

Funding Guidelines Spring 2025

The following guidelines outline how IFC/PHC will evaluate funding requests for fraternity and sorority events. These criteria are used to determine if, and how much, an organization may be funded. **Funding is not guaranteed** and is subject to the discretion of the IFC/PHC executive board.

General:

Event Viability: If an event cannot take place without IFC/PHC funding because the chapter is unable to contribute any of its own funds, it will **not** be funded.

Request Deadlines:

- Funding requests must be submitted **at least two weeks before** the event.
- Receipts must be submitted **within two weeks after** the event.

Vendor Requirements:

- Any individual or company receiving payment must be an **authorized vendor**

Off-Campus Events:

- Events held off-campus or exceeding **\$2,000** in cost require a meeting with the **VP of Finance**.
- Funding for **off-campus venues** will be allocated at the **discretion of the organization**.

Citizenship/Scholarship:

- IFC/PHC may fund the following:
 - Supplies **needed** for service (items **not** reusable for other purposes)
 - Non-monetary awards (e.g., trophies)
 - External personnel **essential for safety** (e.g., lifeguards, security)
 - Non-sold/non-catered food (within reason)
 - Catering (must follow CWRU guidelines)
 - On-campus space rentals
 - Projector/TV/Speaker rentals
 - Items given away (e.g., goodie bags), within reason
- IFC/PHC will **not** fund the following:
 - Supplies that can be used for **other** purposes (e.g., smoke machines for a rave)
 - Internal personnel (e.g., a chapter member providing services)
 - Casino nights, gambling events, etc.

- Discretionary Funding (case-by-case basis):
 - Space rental, transportation, and signage
 - Chapter shirts (*Single chapter: NO; Multiple chapters: POSSIBLY*)
 - Additional improvement costs

Leadership:

- IFC/PHC **may** fund:
 - Leadership conferences hosted by national organizations
 - Leadership retreats hosted by chapters
 - Travel costs to leadership conferences
- Discretionary Funding:
 - Food vouchers (*must follow CWRU guidelines*)

Ritual:

- IFC/PHC **may consider funding**:
 - Founders Day events
 - Chapter anniversaries held on campus
 - Ritual workshops
 - Ritual materials

Concluding Remarks:

These guidelines help ensure fair and responsible use of IFC/PHC funds while supporting meaningful chapter activities. If an organization receives **partial or no funding**, a rationale will be provided based on these guidelines or other governing policies.