

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-1  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP1-01  
TITLE: Fund Raising                      PAGE:                      1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

## **POLICY STATEMENT:**

It is the policy of the Kappa Kappa Gamma Charitable Foundation of Houston, hereinafter to be called "the Foundation", to conduct a biennial fund-raising project, to be known as the Kappa Kappa Gamma HOLIDAY PILGRIMAGE. The primary purpose of the Holiday Pilgrimage is to raise funds for charitable organizations which meet the established criteria of the Foundation.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-1  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP1-01  
TITLE: Fund Raising                      PAGE:                      1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

## **PROCEDURE:**

1. President will appoint the Pilgrimage Chairmen and Luncheon Chairmen. The President may consult with the Nominating Chairman, Vice President, past Pilgrimage Chairmen, past Luncheon Chairmen and past Presidents for recommendations.
2. During the odd numbered year, the President will appoint the new Pilgrimage Chairmen, but no later than January 31<sup>st</sup> in the even numbered year. During the even numbered year, the President will appoint the new Luncheon Chairmen, but no later than January 31<sup>st</sup> in the odd numbered year.
3. The Pilgrimage Chairmen and the Luncheon Chairmen will report directly to the President.
4. The Pilgrimage Chairmen and the Luncheon Chairmen are encouraged to attend Board meetings and will make reports to the Foundation, when requested to do so.
5. The Pilgrimage Chairmen and the Luncheon Chairmen will serve on the Philanthropy Committee as non-voting members.
6. The Pilgrimage Chairmen and the Luncheon Chairmen will select Kappas in good standing with the Association to serve as committee chairmen of the project. Committees should be structured to involve as many Kappas as possible.
7. All Committees will act at the direction of the Pilgrimage Chairmen or the Luncheon Chairmen.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-2  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP2-01  
TITLE: Events                                      PAGE:                              1/1

ORIGINAL DATE: February 27, 2002  
AMENDED DATE: April 28, 2008  
AMENDED DATE: May 6, 2018

## **POLICY STATEMENT:**

It is the policy of the Foundation that fund-raising projects may include events such as a tour of homes, which have been decorated for the holiday season, a holiday luncheon, and/or other fundraising activities as approved by the Foundation.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL:	Organizational	POLICY:	HP-2
SECTION:	Holiday Pilgrimage	PROCEDURE:	HP2-01
TITLE:	Events – Tour of Homes	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

## **PROCEDURE:**

1. The Pilgrimage Chairmen shall determine the selection of homes to be included in the tour.
2. The number of homes should be no less than 4, and no more than 6.
3. It is preferable that the homes shall belong to members or families with members of Kappa Kappa Gamma.
4. Florists or designers will be invited to decorate the homes. Each florist or designer will receive a stipend for purchasing materials.
5. A plan for the decoration of each home will be agreed upon by the Pilgrimage Chairmen, the Designer, Homeowner, and House Chairman.
6. A Floral/Design Contract, which has been reviewed by the Foundation attorney, outlining what the designer will provide, will be signed first by the Floral Designer, and then by the Foundation President, with copies going to the Designer, Homeowner, House Chairmen, and Pilgrimage Chairmen. Floral contracts should be signed by May 31 of the even year.
7. Trees and decorations will remain with the homeowner, as per the Floral/ Design Contract.
8. A Homeowner Agreement, which has been reviewed by the Foundation attorney, outlining the responsibilities of the Homeowner and the Foundation, will be signed first by the Homeowner, and then by the Foundation President, with copies going to the Homeowner, House Chairmen and Pilgrimage Chairmen. This agreement should be signed by May 31 of the even year.

# **Kappa Kappa Gamma Charitable Foundation of Houston**

REVIEWED: May 6, 2018

MANUAL:	Organizational	POLICY:	HP-2
SECTION:	Holiday Pilgrimage	PROCEDURE:	HP2-02
TITLE:	Events - Luncheon	PAGE:	1/1

ORIGINAL DATE: May 6, 2018

## **PROCEDURE:**

1. The Luncheon Chairmen shall reserve a venue for the Luncheon in the odd year.
2. A speaker may be engaged for the luncheon, preferably, but not necessarily, with a Kappa connection.
3. The Luncheon Chairmen will determine, with Foundation approval, if they wish to include a marketplace and/or any special events such as book signings, champagne reception with the speaker, etc.
4. The Luncheon Chairmen will request auction items from the Association's Stitcher group if there is a marketplace. The Luncheon Chairmen will provide tables for the Stitcher's auction items and volunteers to help with check-out.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL:	Organizational	POLICY:	HP-3
SECTION:	Holiday Pilgrimage	PROCEDURE:	HP3-01
TITLE:	Printed Material/Contracts	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

## **POLICY STATEMENT:**

It is the policy of the Foundation that all printed material will comply with approved standards.

