

# Philanthropy and Community Service Workbook



Ball 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 Office of Student Life strongly believes in the power of philanthropic activities and community service that affirm the principles of your organization.

This Philanthropy and Community Service Workbook was developed by the Office of Student Life as additional resource for Ball State University's Greek community. It is our hope that this workbook 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 Ball State University. The ultimate goals of this workbook are to:

- Show you resources that are available
- Clarify common mistakes
- Provide an educational experience exposing you to information you need to know

The Office of Student Life 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 officers 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 your chapter and thank you for your commitment to the Greek community.

Sincerely,

The Office of Student Life

## **A. Philanthropy and Service**

A 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 Muncie 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)

## **B. 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. Additionally, 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 Office of Student Life 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 or most 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 Muncie Mission 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.

### **C. 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 you 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 Race for the Cure 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. Adopt-an-Agency is a great way to establish a long-term relationship with an agency and have steady opportunities for service. See page 6 for details.

## **D. 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 Ball State Greeks do?
- Why is volunteering important?
- What is the difference between community service and volunteering?

## **E. Ball State Resources**

### **Adopt-an-Agency**

The purpose of Adopt-an-Agency is to form a lasting relationship with a charitable agency in the Muncie area. You can set up community service opportunities, working with the needs of the agency, on a regular basis, such as 5 volunteers every Saturday afternoon, 3 volunteers every other Monday evening, etc. The frequency and number of volunteers is up to you and the agency. This ensures that your chapter has ample opportunities to perform community service, and the agency has a steady stream of reliable volunteers: a win-win situation!

#### Step by Step Procedure for Adopting an Agency:

1. Contact the head of SVS, Kathy Smith, to find out which agencies are available to be adopted.
2. Talk to your chapter about Adopt an Agency and decide on which agency you want to adopt. This may involve voting or open discussion.
3. Contact the agency that you are interested in adopting.
4. After you have spoken with the representative from the organization contact Kathy and make sure the agency also contacts Kathy at SVS.
5. Have all your members sign up on the SVS database under your organization (<http://cms.bsu.edu/CampusLife/SVS/SVSDatabase.aspx>). This process will take less than 5 minutes. If needed Kathy can print out a list of individuals that have registered.
6. Once all chapter members have registered, SVS will run free Indiana state background checks if they are required by your agency.
7. Next come up with a recording system for your chapter to log the hours completed by your members, such as an excel spreadsheet.
8. At the beginnings of each month turn in the hours that each individual completed the previous month to Kathy in the SVS office.
9. At the end of the semester Kathy will print out a final report for each organization.
10. The community service chair must pick up the report and turn it into the Office of Student Life. Remember the Office of Student Life will verify all community service hours.

#### Contact Information:

Kathy Smith- Associate Director of Student Life

Student Center 133

[ksmith2@bsu.edu](mailto:ksmith2@bsu.edu)

Phone: 765-285-3476

#### Helpful Tips:

- If you are an out of state student you may be required by your agency to also get a background check from your home state.
- Kathy does not have the resources to run background checks a few at a time so they will all be run once your entire chapter has registered.
- A good way to get all your chapter members registered is to bring a few laptops to a mandatory meeting and get everyone signed up at once.

### **Collaboration with Student Voluntary Services**

Student Voluntary Services has tons of opportunities for community service. Utilizing their pre-established events and activities leaves the planning and organizations up to who does it best, and all you and your chapter members have to do is sign up and show up! Visit their website at <http://cms.bsu.edu/CampusLife/SVS.aspx>.

### **F. 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. But 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 Office of

Student Life or from the Panhellenic or Interfraternity Vice Presidents.

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 and "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 the 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 to disagree. If this isn't possible, at least "move on" in your own mind.

