



1st Steps Toward Housing

Starting a plan toward acquiring housing can be an overwhelming task. Knowing where to start is not always clear. This document should help your chapter form a clear plan toward the ultimate goal of a chapter house. Once these basic steps are completed the process should run smoother.

1. Save money:

- This is a very basic idea, but it is the most important step to take. Saving money gives you money for a down payment. It also creates the confidence for undergrads and alumni which can increase savings as well. Here are a few ideas to help your chapter save.
 - 1) Create a designated “Chapter House Savings Account.” Separating your funds from the general chapter funds allows the chapter to see a clear picture of the funds that are generated and provides separation to prevent non-housing related spending.
 - 2) Use a third party billing service. This is an additional expense that can range from \$18-\$30.00 a man, but in the long run can prove beneficial. It takes the work out of your hands and in most cases provides higher rates of collections. The third party billing company can also directly deposit into whatever accounts you need the money to go into, including the chapters new “House Savings Plan.”
 - 3) Raise dues. This will be unpopular, but if the chapter is serious about getting a house this is essential for getting seed money established. Increasing the dues by \$25.00 a semester for a 30 man chapter will generate \$1500.00 a year. \$1500.00 is a great start towards a new house.
 - 4) Have a chapter house specific fundraiser.

2. Create Budget:

- The Crysophylos must become very skilled at budgeting. A budget can only be a benefit when it is followed closely. It eliminates mistakes and can paint a clear picture of the financial “fitness” of the chapter. This can also show any changes the chapter needs to make. There are sample budgets on the [TKE website](#).

3. Alumni Relations:

- Having good alumni relationships is paramount in the success of a chapter and obtaining a house. Alumni can provide financial and professional support, and when the time comes should take over the process and provide stability. Here are some basic ideas to repair, establish, and maintain positive alumni relations.
 - 1) Schedule an undergrad/alumni event 6 months to 1 year in advance. Many alumni have work and families they have to schedule around. Giving them ample time to plan can allow that to happen. Try to schedule around significant sporting events or other popular campus activities.
 - 2) Send a newsletter 3-4 times a year
 1. The content should have 70% of the content geared toward alumni. With the other 30% focused on the chapter.
 2. Alumni content could include: alumni spotlight, announcements (births, deaths, marriages, promotions, awards, etc), upcoming alumni events, and past events (with several pictures supporting the content).
 3. Collegiate content could include: A message from the Prytanis, other chapter events (rush results, philanthropy, academic success, awards, etc), and a member spotlight.
 4. Sending out both email and a paper newsletter would be ideal; however it is important to send at least one or the other.

4. Start recruiting for the Housing Corporation.

- Housing corporations should ideally consist of relevant talents including CPAs, Lawyers, Real estate professionals, etc. However, anyone who is willing to lend their time and energy should be solicited as well.
- To help you with contacts for your chapter, request a full roster by calling the Offices of the Grand Chapter.

If you have any additional questions call Housing Coordinator Tyler Baker at 317-872-6533 or email at tbaker@tke.org.