REVIEWED: May 6, 2018



# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL:	Organizational	POLICY:	HP-4
SECTION:	Holiday Pilgrimage	PROCEDURE:	HP4-01
TITLE:	Project Plan	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: May 6, 2018

## **POLICY STATEMENT:**

It is the policy of the Foundation that the Pilgrimage Chairmen and the Luncheon Chairmen shall submit for approval a project plan to insure the best possible revenues.

REVIEWED: May 6, 2018



# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-4  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP4-01  
TITLE:              Project Plan –  
                         Pilgrimage/Tour of  
                         Homes                      PAGE:                      1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

## **PROCEDURE:**

1. The Pilgrimage Chairmen will set target goals of revenue projection, costs, and volunteer involvement.
2. The Pilgrimage Chairmen, with Foundation approval, shall determine if there will be a Preview Party and/or other promotional events.
3. Planned revenue-generating activities shall be approved by the Foundation on or before the January Foundation meeting in the even year.
4. The Pilgrimage Chairmen will establish a time-line to be approved on or before the January Foundation meeting in the even year.
5. The Pilgrimage Chairmen shall keep current and accurate files and/ or notebooks, and encourage chairmen to keep notebooks current.
6. The Pilgrimage Chairmen will maintain a detailed historical notebook.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-4  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP4-02  
TITLE:              Project Plan –  
                                 Luncheon                      PAGE:                      1/1

ORIGINAL DATE: May 6, 2018

## **PROCEDURE:**

1. The Luncheon Chairmen will set target goals of revenue projection, costs, and volunteer involvement.
2. The Luncheon Chairmen will establish a time-line to be approved on or before the January Foundation meeting in the odd year.
3. Planned revenue-generating activities (Stitcher sales, book sales, etc.) shall be approved by the Foundation on or before the January Foundation meeting in the odd year.
4. The Luncheon Chairmen shall keep current and accurate files and/ or notebooks, and encourage chairmen to keep notebooks current.
5. The Luncheon Chairmen will maintain a detailed historical notebook.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-5  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP5-01  
TITLE: Budget                                      PAGE:                              1/1

ORIGINAL DATE: February 27, 2002

## **POLICY STATEMENT:**

It is the policy of the Foundation that the Holiday Pilgrimage budget shall be reviewed and approved by the Foundation, and monitored on a monthly basis.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-5  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP5-01  
TITLE: Budget                                      PAGE:                              1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

## **PROCEDURE:**

1. The Finance Committee (Treasurer, Asst. Treasurer, Controller and Asst. Controller), in consultation with the immediate past Pilgrimage Chairmen, will develop a Pilgrimage budget in the spring of the odd year as part of the Board approved Foundation two year budget.
2. The Underwriting levels and benefits shall be reviewed and approved by the Trustees no later than the February meeting of the even year.
3. The Foundation will provide sufficient funds as needed to conduct the fundraising projects.
4. The Foundation Board must approve any costs that would cause the total Pilgrimage expense budget to be exceeded.
5. The Treasurer, Controller and Pilgrimage Chairmen will present the Pilgrimage Budget and Financial Statements to the Foundation at the regular monthly meetings and provide justification for any variances.
6. Pilgrimage committee chairmen shall have a copy of their respective budgets.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-5  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP5-02  
TITLE: Budget - Luncheon                  PAGE:                      1/1

ORIGINAL DATE: May 6, 2018

## **PROCEDURE:**

1. The Finance Committee (Treasurer, Asst. Treasurer, Controller and Asst. Controller), in consultation with the Luncheon Chairmen, will develop a Luncheon budget in the spring of the odd year as part of the Foundation's two year budget cycle.
2. The Underwriting levels and benefits shall be reviewed and approved by the Trustees no later than the January meeting of the odd year. The Luncheon Budget shall be reviewed and approved by the Trustees no later than the February meeting in the odd year.
3. The Foundation will provide sufficient funds as needed to conduct the fundraising project.
4. The Foundation Board must approve any costs that would cause the total Luncheon expense budget to be exceeded.
5. The Luncheon Chairmen with the assistance of the Treasurer and Controller will present the Luncheon Budget and Financial Statements to the Foundation at the regular monthly meetings and provide justification for any variances.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-6  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP6-01  
TITLE:              Controller                      PAGE:                      1/1

