





ACADEMY SCHEDULE

SOCIETY #1

GETTING STARTED & FRATERNITY FEES

SUNDAY, JANUARY 9, 2022 // 3 P.M. - 5 P.M. ET

SOCIETY #2

BILLING & COLLECTING

SUNDAY, JANUARY 9, 2022 // 6 P.M. - 8 P.M. ET

SOCIETY #3

PROTECTING AGAINST FRAUD

SUNDAY, JANUARY 23, 2022 // 8 P.M. - 9 P.M. ET

SOCIETY #4

BUDGET RECONCILIATION & FINANCIAL ASSESSMENT

SUNDAY, FEBRUARY 6, 2022 // 8 P.M. - 9 P.M. ET

SOCIETY #5

BUDGET REQUEST FORMS & FALL BUDGETING

SUNDAY, APRIL 3, 2022 // 8 P.M. - 9 P.M. ET



EXPECTATIONS

- MAKE SURE YOU'RE HERE ON TIME AND FOR THE DURATION OF EACH SOCIETY
- KEEP YOUR VIDEO ON WITH YOUR NAME AND COLLEGE/ UNIVERSITY
- HAVE ON THE PROPER ATTIRE (COLLARED SHIRT, BADGE, NO HATS)

PURPOSE

- GIVE YOU THE TOOLS TO BE A SUCCESSFUL VP OF FINANCE.
- GIVE YOU THE OPPORTUNITY TO NETWORK WITH GROUPS LIKE YOURS ACROSS NORTH AMERICA.
- PROVIDE ONGOING SUPPORT TO YOU AND EACH OTHER AS YOU NAVIGATE THE SCHOOL YEAR.
- PROVIDE A DISCOUNT FROM YOUR INSURANCE COMPANY FOR BEING ABLE TO SHOW WE DO CONTINUOUS EDUCATION WITH OFFICERS.



AΣΦ
FRATERNITY

STAFF DIRECTORY



317.843.1911



tbtm@alphasig.org

Click on the staff member's name to send an email.

Headquarters Staff strives to accomplish the Fraternity's Vision and Purpose as a team in a healthy and challenging work environment that contributes to the overall growth of each employee. We are continually seeking individuals who will embrace our purpose with enthusiasm and determination. Candidates should possess excellent customer service, interpersonal and organizational skills, along with a strong commitment to our values. If you are interested in beginning your career with Alpha Sigma Phi, please email Tabatha Sarco at tsarco@alphasig.org.

