

## **UW IFC/PANHELLENIC PHILANTHROPY / EVENT APPLICATION**

Expectations of Philanthropies: The IFC and Panhellenic Council both have bylaws regarding the events and content of philanthropy/court competition events. Please refer to these before you make your submission and make sure your event follows your respective community's bylaws as well as all CDC, state, county, and IFC/Panhellenic Covid-19 guidelines.

From the IFC bylaws. The host chapter(s) shall notify the IFC Director of Programming of their intended philanthropy at least thirty days prior to a multiday event, and fourteen days prior to a single day event.

From the Panhellenic bylaws: A philanthropy event form for any and all philanthropic related events must be submitted online at thirty days prior to a multi-day event and at least two weeks prior to a single day event.

### **Approval process:**

1. You will fill out this application form for your philanthropy/court competition event.
2. For Panhellenic events, please email your completed form to the Panhellenic VP of Service and Philanthropy [phserve@uw.edu](mailto:phserve@uw.edu). For IFC events please email your completed form to both the Panhellenic VP of Service and Philanthropy [phserve@uw.edu](mailto:phserve@uw.edu) and the IFC Director of Programming [ifcprog@uw.edu](mailto:ifcprog@uw.edu).
  - a. When you submit your form please title it `YOURORGANIZATION.DATEOFEVENT.PHILANTHROPYFORM.pdf` for ease of organization.
3. The Director of Programming and the VP of Service and Philanthropy will meet and decide whether or not to approve your event based on the Panhellenic and IFC bylaws. (Panhellenic events will only be approved by the VP of Service and Philanthropy)
4. You will be notified if your event has been approved the Tuesday following your form submission.
  - a. If your event has not been approved, the Director of Programming (for IFC events) or the VP of Service and Philanthropy will contact you via email and let you know what changes may need to be made or additional information is needed in order for it to be approved.
5. When your philanthropy is approved a confirmation email will be sent, it will be put onto the IFC/Panhellenic Calendar and you are free to start advertising it on social media and inviting other chapters to participate.

If you have any questions regarding the approval process, please email the VP of Service and Philanthropy (Maddie Scheller) at [phserve@uw.edu](mailto:phserve@uw.edu) for Panhellenic or the IFC Director of Programming (Sam Levin) [ifcprog@uw.edu](mailto:ifcprog@uw.edu) for IFC. Do not post promotional materials before your event is approved and do not ask for other chapters to participate before your event is approved.

Please note that the Panhellenic VP of Service and Philanthropy does not approve fraternity events, but they do approve Panhellenic chapters participation in fraternity

philanthropy events. If you are fraternity hosting a philanthropy or court competition event, please do not advertise to Panhellenic chapters until you have approval from both IFC and Panhellenic.

(For Panhellenic) Once your event is approved please register it on UW Greek life Crowdchange. The following is from the Panhellenic bylaws- Competitions shall be fun and positive, and activities shall not single out or embarrass any contestants. No demeaning activities (by hosts or participants) shall be allowed. Slandering of other chapters will not be allowed. Negative activities shall be considered hazing. From the IFC bylaws- No inappropriate or degrading materials may be used in the activities scheduled by the host chapter. Panhellenic as well as IFC has the authority to interpret what is inappropriate and degrading. Please email [ifcprog@uw.edu](mailto:ifcprog@uw.edu) or [phserve@uw.edu](mailto:phserve@uw.edu) if you have any concerns.

## **APPLICATION:**

Fraternity or Sorority name:

Contact name:

Contact email:

Contact Phone Number:

Name of event:

Name of benefiting organization(s):

Are you collecting physical donations or monetary or both? Or other?

What percentage of proceeds planned to go towards this organization?  
(It can be an estimate)

Proposed dates:

How do you plan to fundraise (ex. Crowdchange, Venmo, National website)

NEW - please email [phserve@uw.edu](mailto:phserve@uw.edu) and [ifcprog@uw.edu](mailto:ifcprog@uw.edu) receipts of all donations to ensure that funds are actually being donated (example, you set up a venmo account for the fundraiser, please submit proof the funds in the account are donated to the organization). We do not need to see individual members receipts but please check on your own if members are fundraising through their venmo accounts that they are actually donating the funds

### Event Description:

Please describe your event(s). If your chapter is hosting a multi-day event or competition please provide a detailed list of events(s) occurring during your event (the name, time, and description of each event throughout the week). A quick reminder that if you plan on having a "traditional" philanthropy week with competitions/events these must be virtual. Please provide information about each such as: partner organizations, online competition explanations, what you're selling, etc.

### COVID 19 Safety:

If you are collecting physical donations or having any part of your philanthropy in person, please outline below your plan for how your chapter plans on following all local, state, and federal guidelines to accommodate social distancing and gathering restrictions in response to COVID-19.

Ex. We will have one member sitting in front of the chapter house, wearing a mask, who will collect donations in a box 6 feet away. Donations will sit for 24 hours before being touched. Members will wear masks and gloves when handling donations. All people making donations are expected to also be wearing masks and following social distancing.

If applicable, please provide a detailed scoring rubric for each of the events you have listed above, as well as any explanation on how your chapter will determine the overall winner for the competition.

If you have one, please attach a photo of (or describe in detail) any promotional flyers, posters, or graphics that could be used to promote your event. If you do not have one at the moment, please leave a description of what it will look like and send a photo to your respective IFC/Panhellenic officer to promote the event when you have it. Please make sure these designs are in accordance with IFC and Panhellenic guidelines.

Description:

Image:  
(If available)

If you plan on selling any apparel, please attach a photo of (or describe in detail) any apparel featured during your event (including apparel just chapter members will have, and apparel sold during your event). If apparel is going to be sold to non-members during the event, please list the proposed price. (please note many members may not be living on campus, or able to enter chapter houses due to the no-visitor policy in place, please keep in mind you may need to create a shipping option) Please make sure these designs are in accordance with IFC and Panhellenic guidelines.

Description:

Image:  
(If available)

(Panhellenic Only) How do you plan on educating members and non members about the organization (examples include, posters with facts about the philanthropy, a guest speaker to participants, an informational video, etc)

(Panhellenic Only) What is your proposed budget for this event?