



NPC Financial Transparency Program

Financial Transparency (1963, 2017, 2018, 2020) – POLICY

All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members prior to extending a bid. The College Panhellenic will specify the round of recruitment in which the financial information will be shared if fully structured recruitment is utilized. See the NPC website for implementation guidelines.

The goal of the NPC Financial Transparency Program is to provide a tool for Panhellenic communities to inform potential new members (PNMs) about the real costs of Panhellenic chapter membership prior to and during recruitment in a consistent way, allowing PNMs to make informed decisions about sorority membership. The **NPC Financial Transparency Program Sample Memo Template** can assist in communicating the program's goals and outcomes to the stakeholders in your Panhellenic community.

All recruitment styles use financial transparency to share financial information in a consistent way for all potential new members (PNMs). Panhellenic communities using partially structured or continuous recruitment styles will not specify the round of recruitment to share financial information.

The College Panhellenic will facilitate, print and distribute enough copies of the finalized **Financial and Housing Information Form** for the number of PNMs that will be visiting the chapter during the specified round of fully structured recruitment or at the beginning of the recruitment period for partially structured and continuous recruitment. If recruitment is hosted virtually, the College Panhellenic will ensure PNMs receive an electronic version of the chapter's form.

NPC Financial Transparency Program Process:

Fraternity/sorority advisor and/or College Panhellenic financial officer:

1. Distribute the **Financial and Housing Information Form** and **How to Complete the Financial and Housing Information Form** to each chapter's financial advisor, chapter treasurer, chapter president and chapter advisor.
2. Set a due date for chapters to submit the form and monitor compliance.
3. Review the submitted forms for consistency.
4. Work with a member of the College Panhellenic Membership Recruitment committee to prepare a final draft of the form for each chapter.
 - Review this draft with each chapter advisors and chapter officer to check for errors. Chapter advisors and chapter officers should sign this final draft to acknowledge the information is correct and accurate for copies to be made to share with PNMs.
 - If the form must be reprinted due to an error after this approval, the chapters should be charged for reprinting cost.
5. Develop a spreadsheet listing all the chapters on your campus and categories found on the Financial and Housing Information Form.
 - This information may be printed and used in marketing materials, on websites and provided to the College Panhellenic officers and recruitment counselors.
6. Work with the College Panhellenic Membership Recruitment committee to ensure each chapter receives enough forms for the number of PNMs attending the round of recruitment when financial obligations are discussed.
7. Assist in preparing the **Financial Disclosure Evaluation Questions for PNMs** as they depart or complete the recruitment process. Include the specific questions relating to the Financial Transparency Program



College Panhellenic recruitment officer:

1. Inform chapter recruitment officers and recruitment advisors of the NPC Financial Transparency Program. Advise and remind them of upcoming due dates for the forms tasked to chapter treasurers and/or financial advisors to complete.
2. After your fraternity/sorority advisor or College Panhellenic financial officer has finalized the forms, share this information with the College Panhellenic officer producing recruitment marketing information and the College Panhellenic officer working with recruitment counselors.
 - It will be important to promote this financial information to PNMs and to educate recruitment counselors on the form to guide PNMs in understanding the various categories of information.
3. Review the number of PNMs from the prior year of recruitment who attended the same specific round where financial obligations will be discussed this year.
4. Estimate the number of forms each chapter will need for the round this year to inform how many forms will be needed to print, sort and distribute to the chapters for each event.
 - In fully structured recruitment, the printed forms should be provided to chapters the night before the specific round of recruitment when financial obligations will be discussed.
 - In partially structured recruitment and continuous recruitment, the College Panhellenic will not determine when these forms will be shared. Chapters should be provided enough forms at the beginning of the recruitment period.
5. Give the financial definitions (found in the **Financial and Housing Information Form**) to all participants, including PNMs, chapter members, chapter advisors, Panhellenic officers and recruitment counselors. It should be attached to each chapter's form or printed on the back of the form given to PNMs.
6. Include questions from the **Financial Transparency Program Evaluation Questions** in your evaluations to all audiences upon the completion of the recruitment process.
7. Remind the Membership Recruitment committee and recruitment counselors that **they are not to answer questions from parents or caregivers, PNMs or alumnae about a specific chapter's finances**. Questions from parents should be referred to the fraternity/sorority advisor. PNMs should be guided to ask their questions directly to the chapter if they attend future events.

Recruitment counselors:

1. Review the goals of the NPC Financial Transparency Program and the financial definitions (found in the **Financial and Housing Information Form**)
 - a. Understand at a high level the overall financial information chapters are asked to provide, **however, under no circumstances should you answer questions that is specific to a chapter's finances, including if a PNM is asking a question about your chapter.**
2. Coach PNMs to ask their specific questions about a chapter's finances during the next round of recruitment.

Chapter advisor/financial advisor/chapter treasurer:

1. Review the and **How to Complete the Financial and Housing Information Form** and complete the **Financial and Housing Information Form** in order to return the form to the fraternity/sorority advisor or College Panhellenic finance officer by the due date.
2. Specific questions about your chapter's finances should be directed to your chief panhellenic officer and/or your inter/national headquarters. You also can ask for assistance from your NPC area advisor or your fraternity/sorority advisor.
3. Review and approve your chapter's final draft as soon as requested so the forms may be finalized and printed promptly.

**Chapter recruitment officers:**

1. Have the appropriate chapter officer/advisor review the approved copy of your chapter's financial information with the chapter membership.
2. Along with chapter officers, educate chapter members on your chapter's finances so they can confidently and accurately answer financial questions from PNMs.
3. Determine how you want to present your chapter's financial information during the specific round of recruitment when financial obligations will be discussed.
 - E.g., a PowerPoint presentation, chapter treasurer presentation, designating specific chapter members who will review the handout and answer financial questions from PNMs.

Additional Tools:

NPC has developed tools for implementing the Financial Transparency Program that are available on the NPC website (npcwomen.org) in the College Panhellenic resource library.

- NPC Financial Transparency Program Guide
- Financial and Housing Information Form (Word document)
- How to Complete the Financial and Housing Information Form
- NPC Financial Transparency Program Sample Memo Template (Word document)
- NPC Financial Transparency Program Evaluation Questions