

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-1
SECTION:	Fundraising Events	PROCEDURE:	FE1-01
TITLE:	Fundraising	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: April 28, 2025

POLICY STATEMENT:

It is the policy of the Kappa Kappa Gamma Charitable Foundation of Houston (the "Foundation") to conduct such fundraising events as the Foundation may approve from time to time (the "Event" or "Events"). The primary purpose of the Events is to raise funds for charitable organizations which meet the established criteria of the Foundation.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-1
SECTION:	Fundraising Events	PROCEDURE:	FE1-01
TITLE:	Fundraising	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

AMENDED DATE: April 28, 2025

PROCEDURE:

1. The President will appoint the Event Chairmen. The President may consult with the Nominating Chairman, Vice President, past Event Chairmen, and past Presidents for recommendations.
2. The President will appoint the Event Chairmen no later than twelve months before the date of the Event.
3. The Event Chairmen will report directly to the President.
4. The Event Chairmen are encouraged to attend Board meetings and will make reports to the Foundation, when requested to do so.
5. The Event Chairmen will serve on the Philanthropy Committee as non-voting members.
6. The Event Chairmen may create Committees and appoint Committee Chairmen for an Event. Committee Chairmen must be Kappas in good standing with the Association. When appropriate, Event Committees should be structured to involve as many Kappas as possible.
7. All Committees will act at the direction of the Event Chairmen.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational

POLICY: FE-2

SECTION: Fundraising

PROCEDURE: FE2-01

TITLE: Events

PAGE: 1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

AMENDED DATE: April 28, 2025

POLICY STATEMENT:

It is the policy of the Foundation that the Events may include a two-day tablescape event, a holiday luncheon, and/or other fundraising activities as approved by the Foundation.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-2
SECTION:	Fundraising Events	PROCEDURE:	FE2-02
TITLE:	Events	PAGE:	1/1

ORIGINAL DATE: May 6, 2018
AMENDED DATE: April 28, 2025

PROCEDURE:

1. The Event Chairmen shall reserve a venue for the Event.
2. A speaker may be engaged for the Event, preferably, but not necessarily, with a Kappa connection.
3. The Event Chairmen will determine, with Foundation approval, if they wish to include an auction or raffle and/or any other special activities such as book signings, champagne reception with the speaker, etc.
4. The Event Chairmen may request auction items from the Association's Stitcher group if there is an auction or raffle. The Event Chairmen will provide such set-up and volunteer support to the Stitchers as requested.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-3
SECTION:	Fundraising Events	PROCEDURE:	FE3-01
TITLE:	Printed Material/Contracts	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: April 28, 2025

POLICY STATEMENT:

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

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-3
SECTION:	Fundraising Events	PROCEDURE:	FE3-01
TITLE:	Printed Material/Contracts	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

AMENDED DATE: April 28, 2025

PROCEDURE:

1. All printed material including contracts, brochures, and letterhead shall be approved by the President of the Foundation.
2. The Legal / Insurance Trustee will prepare any new contracts and will draft changes to the form of previously used contracts when needed.
3. The Foundation Attorney will review all contracts that have been prepared by the Legal / Insurance Trustee. The Foundation Attorney should be consulted prior to the execution of all contracts to make sure that these contracts are up to date with current law.
4. The Event underwriting letters and brochures shall list the Trustees of the Foundation.
5. The name to be used on all Event correspondence, contracts, and printed material shall be Kappa Kappa Gamma Charitable Foundation of Houston.
6. The President of the Foundation shall sign all contracts, leases, and agreements. The President may give the Event Chairmen authority to sign contracts on behalf of the Foundation in certain circumstances with the President's prior approval.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-4
SECTION:	Fundraising Events	PROCEDURE:	FE4-01
TITLE:	Event Plan	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: May 6, 2018

AMENDED DATE: April 28, 2025

POLICY STATEMENT:

It is the policy of the Foundation that the Event Chairmen shall submit to the Foundation for approval an Event plan (including underwriting levels and benefits, Event activities, and timeline) and budget to insure the best possible revenues.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