#### **G. Reporting Community Service Hours and Philanthropy Donations**

Turning in community service hour reporting sheets and philanthropy tracking sheets is important for accreditation. They are due at the end of each semester, but we encourage you to collect them from members throughout the semester and turn them into the Office of Student Life as you receive them. In addition to benefiting your chapter for accreditation, turning your sheets in allows the OSL to communicate the impact that Greek students have on our community. This information is communicated to our stakeholders via our Greek Semester Reports, which are distributed to campus administrators, parents, potential new members, and others, as well as posted on our website. You can find detailed information about philanthropy and community service as it relates to accreditation on page 13.

## Event Planning Checklist

Use this basic checklist to assist your group in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything gets covered!

Name of Event: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Event Purpose: \_\_\_\_\_

### BRAINSTORMING

- Will the event work?
- How many people do you need to make the event happen?
- Does the event serve a need previously not met on campus?
- Do we have the resources to make it happen?

### BUDGETING

- See sample budget planning sheet (attached)

### SCHEDULING

- Officer in charge: \_\_\_\_\_
- Talk with the appropriate room reservation office
    - What size room do you need?
    - What kind of tech needs do you have?
    - What can you afford?
  - Tentatively book a couple of dates
  - Call your performer or vendor (if applicable) and schedule the performance date
  - Call the reservation office back to confirm your date
  - Schedule a meeting to go over your tech needs and room set-up
  - Schedule the travel arrangements for your performer (if necessary), including a ride to and from the airport and/or hotel
  - Book hotels and/or make dinner reservations for your performer

PERMITS (see Student Group Handbook to determine if you need any of these permits for your event)

- Officer in charge: \_\_\_\_\_
- Food Permit filled out
  - Outdoor Space Permit filled out
  - Alcohol Permit filled out
  - Sound Permit filled out
  - Sanitation Permit filled out
  - Sales/fundraising permit filled out
  - Security Scheduled
  - Film License

### GRANTS/FUNDRAISING

- Officer in charge: \_\_\_\_\_
- If you are applying for grants, did you get your applications in by the deadline?
  - Have you scheduled an appointment to meet with the grant committee?
  - What measures are you taking to ensure you can pay your performer/vendors up front?

### ADVERTISING

- Officer in charge: \_\_\_\_\_
- Postering
  - E-mailing Listservs
  - Chalking
  - Other forms of marketing

### SHOPPING

- Officer in charge: \_\_\_\_\_
- Supplies needed for your event:
    - Silverware
    - Plates
    - Napkins
    - Cups
    - Decorations
    - Cashbox
    - Performer specific items/requests
    - Other:
      - \_\_\_\_\_
      - \_\_\_\_\_
      - \_\_\_\_\_

### WEEK PRIOR

- Officer in charge: \_\_\_\_\_
- Call reservations and make sure all details are secured
  - Call SAO and make sure all permits have been signed and are completely ready to pick up
  - Call performer and make sure travel arrangements are secured
  - Assign event shifts for group volunteers (set-up, during, take down)
  - Create any programs or fliers needed at the event

### DAY OF EVENT

- Officer in charge: \_\_\_\_\_
- Pick up performer/vendor and get to performance site
  - Compile performer requests in dressing room
  - Arrive early for the event for set-up
  - Meet vendors at the event and assist with set-up
  - Greet guests at the door
  - Have fun!
  - Clean up, remember that your reservations location may have special clean up regulations

### AFTER THE EVENT

- Officer in charge: \_\_\_\_\_
- Send thank you notes to performers and to volunteers who worked extra hard
  - Do a post-event evaluation (see example attached)
  - Make sure to pay all bills and turn in all grant paperwork on time!!

**\*\*Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning. We suggest collecting them on the back of this list\*\***

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

<b><i>Classifications</i></b>	<b><i>\$ Amount</i></b>
<b><i>Clothing/Shoes</i></b>	
• 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
<b><i>Food</i></b>	
• All Food Items (canned goods, pasta, soda, dog food, etc.)	\$.50
<b><i>Toiletries</i></b>	
• All Toiletry Items (toothbrush, toothpaste, razor, shampoo, etc.)	\$1.00
<b><i>School Supplies</i></b>	
• Package of Writing Utensils (pens, pencils, crayons, markers, etc.)	\$1.00
• Notebooks	\$1.00
• Folders	\$.50
• Misc. School Items (rulers, pencil boxes, backpacks, etc.)	
- <b><i>If no description of the items are given</i></b>	\$1.00
- <b><i>If described, value given based on quality (rulers vs. backpack)</i></b>	\$1.00 – \$5.00
<b><i>Misc. Items</i></b>	
• The value of Seasonal or other Misc. Items (such as pumpkins) is up to the discretion of our office.	