EXECUTIVES

GORDY HEMINGER
PRESIDENT & CEO

MATT HUMBERGER
VICE PRESIDENT & COO

HEALTH & SAFETY

DANNY MILLER
SENIOR DIRECTOR OF PREVENTION & ACCOUNTABILITY

INITIATIVES

TABATHA SARCO
SENIOR DIRECTOR OF STRATEGIC INITIATIVES

MARKETING & COMMUNICATIONS

IAN FRASER
DIRECTOR OF MARKETING & COMMUNICATIONS

KATIE BOYD
COORDINATOR OF MARKETING & COMMUNICATIONS

BAILEY DAVEY
COORDINATOR OF MARKETING & COMMUNICATIONS

BUSINESS OPERATIONS & MEMBER SERVICES

ADAM BROWN
DIRECTOR OF BUSINESS OPERATIONS

BRETT CARLSON
ASSISTANT DIRECTOR OF MEMBER SERVICES

MICHELLE HAIN
ADMINISTRATIVE ASSISTANT

CLVEN HOUSING

NICK MILLER
DIRECTOR OF CLVEN HOUSING

BENNY ARGENTO
ASSISTANT DIRECTOR OF CLVEN HOUSING

STEVEN NORRIS
ASSISTANT DIRECTOR OF CLVEN HOUSING

MATT LIGHTNER
COORDINATOR OF CLVEN HOUSING

LOGAN MULLINS
COORDINATOR OF CLVEN HOUSING

ALUMNI ENGAGEMENT

JEREMY RIED
SENIOR DIRECTOR OF ALUMNI ENGAGEMENT & CHAPTER OPERATIONS

LOGAN ISHIMINE
DIRECTOR OF SOUTHEAST OPERATIONS

LAYTON PIVER
DIRECTOR OF WEST COAST ENGAGEMENT

ADRIAN CULP
COORDINATOR OF CHAPTER OPERATIONS

ASHER ROGERS
COORDINATOR OF CHAPTER OPERATIONS

PROVISIONAL CHAPTER DEVELOPMENT

SAM FRANZOIA
DIRECTOR OF PROVISIONAL CHAPTER DEVELOPMENT

DAVID ERON
ASSISTANT DIRECTOR OF PROVISIONAL CHAPTER DEVELOPMENT

FOUNDATION

ALEX HILE
COORDINATOR OF FOUNDATION

EXPANSION & GROWTH

ANDY BREMER
DIRECTOR OF FRATERNITY INITIATIVES

COLLIN BINKLEY
COORDINATOR OF GROWTH

HENRY CALLEO
COORDINATOR OF EXPANSION & GROWTH

KEVIN FINKLER
COORDINATOR OF EXPANSION & GROWTH

CAM SKALLA
COORDINATOR OF EXPANSION & GROWTH

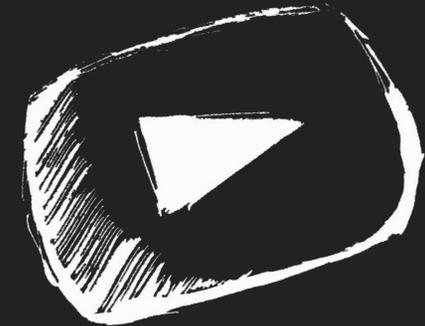
TAYLOR WALLERSTEIN
COORDINATOR OF EXPANSION & GROWTH



AVAILABLE RESOURCES

Alpha Sigma Phi encourages you to use our resources throughout the year to help navigate your position within the chapter and to be as efficient as possible. The Fraternity offers video resources that can be found on our YouTube page, as well as PDF resources that can be found on our website. Click the icons below to view our available resources. Further resources are available at [myAlphaSig](https://myalphasig.com), where you can access content in the “applications” tab called “Online OfficerTraining” and “Online Programs and Education.”

VIDEO RESOURCES



PDF RESOURCES



Write the name and contact info of your facilitator:

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Use this space to write down contact information for your society members:

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FALL REFLECTION

Use the space below to write down your chapter's biggest wins and toughest challenges.

WINS

CHALLENGES

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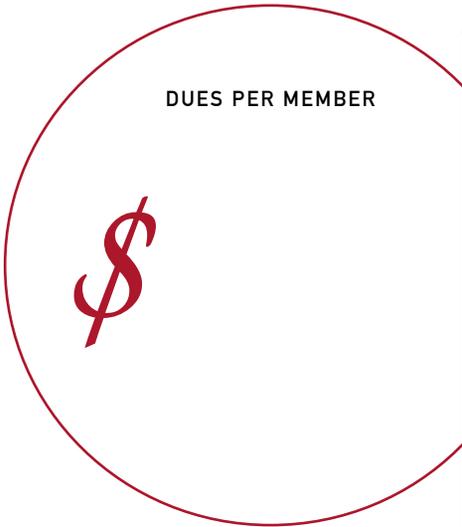
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RETENTION & ROI

Write down what your chapter currently collects in dues for one member. Then, document what your chapter offers that member in return, or what that member's Return on Investment is. And finally, write down five ways to provide more value to new members, sophomores and juniors/seniors.

DUES PER MEMBER



RETURN ON INVESTMENT

NEW MEMBER	SOPHOMORE	JUNIOR/SENIOR

BROTHERS PAY
DUES AND STAY
A MEMBER
BECAUSE OF
ONE THING:

THEY SEE
VALUE IN IT.

FRATERNITY FEE STRUCTURE

Document the cost of each of the following fees, when they're due and what they go towards.

Reminder: billing is based on the roster as of April 15.

HOW MUCH IS IT?

WHEN IS IT DUE?

EDUCATIONAL PROGRAMMING FEE

WHAT DOES IT GO TOWARDS?

