



Sigma Phi Epsilon Fraternity
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Recommended AVC Support for Major Housing Projects and Capital Campaigns

When considering a major housing project and capital fundraising, there will be a need for volunteer support above and beyond normal AVC roles. Below is a proposal for additional alumni-volunteer support.

The addition of Building/Design, Finance, and Campaign committees requires, at a minimum, 15 additional alumni-volunteers with specific areas of expertise.

Alumni Volunteer Corporation

- Members
 - AVC President, *Chairman*
 - AVC Vice President
 - AVC Treasurer
 - AVC Secretary
 - AVC VP of Housing
 - AVC VP of Relations
 - Chapter Counselor
 - Recruitment Mentor
 - Balanced Man Steward
 - Faculty Fellow
 - Additional AVC members, mentors, and advisors
- Additional Responsibilities
 - Recruit additional alumni-volunteers to serve on project specific committees
 - Confirm committee recommendations as a corporate body
 - Select fundraising vendor and start date
 - Maintain existing chapter operations
 - Continue mentoring for undergraduate leaders
 - Provide input on programming and needs for the new project

Building/Design Committee

- Members
 - AVC VP of Housing, *Chairman*
 - 5 or more alumni with architecture, real-estate, or construction experience
 - Undergraduate representative
- Responsibilities
 - Retain architects, engineers, and other vendors for the project
 - Procure design exhibits for fundraising activity
 - Interface with the University, City, and others on code and design requirements
 - Define strategy and process for contractor selection
 - Propose and drive project schedule and budget
 - Meet with contractors and others as needed throughout construction

Finance Committee

- Members
 - AVC Treasurer, *Chairman*
 - 3 or more alumni with banking, accounting, or finance experience
- Responsibilities
 - Work with SigEp National Housing, University, local banks, fundraiser, and others to identify and organize primary, secondary and tertiary funding
 - Assist in the development of financial pro-forma documents for the new project
 - Maintain schedule and diligence for credit instruments

Fundraising Committee

- Members
 - Campaign Chairman
 - AVC VP of Relations
 - 5 or more alumni with campaign or development experience from diverse eras who either make leadership gifts to the project or have strong relationships with major gift prospects
- Responsibilities
 - Serve as primary point of contact for general alumni base
 - Select and work with fundraising vendor
 - Coordinate friend raising, fundraising, and investment in the project
 - Identify lead donors and decade leaders
 - Plan and execute alumni relations – newsletter, announcements, groundbreaking, house dedication.
 - Interface with Sigma Phi Epsilon Educational Foundation
 - Travel to attend major gift meetings with fundraising vendor