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MANUAL:	Organizational	POLICY:	FE-4
SECTION:	Fundraising Events	PROCEDURE:	FE4-01
TITLE:	Event Plan	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

AMENDED DATE: April 28, 2025

PROCEDURE:

1. The Event Chairmen will set target goals of revenue projection, costs, and volunteer involvement.
2. The Event Chairmen, with Foundation approval, shall determine if there will be a Preview Party and/or other promotional events.
3. Planned revenue-generating activities (Stitcher sales, book sales, etc) shall be approved by the Foundation on or before the February Foundation meeting in the year of the Event.
4. The Event Chairmen shall establish a timeline to be approved on or before the February Foundation meeting in the year of the Event.
5. The Event Chairmen shall keep current and accurate files, records and/or notebooks, and encourage any committee chairmen to keep notebooks current.
6. The Event Chairmen will maintain a detailed historical notebook.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-5
SECTION:	Fundraising Events	PROCEDURE:	FE5-01
TITLE:	Event Budget	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2025

POLICY STATEMENT:

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

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-5
SECTION:	Fundraising Events	PROCEDURE:	FE5-01
TITLE:	Event Budget	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

AMENDED DATE: April 28, 2025

PROCEDURE:

1. The Finance Committee (Treasurer, Asst. Treasurer, Controller and Asst. Controller), in consultation with the Event Chairmen, will develop Event budgets in the spring of the odd numbered 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 year of the event.
3. The Foundation will provide sufficient funds as needed to conduct the Event.
4. The Foundation Board must approve any costs that would cause the total Event expense budget to be exceeded.
5. The Treasurer, Controller and Event Chairmen will present the Event Budgets and Financial Statements to the Foundation at the regular monthly meetings and provide justification for any variances.
6. Event committee chairmen shall have a copy of their respective budgets.

REVIEWED: April 28, 2025

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MANUAL:	Organizational	POLICY:	FE-6
SECTION:	Fundraising Events	PROCEDURE:	FE6-01
TITLE:	Controller	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: May 6, 2018

AMENDED DATE: April 28, 2025

POLICY STATEMENT:

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

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL: Organizational POLICY: FE-7
SECTION: Fundraising Events PROCEDURE: FE7-01
TITLE: Disbursement of Funds PAGE: 1/1

ORIGINAL DATE: February 27, 2002
AMENDED DATE: April 28, 2008
AMENDED DATE: April 28, 2025

POLICY STATEMENT:

It is the policy of the Foundation to disburse the proceeds of the Events to charitable organizations that meet the established criteria of the Foundation.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-7
SECTION:	Fundraising Events	PROCEDURE:	FE7-01
TITLE:	Disbursement of Funds	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: May 6, 2018

AMENDED DATE: April 28, 2025

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 Event 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 organizations, alumnae members, and underwriters may be invited. The Philanthropy Chair, with the assistance of the Philanthropy Committee, will plan and organize the *Kappa Gives a Gift* event to be held in April of the odd numbered year.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-8
SECTION:	Fundraising Events	PROCEDURE:	FE8-01
TITLE:	Event Report	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: April 28, 2025

POLICY STATEMENT:

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

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-8
SECTION:	Fundraising Events	PROCEDURE:	FE8-01
TITLE:	Event Report	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: April 28, 2025

PROCEDURE:

1. The Event report is due by March 1st of the year following the Event.
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: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-9
SECTION:	Fundraising Events	PROCEDURE:	FE9-01
TITLE:	Insurance	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2025

POLICY STATEMENT:

It is the policy of the Foundation to obtain adequate insurance for the Events.

REVIEWED: April 28, 2025

Kappa Kappa Gamma Charitable Foundation of Houston

MANUAL:	Organizational	POLICY:	FE-9
SECTION:	Fundraising Events	PROCEDURE:	FE9-01
TITLE:	Insurance	PAGE:	1/1

ORIGINAL DATE: February 27, 2002

AMENDED DATE: April 28, 2008

AMENDED DATE: April 28, 2025

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 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 Foundation approval, the type, amount, and cost of the additional insurance to be acquired and the carrier to be used.
4. Upon Foundation 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: April 28, 2025