HOW MUCH IS IT?

WHEN IS IT DUE?

MEMBERSHIP FEE

WHAT DOES IT GO TOWARDS?

HOW MUCH IS IT?

WHEN IS IT DUE?

HEALTH & SAFETY FEE

WHAT DOES IT GO TOWARDS?

PRICE MATCH

Alpha Sigma Phi is the only international fraternity who offers a Price Match Guarantee. Use the space below to write down exactly what that means.

PRICE MATCH *continued...*

Use the space available to document why Alpha Sigma Phi offers a Price Match Guarantee to its chapters and their members.

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MEMBERSHIP STATUSES

Indicate the different Membership Statuses of Alpha Sigma Phi. Then, write an explanation for any of the ones you feel need explained. Then, answer the question at the bottom of the page.

Why is it important for your position to know about Membership Statuses?

BILLING MEMBERS

Consider the following:

How do your members know when to pay?

How do your new members know when to pay?

How are parents informed?

BILLING MEMBERS *continued...*

Consider the following:

What happens if a new member drops? What does he pay? What refunds are available if he's paid in full?

What do you bill Suspended Members?

Do you offer any discounts for those that pay early? In full? Are seniors?

COLLECTING FROM MEMBERS

Write down ways to better collect dues from your members.

INCENTIVES VS CONSEQUENCES

Brainstorm five incentives and five consequences a chapter could use to collect dues on time.

COLLECTIONS

Consider the following:

Who qualifies for collections?

What information is needed?

How do you send someone to collections?

CASE STUDY

Read the case study. Then, document what steps you'd take in this scenario.

In preparation of the semester, you built a very strong budget accounting for all of the expenses the chapter anticipates for the year and accurately accounted for all members of the fraternity. You put all of these members on one of two payment plans, monthly installments or a one-time payment. One of your members, Chase, has yet to make any of his monthly payments three months into the semester. When you have approached him about this, he tells you that he's no longer able to make the payments happen and won't be active this semester. You know that he has been coming to events throughout the semester thus far and have seen him going to the bars on multiple occasions.

WHAT ARE THE STEPS YOU'D TAKE TO SOLVE THIS ISSUE?

