GUIDELINES FOR ACCEPTABLE AND NON-ACCEPTABLE VOLUNTEER SERVICE HOURS AND PHILANTHROPY FUND DONATIONS

ACCEPTABLE GUIDELINES:

Hours may be accepted when they are given in the name of DELTA THETA TAU SORORITY by active members of the chapter.

1) A Chapter MAY include hours spent on a FUNDRAISING project. EXAMPLE: If a Chapter purchases dolls and the members make clothes and present the dolls to needy children, the time spent making the clothes and delivering the dolls MAY be included in Section V, Volunteer Service Hours. The money spent buying the dolls and material MAY be included in Section III, Chapter Philanthropy.

2) Individual Volunteer Hours by Chapter members MAY be counted on the Form #52, Chapter Philanthropy Report. EXAMPLE: Making cancer pads, addressing envelopes, making tray favors, knitting socks, etc. Exercise Caution in counting Philanthropy hours when performing services for friends and neighbors – **EXPLAIN THE CIRCUMSTANCES.**

3) Volunteer (non-paid/non-relative) hours for service performed for nonprofit organizations may be counted, provided it is documented in the Chapter Minutes and served in the name of DELTA THETA TAU.
   a) The money collected on such drives no ran through the chapter treasury shall not appear on Form #52 as a donation of the Chapter

4) Volunteer work in Homes, Nursing Homes and Hospitals, such as doing clerical work, sewing, entertaining patients, working in a gift shop or registration desk, is acceptable.

5) Volunteer hours for school activities are allowed, provided it is documented in the Chapter Minutes that the hours are to be spent in the name of Delta Theta Tau and not as a relative. In the event the Chapter is asked to assist in a Fundraising Project and the member is not obligated due to having children in that particular school, the hours MAY be reported.

6) Volunteer Service Projects that require members to travel to and from the site where hours are donated, the travel time MAY BE included. The money spent for gasoline MAY NOT be included in Section III, Chapter Philanthropy, unless Chapter determines basis for reimbursement and money is paid from the Chapter treasury. When babysitting for other Chapter members so they may perform volunteer services, hours MAY be counted.

7) Donations qualifying for philanthropic disbursement made to Chapter members, Chapters, or Alumnae Associations may be reported on Form #52, Section III, Chapter Philanthropy. Example: Payment of Chapter dues, medical, utility bills, disaster, and emergency situations may be counted.

8) Chapters, Chapter members, or Alumnae Associations shall be allowed to count hours and money for medical and/or emergency situations for sorority sisters.

9) Hours spent preparing a dinner because of a death in a member's family may be reported.

10) Hours spent on preparing items for convention raffles and/or boutiques may be counted if the proceeds are designated for philanthropy.

Philanthropy Money

1. Money donated through Chapter Treasury. DO NOT include Chapter Welfare or money.

2. Pass Through Donations. Items purchased by members to support Philanthropic projects of the Chapter, may be listed as Philanthropy donations if supported with photocopies of dated receipt(s). The photocopies of receipts must be on white 8 ½" x 11" paper and labeled for each donation. Original and/or illegible and undated copies will not be counted in your total. Copies must be paperclipped to Form 52. Province Chairmen may review fiscal year's pass-through donations' receipts as necessary.

UNACCEPTABLE GUIDELINES:

Philanthropy Hours

1. Hours shall not be included on fundraising projects where all profit is not designated for Philanthropy.

2. Hours given involving Church work are considered an obligation of the members of the Church and shall not be reported.

3. Hours spent organizing a new Chapter shall not be reported.

4. Hours spent for other Chapter Welfare, or anything for the good of the Chapter, shall not be reported. Donations for assistance for convention expenses or anything for pleasure for Chapter members, chapters, or Alumnae Associations shall not be counted.

5. Hours spent on National and Province Conventions and Chapter business, other than raffles and/or boutiques shall not be reported.

6. Hours performed by/for City/County elected officials shall not be reported.

7. Hours shall not be counted for care of any people residing in your home.

Philanthropy Money

1. In-Kind Donations: Donations where money is not exchanged. Any item donated with an estimated value attached shall not be counted. (i.e. Goodwill, Salvation Army, or any other charitable organization donations of personal, estate, or other items)