

SORORITY & FRATERNITY LIFE

How To Use Your Chapter Enrichment Funds

What is an Enrichment Fund?

Every fraternity and sorority has an enrichment fund created to which members, alumni, and supporters can donate. While donations can come in all year long, Big Orange Give is the biggest day for donations. Find more out about Big Orange Give here, <https://bigorangegive.utk.edu/>

How can we use Enrichment Funds?

By definition, these funds can be used for anything that “enriches” the organization and its members. Here are some examples of how chapters have used their enrichment funds in the past:

- Pay for travel, hotel, and registration to state, regional, and national leadership conferences
- Hosting sisterhood and brotherhood events for the chapter
- Pay for catering and other types of vendors for chapter sponsored events
- Pay for a speaker to come to campus
- And so much more!

What cannot be covered by Enrichment Funds?

- Donations made into enrichment funds cannot be donated to another non-profit or organization
- Enrichment funds cannot be used to pay for alcohol or other substances

Important fiscal policies surrounding the use of Enrichment Funds:

- If using funds to travel out-of-state or purchasing plane tickets in general, students must be entered into the university’s HR system and tickets purchased through Concur
- If wanting to purchase anything with a university procurement card, certain vendors must be used through Marketplace (Amazon, Staples, etc.)
- If using a university procurement card or paying directly from a university-held account, any entertainment expenses over \$1,000 must complete a Prior Entertainment Approval Form (ex: facility fee for the Foundry for a Parent Weekend)
- Any contracts that are needed to use university funds must go through the university contract approval process (6-8 week process)
- Any vendors being paid directly out of university funds must be preferred or approved vendors
- Payments exceeding \$10,000 may require special approval
- Payments coming directly from university funds are tax exempt

How does our organization access funds from our Enrichment account?

All requests to use enrichment funds must be submitted through the OSFL Request Form located on the OSFL website - <https://gogreek.utk.edu/request/>. Staff will then communicate with you regarding specifics and working to obtain approvals.

There are two ways to pay for things through your enrichment fund; you can either pay in advance and then seek reimbursement or you can work with us to pay the vendor(s) directly from your university account.

What is the timeline for using enrichment funds?

Planning ahead is vital when wanting to use enrichment funds. It is strongly recommended that all requests for use of enrichment funds be made at least a month in advance, if not more. Extra time is needed if a contract is involved or if we need to onboard a vendor who's not already approved in PaymentWorks. If you are unsure if a vendor is an approved vendor, just ask!

Required Documentation for Reimbursement:

If you are seeking reimbursement, the following documentation is required. Failure to turn in proper documentation may result in the inability to process your request.

- Invoice and/or receipt from company or vendor that is itemized (shows exactly what was purchased and the price) with total amount
- Invoice must reflect organizational name; we cannot reimburse individuals, only the organization
- Reflection of a \$0.00 balance due and/or copy of cancelled check

Important tips for successful use of your enrichment funds:

- Don't spend your money before getting all of the approvals necessary!
- Bills being paid directly by the University must be addressed to the organization (not a current member or alumni)
- Chapter enrichment fund requests must be approved by the undergraduate chapter leadership if being submitted by an advisor or house corporation representative

Following these guidelines will result in a faster turnaround time for your organization.