

## Fall 2023: Programs and Services Bill

**Bill date: September 10, 2023**

**Due: October 10, 2023**

*A 1% monthly late fee will be assessed on all overdue invoices through the mySigEp statement of accounts.*

### Chapter Base Fee: \$1,825

- \$800: 2024 Carlson Leadership Academy
  - Registration, meals and lodging for eight undergraduate officers to attend the Carlson Leadership Academy.
- \$1,025: 2025 Conclave
  - Registration and hotel for delegate and alternate delegate and a travel stipend of 15¢ per mile round-trip from the chapter's campus.
  - Hotel and travel stipend for a designated volunteer.

### Per-man Fee: \$156.30 x (Number of brothers on the March 2023 PMR)

*For example: \$1,825 + (\$156.30 x 75 brothers) = \$13,547.50*

The breakdown of the per-man fee is as follows:

- \$106.30 annual programs and services fee.
- \$25 contribution to SigEp National Housing's Housing Loan Fund.
- \$20 contribution to your Chapter's Chapter Investment Fund (CIF).
- \$5 technology fee

*Sigma Epsilon Chapters (SECs) pay half of the per-man annual fee for programs and services (\$53.15 this fall) for their first two years to encourage saving for installation. SECs do not make Chapter Investment Fund deposits. After four consecutive billing cycles (two years), an SEC will be billed as outlined above.*

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## Frequently Asked Questions

### 1. What's different about the Fall Programs and Services Bill this year?

There is a small increase in the per-man fee for programs and services. Per a Grand Chapter resolution, the Fall Programs and Services per-man fee is tied to the Higher Education Price Index. For 2023, the per-man fee increased by \$4.09 per-man.

### 2. How do we pay our Fall Bill?

By September 10, the detailed invoice will be accessible for review and payment through the mySigEp statement of accounts. (For help on how to view the chapter statement, click [here](#).) There are three ways to pay your bills with HQ. You can pay via credit card on mySigEp, via check in the mail or through an ACH form. To help our Fraternity avoid unnecessary credit card processing fees, you can mail in a check or email in an ACH form. For checks, please send them to Sigma Phi Epsilon Fraternity at 310 South Arthur Ashe Boulevard, Richmond, VA 23220. Make sure you include your chapter name and "Fall Bill" on the memo line, e.g. "VA Alpha - Fall Bill". If you'd like to pay via ACH, please email [billing@sigep.net](mailto:billing@sigep.net) to request one.

### 3. Can our chapter make multiple payments?

The Fall 2023 Programs and Services Bill is due October 10, 2023. After the deadline, chapters will be assessed a 1% late fee monthly on the remaining overdue balance. We recommend paying as much as possible – in a single or multiple payment(s) – before the October 10 deadline to decrease the monthly late fee. If you are worried about making payments, [click here](#) to set up time with the Finance Consultant.

### 4. What is the technology fee?

The technology fee helps fund technology platforms utilized in chapter operations. These technologies include mySigEp, the BMP app, and chapter sites for all members and chapters.

**5. What about the Spring 2024 Insurance and Member Safety Bill?**

We're still working on the spring fee structure. Rates will be dependent on our fall success and ability to operate without risk management incidents or claims. We will be in a position to share the spring semester's fee structure later this summer or early in the fall semester. As with previous years, there will be incentives based on SLC status and chapter performance.

**6. What will the Carlson Leadership Academy look like this year? What other programs and services can our chapter expect this year?**

The 2024 Carlson Leadership Academy will feature eight executive tracks for these elected officers: president, vice president of member development, vice president of SigEp Learning Communities, vice president of recruitment, vice president of programming, vice president of communications, vice president of finance and chaplain. The \$800 base fee covers all related expenses (except travel) for these officers to attend Carlson.

This year, non-executive officers will also be able to attend Carlson in an additional track covering a topic key to the chapter experience. Volunteer training will also be available.

The Programs and Services Fee also contributes to members' participation in programs like Life After College, which will be once again held in-person this fall; Ruck Leadership Institute held in summer 2024; and virtual Career Coaching available to every brother.

**7. Why do chapters pay Conclave fees every year when Conclave is held every other year?**

Conclave is an extraordinary fraternity experience that requires planning years ahead of the actual event. Billing chapters \$1,025 each academic year provides the cash flow needed to reserve facilities, services and program activities well in advance of the actual event. The \$1,025 charged for two billing cycles covers registration and hotel for the chapter's delegate and alternate, and a travel stipend of 15¢ per mile round-trip from the chapter's campus. The amount also provides a hotel and travel stipend for a designated volunteer from the chapter. The cost of the program exceeds the total contribution from undergraduate chapters. Thanks to the generosity of donors to the Sigma Phi Epsilon Educational Foundation, SigEp is able to provide a phenomenal experience without passing additional financial responsibility to chapters. The 59th Grand Chapter Conclave will be July 23-27, 2025, in Tampa, Florida.

**8. What is the Housing Loan Fund and why do members contribute to it?**

The Housing Loan Fund is managed by SigEp National Housing and used to finance the purchase or renovation of SigEp chapter homes. This fund makes capital available to alumni and volunteer corporations (AVCs) at a competitive rate. Any income from lending activity is reinvested in other SigEp Learning Community efforts. SigEp is stronger if our homes provide the best quality environment for brothers and guests.

**9. Our tax status is out of date. Can headquarters offer any support to get reinstated with the IRS?**

Per [Resolution 19](#) passed at the 57th Grand Chapter Conclave, chapters have up to three months to demonstrate progress of reinstatement once the chapter's tax-exempt status has been revoked. If your chapter's tax-exempt status has been revoked by the IRS, you must take action immediately. We've partnered with Greekbill to offer 1024 reinstatement services at a discounted rate. To take advantage of this opportunity, contact our account representative at [greekbill@sigep.net](mailto:greekbill@sigep.net).

**10. What is the Chapter Investment Fund, and how can we use it?**

At the 2021 Grand Chapter Conclave, the delegates passed a resolution, which conveyed Chapter Investment Fund assets to the SigEp Educational Foundation. These funds can now be used for a wider range of educational expenditures including, but not limited to AVC or mentor committee-sponsored events, SigEp Learning Community programming, BMP programming, ritual equipment purchases, and registration fees for leadership events. [Learn more.](#)