ORIGINAL DATE: February 27, 2002  
AMENDED DATE: May 6, 2018

## **POLICY STATEMENT:**

It is the policy of the Foundation that the Pilgrimage Chairmen and the Luncheon Chairmen shall work with the Foundation Treasurer, Controller and their Assistants on all budget matters.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-6  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP6-01  
TITLE: Business Manager                  PAGE:                      1/1

ORIGINAL DATE: February 27, 2002  
AMENDED DATE: April 28, 2008  
DELETED DATE: May 6, 2018

## **PROCEDURE:**

- ~~1. The Business Manager may select an Assistant Business Manager, if one is needed, who may become the Business Manager for the following Pilgrimage, upon approval of the Foundation.~~

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-7  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP7-01  
TITLE:              Disbursement of Funds      PAGE:                      1/1

ORIGINAL DATE: February 27, 2002  
AMENDED DATE: April 28, 2008

## **POLICY STATEMENT:**

It is the policy of the Foundation to disburse the proceeds of the fund- raising project to support charitable organizations that meet the established criteria of the Foundation.

REVIEWED: May 6, 2018



# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-7  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP7-01  
TITLE: Disbursement of Funds          PAGE:                      1/1

ORIGINAL DATE: February 27, 2002  
AMENDED DATE: April 28, 2008  
AMENDED DATE: May 6, 2018

## **PROCEDURE:**

1. The Philanthropy Committee will select the charities to be recommended to the Foundation to receive grants. (See Philanthropy Policies & Procedures)
2. The Finance Committee will manage interest earned on the Pilgrimage donations. (See Finance Investment Policy)
3. The Foundation will host an event to present the funds to the selected charities. A representative from the selected organization, alumnae members, and underwriters may be invited. The Philanthropy Chairman shall direct the Philanthropy Committee to plan and organize the *Kappa Gives a Gift* event to be held in April of the odd year.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-8  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP8-01  
TITLE:              Trustee Report              PAGE:                      1/1

ORIGINAL DATE: February 27, 2002  
AMENDED DATE: April 28, 2008

## **POLICY STATEMENT:**

It is the policy of the Foundation that Pilgrimage Chairmen will provide a final written report for the Trustees.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-8  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP8-01  
TITLE:              Trustee Report              PAGE:                      1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

## **PROCEDURE:**

1. This report is due by March 1st of the odd year.
2. Items to include in the report:
  - a. Financial analysis with financial statements of all events
  - b. Number of volunteers utilized and volunteer-hours spent
  - c. Attendance analysis
  - d. Areas for growth; areas of concern
  - e. Any critical incidents
  - f. Recommendations for growth or changes

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-9  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP9-01  
TITLE: Insurance                              PAGE:                      1/1

ORIGINAL DATE: February 27, 2002

## **POLICY STATEMENT:**

It is the policy of the Foundation to obtain adequate insurance for the fund-raising event.

REVIEWED: May 6, 2018

# **Kappa Kappa Gamma Charitable Foundation of Houston**

MANUAL: Organizational                      POLICY:                      HP-9  
SECTION: Holiday Pilgrimage              PROCEDURE:              HP9-01  
TITLE: Insurance                              PAGE:                      1/1

ORIGINAL DATE: February 27, 2002  
AMENDED DATE: April 28, 2008

## **PROCEDURE:**

1. The Legal/Insurance Trustee of the Foundation will verify that the KKG Fraternity Headquarters' insurance policy covers the Foundation, its officers and directors, all volunteers and all Pilgrimage events, including coverage for general liability and property damage.
2. The insurance covering the Foundation shall meet or exceed the minimum coverage requirements of the Texas Charitable Immunity and Liability Act of 1987.
3. If KKG Fraternity Headquarters' insurance does not provide the coverage listed in 1 and 2 above, then the Legal/Insurance Trustee shall recommend for Board approval, the type, amount, and cost of the additional insurance to be acquired and the carrier to be used.
4. Upon Board approval, the Legal/Insurance Trustee will secure adequate additional insurance as needed.
5. The Foundation President shall sign all insurance contracts secured by the Foundation.

REVIEWED: May 6, 2018