

FINANCE FACILITATOR GUIDE

DIRECTIONS: This guide is intended to help you facilitate a new member educational meeting based upon the content that your new member class has presumably completed throughout the previous week in Pi Lambda Phi University. **BOLDED** slide numbers are critical for you to cover; the remaining slides are optional depending on time constraints and the other items that you wish to cover in your meetings. Keep in mind that all "Facilitation Notes" are suggested best practices, with core concepts UNDERLINED and specific comments or questions *ITALICIZED*. Feel free to personalize this as you see fit for your campus and chapter as long as the core ideals that you pass along remain the same. Good luck, and think about keeping a reflection journal so that you can share some valuable feedback with our professional staff and with your chapter advisor!

SLIDE	CONTENT	FACILITATION NOTES
A3	Finance Defined	<ol style="list-style-type: none"> 1. Highlight Finance branch of Brotherhood Map 2. Review the four topics that define our value of Finance <ol style="list-style-type: none"> a. Business of Brotherhood b. Maximizing Your Investments c. Operational Finances d. Personal Finances
A7	Fraternity as Life Long Investment	<ol style="list-style-type: none"> 1. Fraternity is a lifelong "investment" <ol style="list-style-type: none"> a. What is an investment? 2. <i>Why is the fraternity an investment?</i> <ol style="list-style-type: none"> a. "Paying your dues" 3. <i>What does it mean to have to "Pay your dues"?</i> <ol style="list-style-type: none"> a. Literal – Pay your dues (money) b. Figurative – Have to put time, work and effort 4. <i>In the more figurative sense, what does "Paying your dues" look like in the fraternity?</i> 5. <i>What does "Paying your dues" not look like?</i> <ol style="list-style-type: none"> a. Hazing!
A8- A9	Pay Your Dues	<ol style="list-style-type: none"> 1. New Member Dues (per new member) 2. New Member Fee (International) - \$65 3. Initiation Fee (International) - \$175 4. Social New Member Dues (Local) – Varies 5. Brother Dues (per Brother) 6. Per Caps (International) - \$330 (2013-2014 academic year) 7. Insurance (International) - \$110 (2013-2014 academic year) 8. Social Dues (Local) – Varies 9. Rent or Parlor Fees (Local) – Varies (NOTE: only applies if the chapter/colony has a house) 10. Chapter Assessment (per Chapter/Colony) 11. Educational Assessment Fee (International) - \$2200 (2015-2016 academic year) 12. Pi Lambda Phi Collections Policy – Read through as a group 13. <i>How many times a year is a chapter/colony billed by IHQ?</i> <ol style="list-style-type: none"> a. Once a year 14. <i>How many payments does a chapter make a year to IHQ?</i> <ol style="list-style-type: none"> a. One , two or three depending on payment plan option 15. <i>What are the due dates for the standard three payment option?</i>

		<p>a. Sept. 30, Nov. 15 & Feb. 15</p> <p>16. <i>On what dates must New Member and Initiation Fees be paid to IHQ by?</i></p> <p>a. Fall – Oct. 20 (New Member Fee), Nov. 20 (Initiation Fee)</p> <p>b. Spring – Feb. 20 (New Member Fee), April 20 (Initiation Fee)</p>
A10	<p>Membership Determines Operations</p> <p>“People and Purpose”</p>	<ol style="list-style-type: none"> 1. Highlight the importance of recruitment briefly, and use that opportunity to remind the NM’s that they were specifically recruited due to the potential you saw in them 2. Ask them what type of criteria they will assess future potential new members against as well as how those criteria align with Pilam’s purpose 3. Also, discuss as a group how the strength of recruitment determines the strength of the brotherhood as well as its leadership, programming, and campus presence
B4	Lifestyle Design	<ol style="list-style-type: none"> 1. Discuss what it means to “Choose the world you live in.” 2. In other words, talk about having some end goals in mind – you can specifically reference the mission statements the NM’s drafted during their previous week’s work. 3. How are they (we) aligning our lives, free time, friends, everyday choices, toward achieving our goals and missions? 4. What are some factors that go into determining one’s personal mission?
B5	Return on Investment	<ol style="list-style-type: none"> 1. <i>What does ROI stand for?</i> <ol style="list-style-type: none"> a. “Return on Investment” is a staple term in many industries. This phrase basically means asking yourself “Is this worth it?” about everything you choose to do 2. <i>What does “Return on Investment (ROI)” mean?</i> 3. <i>What are you trying to get out of your investment in the fraternity?</i> 4. <i>What is the fraternity getting out of its investment in you? (somewhat of a rhetorical question)</i>
B8	Fraternal Networking	<ol style="list-style-type: none"> 1. Discuss the benefit of networking within a Fraternity 2. <i>Who are some notable alumni who have graduated from your chapter?</i> 3. Be clear about how to develop a network – one can’t just walk up to an alumnus and ask for a job, there must be a relationship built and maintained 4. Highlight some specific examples from your chapter where brothers secured jobs, internships, or other opportunities based on their Pilam network 5. If you don’t have examples from your chapter (you should probably put some more effort into your alumni relations) then try to get the NM’s engaged in a planning session for an alumni event held on your campus or during homecoming
C4	Operational Budgets	<ol style="list-style-type: none"> 1. Begin to discuss the importance of a chapter budget with your New Members 2. Show them examples of your chapter’s yearly budget 3. Stress the importance of paying dues on time and how their

