



The Sig House

A Newsletter from the Board of Grand Trustees

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Friend Raising

If you intend to fund raise, you must also “friend raise” - before, during, and after a capital campaign! A comprehensive program is the means to achieve this. An important part of that program is successful alumni relations. This can be summarized as the Five I of Successful Alumni Relations:

Identified. The first step is knowing who your alumni are. Besides contact information, strive for career information and details about community and fraternity involvement. Records management becomes the backbone of your fund raising program.

Informed. Keeping alumni up to date on the chapter is important but pales in comparison to keeping them informed about each other's whereabouts and related news. This relies heavily on your ability to gather and maintain information about your alumni. Keeping them informed simply involves disseminating that information.

Interested. Offering alums information about others and issues they are concerned with is the key to getting and keeping them interested.

Involved. The opportunity to affect the future of the chapter or the opportunity to share in the chapter's activities is key to alumni involvement. All alumni programming should seek to get alumni participating in planning, decision making and activities.

Invested. In terms of involvement, the pinnacle of successful alumni relations is having alumni invest their money in the alumni program. This can be as simple as paying for attendance to a

function or participating in the annual fund all the way up to donating to the chapter house renovation and scholarship fund. Envisioning the possibilities of alumni willing to invest is exciting and motivating.

As you develop your friend raising program, fund raising possibilities increase. Keep your “I” on the prize.

From Fraternity Management Group
www.fmg Tucson.com

Taming the Energy Tiger

Winter weather will soon start spiking heating costs of many chapter houses. With energy costs at an all time high, better control of heating costs is essential.

In older housing, poor insulation and HVAC equipment is often the budgetary enemy. In new facilities built to conserve energy, the culprit is residents who leave doors ajar and windows wide open. But that issue is for another article.

Fortunately, many states offer energy conservation assistance in the form of loans or rebates to help old housing more become energy efficient. To qualify for these incentives, an “energy audit” is done on the chapter house to determine where the building needs help. An energy audit is usually arranged through your local power, gas or oil provider. The audit will provide a priority list to determine needed upgrades and cost. Most energy upgrades pay for themselves in a matter of a few years so upgrading is more of an investment than an expense. If your state offers energy audits, loans and rebates, investigate the options today.

Here is a handy checklist of things to look for if you are in the self help mode:

- Check doors for proper weatherstripping. Add where needed.
- If windows are single pane, add storm windows or replace existing windows with thermopane windows
- Close vents in storage areas and other rooms that do not require heat.
- Service the boiler, furnace, or heat pump to assure efficiency. Heating equipment in poor operation use more fuel and work harder. Replace air filters several times a year. If the heating or cooling equipment is old and inefficient, investigate modern replacements. The cost is often paid back in a few years by the energy cost savings.
- Use less hot water by installing low flow shower heads. Set the hot water heater at 120 degrees.
- Set daytime temperature at 68-70 degrees in the daytime and 62-66 degrees at night. Never set heat lower than 55 degrees during cold winter conditions since pipes can freeze
- Install a humidistat that automatically controls the shower area ventilation fan based on humidity. Once humidity is removed, it shuts off so that excess heated and cooled air isn't being unnecessarily exhausted as well.
- Keep all exterior doors and windows closed during extreme weather. Install automatic closers on doors to help the process.

Begin the energy conservation process when weather is moderate so that you can enjoy the savings when costs begin to ratchet up. Tame that energy tiger.

Rodney D. Reid, AIA

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Since 1980, Rod has provided architectural and planning services to the Greek Community. As a Sigma Chi, he serves the Fraternity by assisting house corporations with chapter house renovation and construction design. He collects data, analyzes needs, project requirements, develops cost estimates and assists locating design and construction team members.

As President of the National Society for the Preservation of Greek Housing, Rod is also involved in assisting historic Greek Houses with raising tax deductible donations for their renovation projects.

Contact Rod for a no obligation consultation.

Risk Management Foundation Claims Corner Advice

Part of a house corporation's responsibility is to make sure the chapter is properly and adequately insured. Most rely on the Risk Management Foundation (RMF) for this purpose. Here is some timely information and advice:

Submitting Claims in a Timely Manner. It is *extremely* important to submit all claims as soon as you are aware that a loss has occurred. The policy requires that the insurance company be notified of a claim as soon as is practical.

Failing to notify your insurance carrier of a claim could jeopardize coverage for the loss. When a claim is submitted, an adjuster will be assigned to assist you. On property claims, the adjuster will:

- Work with you to preserve evidence
- Advise on proper mitigation and remediation, and
- Obtain an accurate scope of the damages.

If repairs are completed or the damage is cleaned up prior to the adjuster inspecting, there is a chance that the actual damage may be disputed. If potential evidence is destroyed, the cause of loss may not be known and the obligation for insurance to pay may be compromised. Having the adjuster involved from the beginning will set clear expectations and lead to a smoother claims process.

For example, a recent claim was filed in which a bathroom door fell on and broke someone's foot. The injured party sought medical attention, but a claim was not submitted until a year later when an attorney sent a letter to the house corporation. The door had already been repaired and many of the witnesses had graduated making it difficult for the adjuster to defend the house corporation.

In another recent example, a guest in the chapter house had her fingers slammed in a door causing severe injury. The claimant's parents came to the house and spoke with a chapter officer to gather information. The claim was not submitted until six months later when the claimant's health insurance carrier contacted the house corporation seeking reimbursement for medical costs.

Filing General Liability Claim. It is important that the insurance company be notified of general liability claims as soon as possible. The adjuster will need to complete an investigation to determine the facts of the loss. In most instances, this will mean the adjuster will need to obtain statements from the involved parties and witnesses. Time is of the essence. Crucial facts will be lost, distorted or remembered poorly as times goes by.

Sigma Chi Fraternity's Constantine Capital, Inc.

Provides affordable financing options to house corporations that own Sigma Chi chapter houses for:

- Chapter House Purchase
- Life & Fire Safety Upgrades
- New Construction
- Renovation
- Loan Guaranty

FOR DETAILS GO TO:

www.SigmaChi.org > Members >
Housing > Constantine Capital

OR CONTACT:

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By submitting a claim immediately when it occurs, the facts have a better chance of being preserved. It is important that you submit every claim or incident that could arise into a claim, in order to ensure that the claim isn't prejudiced in the ways discussed above.

Unlike a homeowner's or personal automobile policy in which your rates are affected by every claim submission, your insurance policy under RMF's insurance program is not impacted by the number of claims submitted, but rather by the amount of claim dollars expended.

We're Here to Serve

The Board of Grand Trustees is available to assist house corporations in a myriad of ways. There is over *600 years of combined professional expertise* in such critical areas as real estate development, property management, project administration, politics, maintenance, renovation, insurance, tax planning, accounting, construction, fund raising, legal, education, housing, risk management and more.

While each Grand Trustee is assigned specific provinces to oversee, this combined expertise is available to all house corporations. The key to tapping this gold mine is to contact your province's Grand Trustee with a specific request for assistance. If your request is outside of your Grand Trustee's specific area of expertise, other colleagues will assist in providing real solutions. Give us a try. We're here to serve.

