Greek Visit Day 2014: Greeks Give Back Luncheon
Philanthropy or Community Service Event Form

When completing this form, please remember:

☐ Chapters collaborating with other organizations across councils and who are able to link philanthropy and community service needs to local human services will receive priority

☐ Chapters need to complete this form and submit to the Office of Greek Affairs by 5:00 PM, Friday February 14

☐ The person completing the form will receive an email notification from Erika Gebard or David Nguyen, Vice Presidents of Philanthropy and Community Service for the Collegiate Panhellenic and Interfraternity Councils regarding the status of the application

☐ The number of participants attending Greek Visit Day will be sent out on a weekly basis starting March 1 so you can prepare adequate food/supplies for the participants

☐ Chapters/Pairings, etc. selected for a food booth or community service project may be provided some monetary startup costs

☐ The event is scheduled from 12:00pm (noon) until 1:30 PM on Sunday, April 6. Chapters need to be completely set up on Central Campus by 11:30 AM. You can start setting up at 10:00 AM.

☐ Please be reasonable when selecting the cost of your item. A glass of lemonade should not cost $5.

☐ Tickets will be used as payment for this event. Participants will visit the ticket stand and receive tickets to use for the event (i.e., $10 gets them 10 tickets). Chapters will collect tickets for payment. Please keep track of your tickets. These will be turned into Erika and David at the end of the event

☐ Funds raised from this event will be sent directly from the ISU Governing Greek Councils on behalf of the chapter(s) to the charitable organization identified by the chapter/pairing.

☐ Chapters can apply for one food booth and one community service project if they so choose.

☐ Chapters can apply for more than one food booth, but only one will be selected. Please indicate your preference of food item to sell if submitting more than one application

☐ If the chapter (s) are serving food, it is an expectation that those serving are all FoodSafe certified.

☐ Chapters must use an approved vendor/caterer for their event. The Iowa State University approved list can be found here: http://www.riskmanagement.iastate.edu/students/food/docs/ApprovedCaterers.pdf

☐ We will provide tents, tables and trash cans for your event. If you have specific requests, please contact Erika (ejgebard@iastate.edu) or David (nguyend@iastate.edu).

☐ Those chosen to provide food on campus will need to follow policies and procedures set by the Event Authorization Committee through working with the Office of Greek Affairs (more details to come).
Greek Visit Day 2014: Greeks Give Back Luncheon
Philanthropy or Community Service Event Form
Due February 14, 2014 at 5:00 PM to the Office of Greek Affairs
**Only one form per event needs to be completed**

Name of person completing form: __________________________ Email: __________________________

Chapter: ____________________________________________________________________________________________

Collaborating chapter(s): ____________________________________________________________________________________________

☐ Community Service Project   ☐ Philanthropy Food Booth Fundraiser

Overall plan:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Estimated Total Cost of Event: __________________________ Electricity Needed?    Yes    No

Cost per item being sold (if applicable): __________________

Materials Used: ______________________________________________________________________________________

Number of people needed to run event: _____________________________________________________________

What is your foundation/local cause/national cause: __________________________________________________________

How will you incorporate your cause into your booth/project? (i.e., speaker, handouts, t-shirts, buttons, signage, etc.) __________________________________________________________

Required Signatures:

Chapter 1:  Chapter President  Philanthropy Chair

Chapter 2:  Chapter President  Philanthropy Chair

Chapter 3:  Chapter President  Philanthropy Chair

Chapter 4:  Chapter President  Philanthropy Chair

Chapter 5:  Chapter President  Philanthropy Chair

Office Use Only

Date and Time Received: _____  Accept  Deny

Follow Up: ___________________