PHILANTHROPY GUIDELINES
PHILANTHROPY ADVISORY BOARD
UNIVERSITY OF ARIZONA

I. PHILANTHROPY ADVISORY BOARD MISSION STATEMENT
The purpose of the Philanthropy Advisory Board is to approve, monitor, and regulate all philanthropic events hosted on or off The University of Arizona campus by fraternities and sororities to ensure that all chapters host positive and successful events.

Philanthropy Advisory Board seeks to promote the true meaning of philanthropy, enrich the image of Greek Life on the U of A campus, and assist each chapter in fulfilling the Greek principle of service to the community.

II. BOARD MEMBER GUIDELINES
1) Scheduled PAB meetings and assigned philanthropy events will be mandatory for all board members.
2) If a member is unable to attend a PAB obligation they must give a 24 hour notice to the PAB Director and advisor.
   a. At least one board member will be required to attend each registered philanthropy event to ensure that the agreed upon standards are met and followed.
      i. The person attending the event will preferentially be the chapter’s liaison, as assigned by the director.
      ii. For event with skits or an event deemed similar all members will be asked to attend.
   b. PAB members who are unable to attend an assigned philanthropy event must find another board member to replace them.
   c. Board members missing more than two PAB obligations will face removal from the board.
   d. Each member must also wear their PAB polo shirt to all meetings and other PAB obligations.
3) Each board member is to continue their membership on the board until they resign, graduate, or are granted Alumni status through their national organization.
4) The Board is to never exceed 5 members.
5) A majority vote of the board will be required to approve or deny any event.
6) The board will choose new members based off an application and interview process.
   a. In the result that all members cannot attend interviews, the PAB Director and Advisor can appoint new members.

III. CHAPTER GUIDELINES
1) All chapters must follow individual council and international/national guidelines for philanthropy events in addition to PAB Guidelines.
2) A majority vote of the board will be required to approve or deny any event.
3) Events must be approved at a PAB meeting at least 2 weeks prior to when the philanthropy event is scheduled to occur, the only exceptions being percentage nights which must be approved 1 week prior to the event via email.

4) The responsibility lies on the chapter to attend Philanthropy Advisory Board meetings.
   a. Meets will be held on a regular basis. Time, date, and location will be decided by the PAB Director.
   b. The philanthropy or specific event chair from each chapter is required to attend the meeting, unless an exception is granted by the director.
   c. Chapters attending a PAB meeting unprepared or without the required documents may be asked to reschedule for the next meeting in order to give the chapter time to prepare.

5) Chapters must submit the materials outlined below to the PAB Binder located in the Fraternity and Sorority Programs office by Monday at 5:00 pm the week of the PAB meeting they plan to attend.
   a. Fully completed Philanthropy Advisory Board form.
   b. Any marketing materials to be used such as flyers, banner designs, T-shirt designs, etc.
   c. If applicable, liability forms that participants and/or chapter members will be required to sign in order to participate in the event
   d. A detailed list outlining the rules to be implemented during the event including the standards that participants and chapter members will be required to adhere to, judging rules, scoring, etc.
   e. A detailed list outlining points participants will be asked earn.
      i. If a chapter is found to be giving points other than those presented to PAB as part of their event, they will be referred to the Greek Standards Board.
   f. A detailed copy of the philanthropy’s projected expenses and revenue with an explanation of how the chapter plans to cover these expenses, keeping in mind 75% of the money raised during the philanthropy must be donated.
   g. Copy of insurance certificate, if additional insurance was obtained for the philanthropy.
   h. Any other documents that the sponsoring chapter deem necessary.

6) Philanthropy events will not be registered until all required documents are submitted.

7) At least one board member will be required to attend each registered philanthropy event to ensure that the agreed upon standards are met and followed.
   a. The person attending the event will preferentially be the chapter’s liaison, as assigned by the director.
   b. For event with skits or an event deemed similar all members will be asked to attend.
8) In the interest of successful event promotion and participation, only one event will be approved for each time slot (daytime, evening, and late-night). Events are scheduled on a first come-first approved basis and overlapping times will not be approved.

9) At minimum, 75% of the revenue raised during a chapter's philanthropy must be donated to the philanthropic cause.
   a. Chapters are strongly encouraged to donate 100% of the proceeds but up to 25% of the total revenue may be used to cover costs.

10) Before a chapter hosts a philanthropy event of any kind, they must review all guidelines with their chapter and any individuals or clubs participating in the philanthropy. The hosting chapter must have each member sign the PAB statement of understanding.

11) PAB Roundtables are held each semester and are mandatory for one member from each chapter to attend. The Philanthropy Chair is recommended, however if the Philanthropy Chair cannot attend then the President or another Executive Board member from each chapter must take their place. It is highly recommended that specific event chairpersons also attend the roundtable.

12) Chapters will be required to fill out and turn in a completed Event Recap Form the Wednesday following their event to evaluate the amount money raised, ensure the correct allocations of funds, and record the successes/failures of each philanthropic event.
   a. If the chapter's event included a skit, the tape from the event should also be submitted at this time, if requested by a board member.

IV. PHILANTHROPY EVENT RULES

1) Proper Conduct
   a. No event shall in be associated with the consumption or distribution (or co-sponsorship with a beverage supplier or company) of alcohol. If participants or members of the sponsoring chapter are visibly intoxicated the event will be shut down and the sponsoring chapter will be sent to the Greek Standards Board. The same rules apply for illegal drug use.
   b. Events should be run in the best of taste and as a positive representation of Greek Life of campus. Therefore events should have no references to alcohol or drug use, nudity, racism, sexism, or any other such derogatory or inappropriate behavior.
   c. In the event of a competition event between chapters or other teams there should be no disparaging remarks made about other chapters or teams. If this occurs the event will be shut down and both the sponsoring chapter and violating chapter will be sent to Greek Standards Board. This includes any disparaging remarks or foul words said about another chapter or team by host chapter members/coaches.
   d. All skits and similar events, as determined by the board, will be videotaped by the chapter to ensure proper conduct.

