



# *services & benefits*



FRATERNITY  
HOUSING  
CORPORATION

[pibetaphi.org/housing](http://pibetaphi.org/housing) | 636-256-0680

Founded in 2008 to help Pi Beta Phi deliver a premier housing experience for its members, the Fraternity Housing Corporation (FHC) leads Pi Beta Phi's efforts to support and manage chapter facilities. Through resources FHC can access, Pi Phi is able to stay current with trends, discover promising practices and share them with others. Though these resources are available for every Pi Beta Phi chapter, FHC is directly responsible for managing facilities for more than one third of Pi Phi's chapters.

## PI BETA PHI IS *committed* TO OFFERING A PREMIER SERVICE FOR A PREMIER HOUSING EXPERIENCE.

FHC is dedicated to helping Pi Phi chapters achieve a positive housing experience while honoring each chapter's unique needs and respecting the commitment of local volunteers.

## WE *know* CHAPTER FACILITIES AREN'T JUST A PLACE TO LIVE.

Some of our fondest memories are formed during the time in a Pi Phi facility. Our chapter facilities come in all forms – a traditional chapter home, a university residence hall or a common meeting space. More than 4,300 Pi Phis sleep in Pi Phi facilities each night, but all members call the Pi Phi space home.

## WE'RE PREPARED BECAUSE NEEDS *are changing*, AND HOUSING IS COMPLEX.

Pi Phis deserve living and meeting spaces that support their educational pursuits, meet expectations for safety and are competitive with other options. We are dedicated to helping achieve a positive housing experience while honoring each chapter's unique needs.

## WE'RE *putting in the work* SO THERE'S ALWAYS A PLACE TO CALL HOME.

Pi Beta Phi works to sustain the housing experience for current and future members. On many campuses the facility is critical to our existence. The chapter facility is part of our identity and a source of pride; it's a place to connect and reconnect during college and long after.

## WHO *is* FHC?

FHC is led by a board of volunteers with experience and expertise in Fraternity housing, finance and collegiate housing trends. A professional staff leads the day-to-day work of FHC. FHC staff is integrated into the Pi Beta Phi Fraternity and Pi Beta Phi Foundation staff to offer a wide range of support.

From our full-time staff, FHC delivers:

- Day-to-day property management, emergency management and long-range planning.
- Support for routine financial requirements and financial resources to expend on deferred maintenance, renovations, long range planning.
- Employee management with a best-practice human resources model.
- Communication with Executive Council, Alumnae Advisory Committee (AAC), University personnel and vendors.
  - Regular, ongoing communication with the Collegiate Regional Team, Executive Council and AAC.
    - Annual presentation of the FHC facility budget and summer project plans.

## FHC *services & benefits*

### FACILITY MANAGEMENT THAT DRIVES MEMBER SATISFACTION

- National relationship with external property management firm hired by FHC.
  - Close partnership with FHC staff.
  - Always someone to call 24/7.
  - Collaboratively work together to handle all building-related emergency situations.
- Professional Housing Assessment completed for each facility.
- Focused efforts to improve safety and security.
- Manage local relationships with maintenance companies, vendors, etc.
- Ensure facility remains competitive on campus (with other NPC groups, university housing, as well as off campus housing options).
- Capital Expenditure (CAPEX) five-year plan in place for all properties to include redecoration, major repairs, additions, renovations.
- Proactive deferred maintenance schedule for updates during summer.
- Annual site visits.
- Planning, progress monitoring and oversight for all new builds, renovations, and facility improvements.

## **FORECASTING THAT BUILDS FINANCIAL STRENGTH**

- Approval and payment of all house related bills/invoices.
- Prepare payroll & tax filings for all employees.
- Prepare & file quarterly federal and state reports and annual tax filings.
- Negotiate loan financing.

## **FINANCIAL PLANNING:**

- Annual budget, review cash requirements, reconcile bank accounts.
- CAPEX planning.
- Pro forma statements.
- Annual audit.
- Financial record keeping including maintaining fixed asset schedules.
- Fees to chapter: ensure competitive among other groups on campus & fits within the chapter's annual budget.

## **EMPLOYEE OVERSIGHT THAT PROVIDES PEACE OF MIND**

- Day-to-day management and communication with House Director.
- Coordinate with all outside service companies, such as food service vendors and cleaning companies.
- Oversight of all local employees including House Director, Chef, Housekeepers and Houseboys.
- Employees may opt into the same benefits as Headquarters employees:
  - Healthcare
  - Dental
  - 401K
- Professional human resources structure: Recruiting platform with advertising, written job descriptions, screening, background checks, offer letter, and on-boarding platform with training, support through assuming duties, and annual performance reviews.
- Online system used to track worked hours & automate payroll.
- Up to date knowledge on the changing employment laws.

## **FUNDRAISING SUPPORT THAT GENERATES RESULTS**

- Oversight of facility fundraising requests and professional expertise to achieve immediate and long-term goals.
- Opportunities for donors to receive tax deductions for eligible contributions through funds held by Pi Beta Phi Foundation.
- Relationship management with companies who offer professional fundraising counsel, feasibility studies and campaign management and communications resources.

## CHC TO FHC *transition process & timeline*

The transition timeline for each Chapter House Corporation (CHC) may look a little different because of the uniqueness of each CHC, chapter and campus. All transitions are treated on a case-by-case basis and this is a sample of the process and timeline.

### **MONTH 1: LEGAL DOCUMENTATION & COMMUNICATION**

- CHC forward current Articles of Incorporation and Bylaws for review by FHC attorney to determine merger or dissolution process.
- CHC officers vote for merger or dissolution and sign documents of such action of the local CHC. FHC attorney will provide documents.
- FHC establishes a corporation under the FHC structure, for the chapter and in the name of the chapter.
- Communication to Chapter, AAC, employees & Regional Team, Vendors, University.

### **MONTH 2: FINANCIAL AND EMPLOYEE TRANSITIONS**

- CHC provide FHC with all information from Information Request List like bank statements, loan documents, tax information, employee information, etc.
- CHC and FHC work together to close local bank accounts and transfer assets to new bank account with FHC (all CHC assets remain in the name of the chapter under the new corporation).
- Transition of employees into Headquarters payroll and human resources platform.

### **MONTH 3: BUDGET BUILDING, COMMUNICATION AND VENDOR TRANSITION**

- FHC create budget and 30-year forecast.
- FHC host call with Regional Team, AAC & Executive Council to discuss budget and operations.
- Transition vendors to work with FHC personnel.

### **MONTH 4: PROPERTY & EMPLOYEE MANAGEMENT**

- FHC complete in person visit to meet CHC, chapter, AAC, employees, vendors.
- FHC complete property assessment & develop CAPEX plan.
- FHC host training with employees (time keeping, policies, benefits, duties).

## WHY *now*

Like you, FHC is dedicated to helping Pi Phi chapters achieve a positive housing experience while honoring each chapter's unique needs and respecting the commitment of local volunteers.

We are here to partner with you, and we strive to keep your passion, commitment and dedication to Pi Phi at the forefront of our work. Together, we will help to sustain the housing experience for current and future members.