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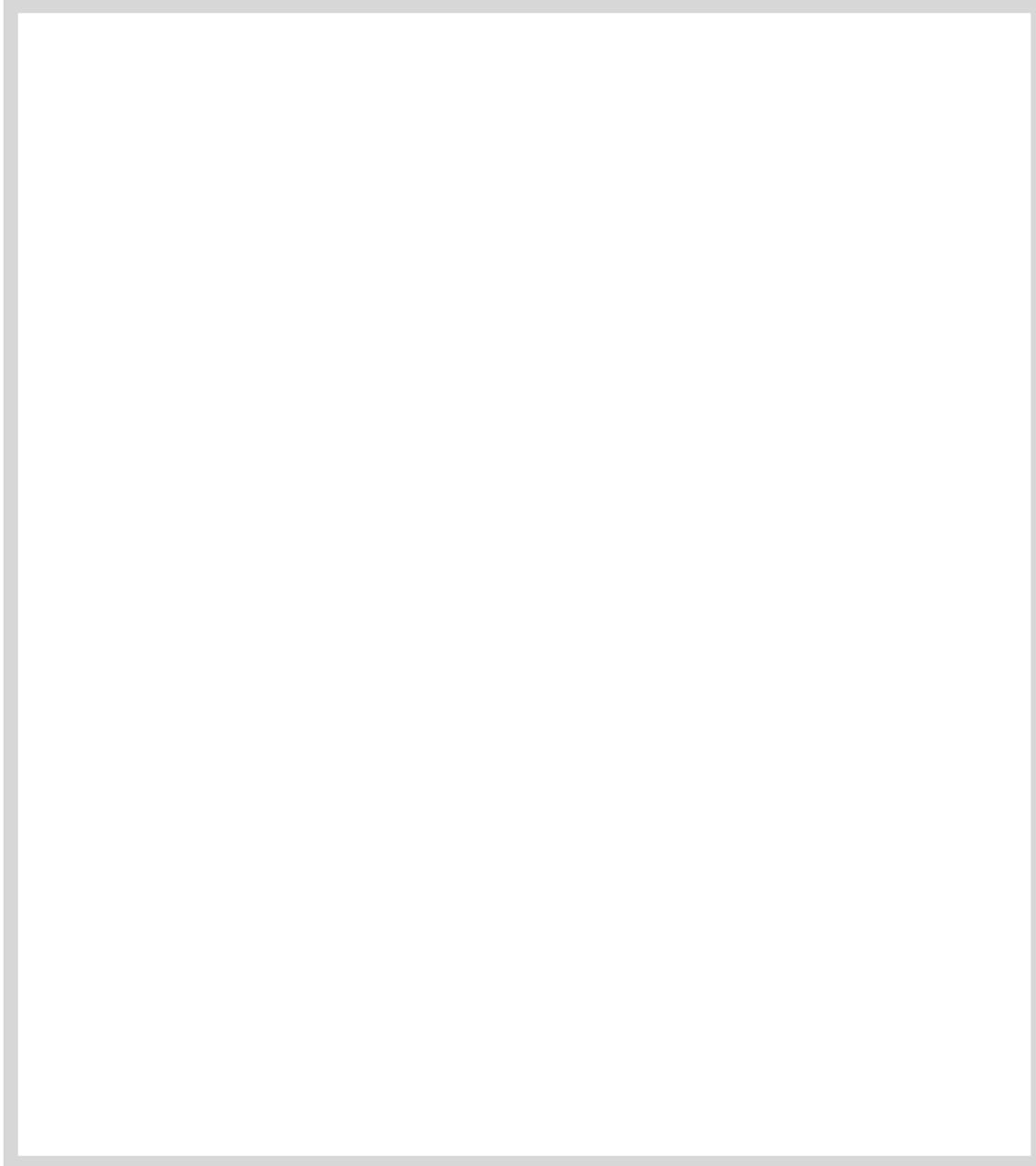
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ACTIVITY

Use the space below to brainstorm polices and practices to protect your chapter against fraud.