2) Scheduling and Timing of Events
   a. The maximum length for events is three days.
      i. A chapter may have a four day event if one day is a community service event. Chapters hosting a four day event must start the event on Thursday.
f. Each chapter will be limited to having three philanthropy sets per semester, not including percentage nights.
g. Events may begin at 4:00pm on Thursdays and 2:00pm on Fridays. There is no restriction of start time on Saturdays or Sundays.
   i. PAB and FSP reserve the right to move Friday start time to 4:00pm if problems arise.
a. Registered events that only involve the sponsoring chapter’s members may occur outside of the designated days and hours.
b. There are date/time scheduling restrictions for banner competitions or percentage nights.
c. Non-location based competitions can be completed at any time during the week per PAB approval such as social media competitions, penny wars etc.

3) Percentage Nights
   a. Chapters have no limits on the number of percentage nights held per semester.
   b. No meeting is necessary for approval of a percentage night. Relevant paperwork is still required
      i. Percentage nights must be approved via email at least one week in advance. The Director will send the Philanthropy Chair an email of approval 48 hours after paperwork has been submitted.

4) Auctions
   a. Auctions must be held on campus, excluding the organizations chapter facility.
   b. Individuals from the hosting chapter cannot participate in the bidding.
   c. Only one member from each participating chapter is permitted to make bids on behalf of the chapter.
   d. A chapter is only allowed to auction off prizes or other items.
      i. Auctioning off members or other individuals is not allowed.
      ii. Events such as cleaning, cooking, and dates are not allowed to be auctioned.
   e. A full and comprehensive script must be written for the event and be submitted to the Director via email the Monday before the event. PAB will approve the script 24 hours after being submitted.
   f. This event must be videotaped by the chapter.

5) Head-to-head Competitive Events
   a. Head to Head competitive events may occur on a year to year basis. If a chapter hosts a safe and incident free head-to-head competitive event it may occur next year.
   b. It is the responsibility of the hosting chapter to ensure that the event is safe and incident free.
      i. Chapter events where individuals are injured or where altercations occur will not be able to host a head-to-head event at their next philanthropy.
   c. In the event that a participating team fails to follow the rules of no contact, they must be disqualified.
      i. If the host chapter fails to disqualify a team for violating the no contact rule, they will be referred to the Greek Standards Board.
d. Coaches/host members are required to sign the PAB Coaches Statement agree they will not make demeaning comments about other chapters or teams, pressuring participants, or offering incentives and will tolerate a violation of the no contact rule.
   i. The Coaches, Philanthropy Chair and other necessary members should hold a separate meeting with Coaches to go over the guidelines and expectations.

6) Chapters who like to have parts of their event pre-viewed by the Philanthropy Advisory Board prior to their event they can arrange a time for a member of the board to consult.

V. VIOLATIONS AND SANCTIONING
1) Infractions and Greek Standards Board referrals are up to the judgment of the Philanthropy Advisory Board and/or advisor.
2) If an event is deemed in bad taste, by the majority of board members members, the board will discuss the issue and refer the chapter to Greek Standards Board
3) Chapters may be referred to Greek Standards Board for violations including but not limited to:
   a. Violations of the above policies and guidelines
   b. Hosting of a philanthropy event, percentage nights included, without Philanthropy Advisory Board approval
   c. Donation of less than 75\% of the money raised during their event to the philanthropic organization
   d. Any other action or inaction deemed inappropriate by the PAB
4) If a chapter is sanctioned by the Greek Standards Board, PAB recommends that the chapter’s sanctions include:
   a. The creation recommendations for possible philanthropy events that could take the place of the event that they have been sanctioned for hosting.
   b. The chapter may be subject to suspension from holding any philanthropy events, and the period will be decided by the Greek Standards Board.

5) PAB has the right to hold a mediation meeting with participating chapters that violate PAB guidelines.
   a. This mediation meeting will occur with the Director and appropriate council president.
   b. A majority vote by the board must occur in order to hold a mediation meeting.
   c. Mediation meetings will only be held if PAB deems the offense not necessary of standards and if PAB believes that the issue can be resolved without further consequences.
STATEMENT OF UNDERSTANDING
PHILANTHROPY ADVISORY BOARD
UNIVERSITY OF ARIZONA

At least 75% of my chapter members have read, understand, and signed the Philanthropy Advisory Board Guidelines, Sections III-IV and will uphold the rules and regulations set forth. We understand that our chapter will be held responsible should any of the guidelines be broken.

Organization: ______________________________________

Chapter President: ___________________________ Date: _____________

Philanthropy Chair: ___________________________ Date: _____________

Total Chapter membership: _____________

Members Signatures:

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COACHING/HOST CHAPTER STATEMENT OF RESPONSIBILITY
PHILANTHROPY ADVISORY BOARD
UNIVERSITY OF ARIZONA

WE, ____________________________________ (Fraternity/Sorority name), understand the PAB Guidelines and our responsibilities as the host chapter and coaches to participating members. We will not make any demeaning comments about other chapters during this event that we are participating in, pressure our own members into activities or events, or offer incentives (such as alcohol, parties, more ‘points’, etc.). We also agree that our chapter will take reasonable steps to ensure health and safety during all events and will immediately address any incidents that happen and will disqualify any teams that do not abide by the established rules.

By signing below we all understand that if we do break these rules we may be sent to Greek Standards Board by PAB.

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