		<p>dues are allocated both to IHQ as well as for local Chapter Operations.</p> <p>4. There is an example budget attached to the 3rd module</p>
C5-C6	Fundraising	<ol style="list-style-type: none"> 1. <i>Why is fundraising important?</i> 2. <i>What are the five essential tips for fundraising?</i> <ol style="list-style-type: none"> a. Actively ASK people for money b. It's a "people" business – need a good relationship with the people you are asking! c. Research your target audience! What do they need to know, see or experience to give their money to you and your cause? d. Be specific about what you are asking for and why! e. Have FUN with it! 3. <i>What are some fundraising ideas?</i> (think of ideas beyond bake sales and other stereotypical ideas)
C9	The Elimination of Prejudice	<ol style="list-style-type: none"> 1. Elimination of Prejudice - what do new members know already? 2. <i>What is the difference between Community Service and Philanthropy?</i> <ol style="list-style-type: none"> a. Community Service – Volunteering time to do physical work or help b. Philanthropy – Raising money for or educating others about a specific non-profit organization 3. <i>What is Pi Lambda Phi's international philanthropy?</i> 4. <i>What do you know about the philanthropy?</i> 5. EOP's "Our Story" - Display on the screen (www.eliminateprejudice.org). Take turns reading aloud. 6. <i>How did The Elimination of Prejudice begin?</i> <ol style="list-style-type: none"> a. Werner, Fisher, Levy. Jules Lennard gave it a formal name 7. EOP Mission - Display on the screen. Read the EOP Mission out loud 8. <i>What is the connection between Pi Lambda Phi and The Elimination of Prejudice?</i> 9. <i>Why did Pi Lambda Phi choose The Elimination of Prejudice as its international philanthropy?</i> <ol style="list-style-type: none"> a. It is a tangible way to live our Creed 10. <i>Why is it important to live our Creed?</i> 11. <i>What are the benefits for supporting The Elimination of Prejudice and hosting EOP events on your campus?</i> <ol style="list-style-type: none"> a. Living/supporting the Creed, support university mission of diversity, unique, people will see the organization as one which supports its mission, relevant to today's world, huge PR opportunity, etc.
D4	Build a Budget and Stick to It	<ol style="list-style-type: none"> 1. Discuss the importance of Personal Budgeting in setting themselves up for success in a tough economy and job market 2. Ask to see their personal budgets that they drafted as part of the third module 3. Highlight how bad budgeting and frivolous spending now can land them in a world of hurt upon graduation. Inversely, how creating good habits now can be rewarding in the long run as

		they begin to lead our chapter and enter post-college life
D6	Financial Aid	<ol style="list-style-type: none"> 1. Financial Aid is a CRUCIAL topic for ALL UNDERGRADUATES. Discuss what you may be familiar with in terms of how things operate on your campus, but DO NOT give any information that you are not 100% sure about as misinformation can be VERY HARMFUL here 2. Direct your NM's to your campus's Financial Aid office and urge them to speak with a Financial Aid counselor in order to be as informed as possible 3. Or, bring a campus financial aid officer into the meeting and have them answer some questions. If you do this though, prepare questions in advance to make good use of the counselor's time 4. <i>What are the key difference(s) between grants and loans?</i>
D7	Managing your Personal Debt	<ol style="list-style-type: none"> 1. The website on slide 7 of the 4th module is quite valuable in terms of information and it is fairly appealing to an undergraduate audience 2. Spend some time before your meeting browsing through the site to see if there are any specific videos (on YouTube and the home site) or content that you wish to highlight with your New Members 3. Remember the debt they accumulate now can quickly turn into a great burden upon graduation. This debt can limit the opportunities that would otherwise be available to them 4. <i>Why is it important to only take what you need when taking out loans?</i> 5. <i>Instead of relying exclusively on loans, what are some alternatives to funding academic and living expenses?</i>

Weekly FRACK Discussion:

Respect Authority

Who are examples of authority (law enforcement, parents, Greek Life Director, IFC, E-Board, alumni, IHQ/IEC)

What if we disagree with authority?

How do we show disagreement while still showing respect?

What does this mean about our role with the IFC, administrators, and IHQ?

To find more about discussion and essay topics visit www.pilambdaphi.org/vpeducation