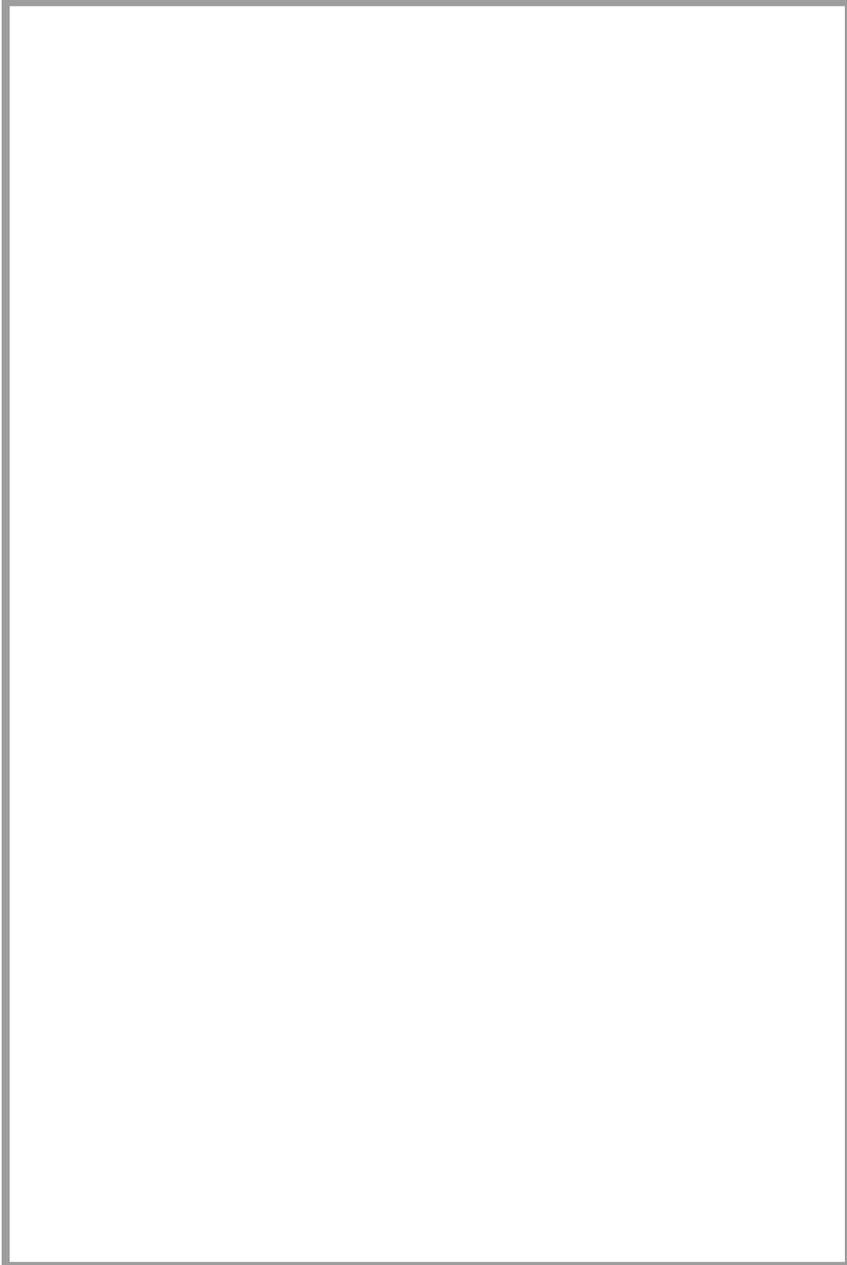
PEER-TO-PEER PAYMENTS

Document the issues you've run into with peer-to-peer payment options such as Venmo.



UTILIZING YOUR RESOURCES

Write down as many resources you can think of to help you in your role.



EXTRA SPACE FOR NOTES



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FRATERNITY/CHAPTER TRADITIONS

In the boxes on the left, document the two main parts to reconciling the budget. Then, answer the questions.

HOW OFTEN DO YOU RECONCILE THE BUDGET?

HOW OFTEN DO YOU REPORT THE FINANCIALS TO OTHERS?

WHAT METHODS DO YOU USE TO STAY UP-TO-DATE?

ASSESSMENT

Complete the Financial Assessment.

What percentage of members have not made any payments this term?

What percentage of members are not current on their payments?

What percentage of dues have you collected this term?

What's your total outstanding past due balance? What actions are you taking to lessen this amount?

Are you up-to-date on Fraternity fees?

Are all bills paid that are due to this point (including composite, IFC, etc...)?

Have you put money into savings this term? How much?

Has your chapter put money aside for Fraternity programs and/or Phi Society?

Are your new members on track to make all of their payments on time?

EXTRA SPACE FOR NOTES

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FALL BUDGETING

Consider the following:

How far in advance do you typically plan next term's budget?



When do you notify the chapter regarding dues?



What is your process for determining next term's budget?



When do you start collecting?



EXTRA SPACE FOR NOTES

EXPENSES & REVENUE

Define:

REVENUE

EXPENSES

FIXED EXPENSE

WHAT ARE YOUR CHAPTER'S FIXED EXPENSES?

VARIABLE EXPENSE

EXPENSES & REVENUE *continued...*

Fill in the blanks.

ONCE YOU KNOW HOW MANY PEOPLE WILL BE ENROLLED, YOU'LL
 TAKE THE AMOUNT OF _____ AND DIVIDE IT BY THE
 NUMBER OF _____, THAT WILL GIVE YOU THE _____
 PER MEMBER. IF THE AMOUNT IS TOO HIGH, _____

EXTRA SPACE FOR NOTES





RESOURCES TO ASSIST YOU

- [UNDERGRADUATE RESOURCES](#)
- [ANNUAL REPORT FOR ACCREDITATION](#)
- [ALPHA SIGMA PHI'S YOUTUBE CHANNEL](#)

Further resources are available at [myAlphaSig](#), where you can access content in the “applications” tab called “Online OfficerTraining” and “Online Programs and Education.”