**NPC Financial Transparency Program Sample Memo Template**

**TO:** Chapter treasurers and chapter finance advisors

**CC:** Chapter presidents, chapter recruitment chairs, chapter advisors, recruitment

advisors, College Panhellenic president, College Panhellenic recruitment officer

**FROM:** Primary Panhellenic advisor/College Panhellenic finance officer

**SUBJECT**: NPC Financial Transparency Program

**DATE:**

The College Panhellenic Council will be following the NPC Financial Transparency Policy by implementing the NPC Financial Transparency Program during primary recruitment.

**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.

Potential new members (PNMs) and their parents and caregivers often claim they are not fully informed about the expense of becoming a member of a sorority on our campus. The NPC Financial Transparency Program goals are to:

* Provide a tool for Panhellenic communities to increase financial transparency during recruitment.
* Increase a PNM’s understanding of sorority expenses and financial obligations.
* Increase the knowledge and the comfort level of our members to discuss the financial obligations of sorority membership.
* Ensure everyone involved in recruitment realizes the importance of financial education for the lifetime investment of the sorority experience.

The NPC Financial Transparency Program will allow our community to share detailed financial information with PNMs. Attached is the **Financial and Housing Information Form** and instructions on how to complete the form provided by the NPC Financial Transparency Program. The College Panhellenic will print the finalized version for your chapter and give your chapter enough copies to distribute to PNMs during recruitment.

PNMs are allowed to leave the recruitment events with the sheet of paper that details these financial obligations. Chapters will not receive recruitment infractions by allowing PNMs to leave with this information.

If you have specific questions about how to fill out the form for your chapter, you are encourage to reach out to your organization’s chief Panhellenic officer and your inter/national organization headquarters.

Please complete and return by \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Financial advisors (or chapter advisor if no financial advisor is available) and chapter treasurers will be required to sign off on the final copy of the form for verification purposes. Your final copy along with the financial definitions will be provided to the PNMs during recruitment.

Chapters will distribute the **Financial and Housing Information**to all PNMs attending their events during the \_\_\_\_\_\_\_ round of fully structured recruitment.

*If using partially structured or continuous recruitment, please replace the statement above with* Chapters will distribute the **Financial and Housing Information**form to all PNMs prior to a bid of membership being extended.

Chapters are encouraged to place the form in a manner that every PNM receives a copy so that no PNM is singled out for wanting this important information. Chapters are advised to make a brief presentation to the PNMs concerning the form and allow for an opportunity for PNMs to ask questions to chapter members during the event.

Neither the College Panhellenic officers nor the recruitment counselors will discuss any organization’s *specific* financial information with a PNM. If PNMs have specific questions, they will be coached to ask those questions directly to your chapter at a future recruitment event (if applicable). The College Panhellenic officers and recruitment counselors will explain the financial definitions as provided by on the **Financial and Housing Information Form**. Each chapter and its members are responsible for explaining to the PNMs the specific financial obligations for their chapter.

We are excited to implement in the NPC Financial Transparency Program. Retention of new members is important and we believe this program will help us improve our community.

If you have questions or concerns please contact me or your organization’s chief Panhellenic officer.