

# Illinois State University

## Interfraternity Council

### Leadership Fund Rules and Guidelines

Greek Affairs Office  
387 Student Services Building  
Campus Box 2702  
Normal, IL 61790  
(309) 4382151

#### I. Rules and Qualifications

- a. Only Interfraternity Council member fraternities that are not in limited fraternity status apply for funding.
- b. You may only apply for events such as leadership conferences, inter/national fraternity conferences or other events focused on Greek life.
- c. You can only receive funding for one event and once per year.
- d. You cannot apply for funding after the event has already occurred.
- e. Must be willing to present a professional style 15- 20 minute presentation to the Interfraternity Council on the following:
  - i. What did you gain from this experience?
  - ii. How are you going to implement it within your organization?
  - iii. How is it going to benefit the entire Greek community and the IFC?
  - iv. What materials can you share to the IFC?
- f. If the fraternity takes the money offered by the Leadership Fund and does not attend the event then the organization is required to pay back the IFC for the full amount.
- g. The fraternity will agree to bring back proof that is acceptable by the Vice President of Education and to the Vice President of Operations that the members did attend the event. This proof is due no later than 2 weeks after the event has occurred. If the event takes place over a university break, then the fraternity is required to submit proof no later than one week after school has returned to session.
- h. Upon certifying the terms in the Leadership Fund Request Form, you are acknowledging that if your fraternity does not spend the awarded funds, you are required to pay back the funds to the IFC for the full amount.

## II. Fees

- a. The Leadership Fund will only cover registration fees.
- b. If your request is approved, you will be reimbursed for the cost of early registration for the event and you will not be reimbursed for late fees.
- c. Funding will not cover transportation, lodging, food, or other expenses accumulated for the event.
- d. No more than 1/8<sup>th</sup> of your organization's total membership can apply for funding if your organization contains 21 members or more. If your organization has 10 to 20 members you are eligible for up to 5 members to receive funding. If your organization contains 9 members or less you are eligible for up to 3 members to receive funding.

## III. Application Process

- a. The fraternity must complete and submit the Leadership Fund Request Form a minimum of two weeks prior to the event taking place.
- b. The fraternity must submit a detailed budget explaining their chapter's estimated expenses for the event. Please see attached budget form for a sample.
- c. The fraternity must submit proof of the event and the cost per member to attend. The proof must contain location, dates, cost per member (include early registration and late registration if applicable), and scholarship opportunities for the event. This can be in the form of a copy from the website, flyer, or mailer.
- d. The fraternity must submit a cover letter containing the following:
  - i. The letter must be no longer than 3 pages and be written in 12 point Times New Roman font, with no more than 1 inch margins.
  - ii. The cover letter must contain the answers to the following questions:
    1. Is the event required by your fraternity's Inter/National Headquarters? If not, why do you feel the need to go?
    2. Did your organization use scholarships provided by your fraternity's Inter/National Headquarters, NIC, alumni, or other sources? If so, who did you gain funding from and how much did you receive? If not, why did your organization not look into these resources for funding?
    3. What do you think your organization will gain from attending this event? Will it benefit the Greek community as a whole or just your organization and why?
    4. How much did your organization budget for this event and why do you need to ask for additional funding?

- e. The fraternity will meet with the Funding Review Committee at a maximum of one week after their Leadership Fund Request materials are submitted.
- f. All information MUST be submitted in one complete packet. No incomplete packets will be considered. No late applications will be accepted.

#### IV. Funding Review Committee

- a. A maximum of one week after the Leadership Fund Request Form is submitted, a hearing by the Funding Review Committee will take place. The fraternity will receive a notice of the location and time of the meeting via email from the Vice President of Education. You must be present at the hearing to be considered for funding.
- b. The committee will consist of the Vice President of Education serving as the chairman, Vice President of Operations, 1-2 cabinet members, and 1-2 delegates. If the fraternity being represented has a member serving as the Vice President of Education, or the Vice President of Operations, then they will be replaced by another Executive Board member.
- c. There must be an odd number of committee members.
- d. The fraternity applying for funding cannot have a member of their fraternity on the committee.
- e. No two members of the same fraternity can be on the committee.
- f. When the committee votes whether or not to grant the fraternity their funding, the vote must pass by at least 2/3.
- g. If the fraternity is approved, they may but are not guaranteed to receive funding up to the amount that they requested.
- h. If the fraternity is approved, they will receive reimbursement after the Vice President of Education has been given proof of registration by the participating members. This can be sent in the form of a letter from the organization putting on the conference, a printed copy of the registration form filled out and verified, or a copy of the check with registration forms.
- i. If the fraternity is not approved, they may apply for funding for another conference that they attended in the same year.
- j. If the fraternity is not approved, they will be given a formal explanation why they did not receive the funding.
- k. If the fraternity is put on a suspended status before a presentation is made to the IFC, then the amount approved for the Leadership Fund will not be refunded.
- l. All decisions made by the committee are final and cannot be appealed.

**Illinois State University  
Interfraternity Council  
Leadership Fund Request Form**

**Chapter Information**

Chapter Name: \_\_\_\_\_

Chapter or  
Chapter President's  
Address:

\_\_\_\_\_ *Street Address*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code*

Chapter President Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Leadership Event Information**

Event Name: \_\_\_\_\_

Event Organizer's Name: \_\_\_\_\_

Event Location: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Is this event required by your Fraternity's Inter/National Headquarters? YES NO

How many members (including New Members) are in your chapter? \_\_\_\_\_

How many members (including New Members) are attending this event? \_\_\_\_\_

What is the registration cost per member for this event? \$ \_\_\_\_\_

Has your chapter budgeted for this event? YES NO If so, how much? \$ \_\_\_\_\_

Have you applied for any other types of funding? (Your Fraternity's Headquarters, NIC, etc.) YES NO

If so, who did you receive the funding from and how much did you receive? \_\_\_\_\_

Have you attached all required information to this form? YES NO

What dates and times work best for you to meet with the Funding Review Committee? \_\_\_\_\_

**Terms of Agreement**

*I certify that the information I have provided in this application is complete, true and accurate. I agree to all terms outlined in the IFC Leadership Fund Rules and Guidelines. I will attach a cover letter, proof of event, and budget to this application as required by the IFC Leadership Fund Rules and Guidelines. I also certify that all information is true and accurate to the best of my knowledge and understand falsifying any information will cause me to lose all funding and be open to sanctioning by the IFC Judicial Board.*

Chapter President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Illinois State University  
Interfraternity Council  
Organization Budget Information**

**Revenues**

Scholarships Received  
(Inter/National Fraternity, University, NIC, etc.)

Alumni Funding

Individual Member Contribution

Organization Funding

**Total Funding Received**

**Estimated Expenses**

Total Cost of Registration  
(Not including late fees)

Travel Costs  
(Hotel, airfare, car rentals, meals, gas)

**Total Estimated Expenses**

**Total received funding minus total expenses**  
(It is possible to have a positive or negative number)