cannot count the money you donated/paid as philanthropy for your chapter. The chapter hosting the event will be able to count the total proceeds raised as philanthropy for their chapter. Otherwise the money will be reported twice.
* The money raised while ringing bells for the Salvation Army
 | * Helping with activities such as Residence Hall Move In
* Activities completed for class credit or as a class assignment do not count as community service.
* Activities done on-campus for other leadership positions (Homecoming, Student Body President, etc.) do not count as community service. It is considered campus involvement.
* Donating blood is not considered community service
* The time spent setting up for or operating a philanthropic event cannot be counted as community service.
* Walking/running in a 5k fundraiser does not qualify as community service
* Judicial sanctions
* The time spent creating or preparing gifts (i.e. cards, gift baskets, artwork) that are donated to members of the community does not count as community service.
* The time spent going door-to-door collecting cans for a canned food drive.
* An activity that you get paid for (coaching a team)
* Anything that doesn’t involve the community or an agency (babysitting, volunteering to help a teacher decorate a classroom, etc.)
* Participating in Dance Marathon or Relay for Life
 |

|  |
| --- |
| **Run/Walk Clarifications:*** If your chapter hosts a run/walk to raise money for a charity it would be a philanthropic event. Any time you spent preparing or setting up for the event **would NOT** count as community service. Any chapter members who walk in the event couldn’t count this as community service.
* If an individual participates in a run/walk it does not count as community service. If you paid (donated) money to participate in the run/walk or raised money by collecting pledges for the run/walk, this would count towards philanthropy dollars.
* If a national organization, such as Alzheimer’s Association, was sponsoring a run/walk and individuals from a chapter helped the Alzheimer’s Association set up for the run/walk, that **would** count as community service. If those same individuals then paid money to run/walk in the event, it **would** count as philanthropy. But, the hours spent actually walking or running in the event **would NOT** count as community service
 |

**Questions?**

**Contact the Dean of Student Office – Greek Affairs**

**512-245-5646**