

Request for Exemption for Alcohol-Related Fundraising



NOTE: According to Fraternity policy A.2, Delta Sigma Pi will NOT add “additional named insureds” to its insurance coverage for events involving alcohol. If your event vendor is making this request or requirement, an exemption will not be approved.

Chapter: _____

University/College: _____

A. History (check to certify eligibility for exemption):

1. I hereby certify our chapter was approved and engaged in fundraising activities that involved the sale or service of alcohol during the period of July 1, 2012 to June 30, 2013.
- a. The amount of money netted during 12-13 was _____
 - b. Description of Event or Activity: _____

 - c. The entity issuing payment to the chapter was: _____

 - d. Other chapters that participated in the fundraiser: _____

B. Contacts

Chapter President:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

Work/Other Phone: _____

Email: _____

C. General Information (for future events):

1. Is this fundraising effort/event being organized by your chapter or are you working with another chapter that is the main organizer for the fundraising activity?

Our event Working under another chapter

Main or "host" chapter organizing or contracting for the fundraiser: _____

Host chapter contact (name/email): _____

Other chapters participating: _____

2. Description of Event(s) or Activity(s): _____

Location of event(s):

On campus

Other: _____

3. What are the anticipated gross and net revenues from this event?

Gross: _____ Net: _____

4. Has the chapter participated in this event or activity before? Yes No

5. If yes, when? _____

6. If the event has been held before, have any accidents or incidents/problems occurred?

Yes No

7. If yes, please attach an explanation of the accident/incident.

8. Name and contact information for the venue/vendor that the chapter is working with for this event/activity:

9. Does the venue/vendor have professional liability insurance? Yes No

Minimum insurance levels for the vendors are: General Liability insurance (which specifically includes liquor liability) of at least \$1,000,000. The chapter and the National Fraternity must be named as Additional Insureds.

10. Has a copy of the Certificate of Insurance been sent to the Central Office as proof of insurance for the event? Yes No

If no, please attach a copy of the Certificate of Insurance to this request.

11. Did the chapter sign a contract for this event/activity?

Yes No

If yes, please attach a copy of the contract to this request.

Send form before July 1st by email to janet@dspnet.org; by fax to 513-523-7292; or mail to Janet Morgan, Delta Sigma Pi Central Office, 330 South Campus Avenue, Oxford, OH 45056.

Supplemental Fundraising Ideas and Financial Management Guidance

(For chapters who may lose income from concession alcohol sales at ball parks and related venues)

- Continue working with same vendors/events with other opportunities (food, water/soft drinks, souvenirs, parking, ushering, clean up)
- Inquire and apply for all available student funding (student activities, SGA, Dean's allocation, educational event sponsor, leadership conference funds)
- Work with revenue based school programs to co-host or manage events such as Career Fairs, Homecoming, Alumni Reunions, Parent's Weekend, Oktoberfest, concerts and celebrity speakers, etc.
- Work community festivals, street fairs, etc. (sell food, event parking, other booths)
- Develop corporate sponsorships, advertise on campus for local businesses
- Hold annual events like golf tournaments, battle of the bands, etc. using corporate sponsors
- Host joint charitable events for a "split-the-pot" profit (dance-a-thons, major projects)
- Upscale community raffles (electronics, bicycle, car, symphony tickets, store shopping spree, trips/vacation package, \$1000 cash, etc.)
- Approach non-student population with all fundraising (professors, parents, employers, general community)
- Conduct annual donation campaign from chapter alumni (utilize Chapter Birthday, Founder's Day, Alumni Day or other occasion as theme – challenge \$5 for every year they have been a member or challenge \$100 from 20 alumni members, etc.)
- In TV markets, visit game shows or talk shows who pay their audience
- Silent auction or verbal auction of donated goods. (upscale items of interest to high profile community representatives)
- Manage chapter cash flow; improve chapter budgeting; reduce variable expenses ; pay obligations on time to avoid late fees and interest charges; get negotiation assistance before signing any banquet or hotel contract