**RESOURCE: GREEK PHILANTHROPY REPORT FORM**

**Greek Philanthropy Report Form**

Chapter: \_\_\_\_\_ Today's date: \_\_\_\_\_

Chapter Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**PLEASE NOTE: ALL FORMS MUST BE TURNED IN WITHIN TWO WEEKS OF THE EVENT.**

**BEFORE YOU BEGIN:** For philanthropic donations, you must submit a copy of the check you sent to the charity organization, or a letter you received from that organization verifying your donation. For non-monetary donations please attach a receipt detailing the donation. **Do not submit this form if the verification is not attached.**

**Philanthropy**

Date of donation: \_\_\_\_\_

Name of event (if applicable): \_\_\_\_\_

Agency/charity receiving donation(s): \_\_\_\_\_

Agency contact name: \_\_\_\_\_ Contact phone: \_\_\_\_\_

**Monetary donations:**

Total amount of money raised: (\$ \_\_\_\_\_)

Costs (money spent to run the event) : - (\$ \_\_\_\_\_)

Total amount of money YOUR chapter donated to agency/charity: = \$ \_\_\_\_\_  
*(For paired events, each chapter must submit separate forms)*

**Non-monetary donations (i.e. canned food, clothing, hygiene products)**

Type of items/goods donated: \_\_\_\_\_ Number of items/goods donated: \_\_\_\_\_

**\*\*You may use the back of this sheet to show exact amount and types of items for proper conversion purposes.**

**Questions?**

Office of Student Life  
285-2621



## **Philanthropy and Community Service-specific accreditation at a glance:**

### Campus, Local and National Partnerships

- Chapter completes and reports community service hours each semester
  - Chapters must complete appropriate service work and report their hours to the office by submitting a hard copy of the community service reporting form which can be found on the website or in Google docs. Only hard copies that have been completely filled out will be accepted.
  - Chapters can receive a maximum of 30 points based on the average number of service hours completed per member. Points will be assigned based on the following scale:
    - Average of 1-3 hours per member = 10 points per semester
    - Average of 4-6 hours per member = 20 points per semester
    - Average of 7+ hours per member = 30 points per semester
  - The average number will be calculated using the following formula: total number of service hours completed/total number of members listed on the semester report
  - Chapters are encouraged to submit the forms throughout the semester and they are all due by the last day of classes for the semester in which the service work was completed.
  - Possible points: 60 maximum/year (30 maximum/semester)
- Chapter donates to their respective national or local charity each year and reports this information to the Office of Student Life
  - Chapters must raise money or collect goods and report their donations to the office by submitting a hard copy of the philanthropy event report form which can be found on the website or in Google docs. Only hard copies that have been completely filled out will be accepted.
  - Chapters can receive a maximum of 30 points based on the average number of dollars raised per member. Points will be assigned based on the following scale:
    - Average of \$1-\$5 per member = 10 points per year
    - Average of \$6-\$14 per member = 20 points per year
    - Average of \$15+ per member = 30 points per year
  - The average number will be calculated using the following formula: total amount donated/total number of members listed on the semester report

### Greek and Campus Commitment

- Chapter co-sponsors or assists with an existing campus event (move-in, Late Night, Family Weekend, etc.)
  - Chapters need to complete the online form to submit information for this criteria
  - Possible points: 10/year
- Chapter participates in BSU Dance Marathon, Up Till Dawn, Relay for Life or similar all campus program each year
  - Participation will include attendance at the event or time donated to help organize a portion of the event.
  - Chapters need to complete the online form to submit information for this criteria
  - Possible points: 10/year