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# GREEK NEIGHBORHOOD ASSOCIATION newsletter

For Greek Sector updates, announcements, and information at Georgia Tech

## STUDY SPACE AND RENOVATIONS: BY RON DUBOSE, SIGMA CHI HOUSE CORPORATION

We all appreciate the role our chapter house plays for for tailgating on Saturday afternoons. Economical dorm rooms and a convenient dining room are also highly prized in the Greek system. Unfortunately, we sometimes overlook the equally important need for a quiet, comfortable place to work and study. When the Sigma Chi house was designed in the mid 1990's, we did not provide for an academic space. Recently, though, we have remedied that oversight by remodeling our unused basement space as a study hall. It was a "learning"

experience to say the least and here are some lessons.

The first task is to identify a space that can be converted without too much expense

In speaking to Ron for this article, he mentioned how there is "always a spark plug" for these type of projects. He said that students have to care about it and make some progress, come up with a proposed plan and then pass to alumni.

You can reach Ron for more information at [RDuBose@emprise-usa.com](mailto:RDuBose@emprise-usa.com).

and to get a general sketch for everybody to agree on. If you can prevail on an alumni in architecture business to draw it up, so much the better. You need

a contractor to give you an estimate for the work so you can line up the funding. We drew up a prospectus outlining the need, the location, size, function and cost. This document proved to be invaluable in several respects; but, it served a central role in focusing the project and communicating the plan to all concerned.

In general, donations to fraternity housing are not deductible; however, the tax code allows deductible donations to academic facilities within fraternity houses. The IRS position is that private facilities can be deductible if the university certifies that there is a need and that the private facility relieves the university from having to invest in similar public facilities. This is called a "certificate of need" and must be issued by

the university. We submitted our prospectus to Tech and they issued the certificate, which ensures that any deduction is valid should a donor be audited.

You will need a general arrangement drawing for permitting purposes. The basic floor plan, the location on the campus and in the house need to be shown for a permit. Think about electrical additions being up to code, and modifying sprinkler and security systems. The furnishing and even decorations are deductible as well so be sure to include them in your budget.

Finally, be specific with instructions for the contractor. Give them samples, paint numbers, and specific details. Be sure to stay on top of the project as it is being constructed.

## HAVE A QUESTION?

Check out <http://greek.gatech.edu/content/18/greek-facilities> for resources and documents. Or contact Kylie Corcoran, Greek Affairs Coordinator at 404-894-2002 or [kylie@gatech.edu](mailto:kylie@gatech.edu).

## ANNOUNCEMENTS

### For House Corporations and Advisors:

"The 7th Annual Greek Housing Conference, to be held on May 9 at Georgia Tech is designed with fraternity and sorority volunteers in mind. The Laurus Groups hosts the one-stop one-day conference, highlighting key aspects of fraternity and sorority house management and alumni involvement. We have provided a broad range of speakers who have hands-on relevant experience in their respective fields, giving you the opportunity to ask questions from industry experts and gather useful and practical information."

Register: [www.greekhousingconf.com](http://www.greekhousingconf.com)

### For Boarder Opportunities:

Boarder Interest Form:

<http://goo.gl/forms/Xy12NQVqil>

People who Need Housing:

<http://goo.gl/nIGsg3>

### External Contractor Database:

Do you have the contact information for an external service provider that could help other groups address projects in their facilities (plumbers, fire alarm systems, general contractors, etc.)?

<http://goo.gl/2tbZCi>

Need Contact Information from the database? Email [Kylie@gatech.edu](mailto:Kylie@gatech.edu)

## HAVE A GOOD SUMMER!

A house manager's job is never done.

This summer, start thinking about projects you want to complete before the craziness of recruitment and football season, and over Work Week in August.

Not sure where or how to start on a new project or initiative?

Email [Kylie@gatech.edu](mailto:Kylie@gatech.edu) to set up a meeting over the summer to get started.

## MAY MISCELLANY: REMINDERS FOR HOUSE MANAGERS

The transition from the end of the Spring semester to the beginning of the summer is a hectic one. Students are moving in and out of the chapter houses and leadership often changes. As we prepare for a busy summer in the Greek Sector, please be aware of the following items as we head into May:

### Roll Off Dumpster Information

*Move Out Dumpsters:* Giant roll-off dumpsters will be placed in the Greek Sector 4/23 thru 5/3 for you to place wood, furniture, and metal that can not go in your regular dumpster. If these get full, contact Kylie to have them emptied.

*Transition with your summer House Manager:* Do you have a different house manager taking over for the summer? Please submit their contact information at <http://goo.gl/forms/BJScsKo2q1> by May 1.

*Complete your chapter's Redbook:* These groups still need to have the house manager log on to [Redbook.gatech.edu](http://Redbook.gatech.edu) and complete the emergency preparedness guide: **ΑΔΠ, ΑΓΔ, ΑΤΟ, ΑΦ, ΑΧΔ, ΧΨ, ΔΣΦ, ΔΧ, ΛCA, FIJI, ΦΔΤ, ΦΣΚ, ΠΚΦ, ΣΝ, ΤΚΕ, ΤΞ, ΖΒΤ**

*Confirm and Participate in Summer Fire Drill:* You can confirm your chapter's assigned timeslot by typing in your email at <http://goo.gl/4Ne0Pe>. More information about how to do a Fire Drill will accompany a reminder email.

*Submit the House Resident Roster:* All chapter must submit names and emergency contact for people living in your chapter house this summer by May 15. You can download the form to submit these on at <https://drive.google.com/a/ifc.greek.gatech.edu/file/d/0By8vg4ZK-nUeWYybkJ2QTFmQ3c/view>

*Clean up for FASET:* At the last GNA meeting, house managers agreed to only allow for 30 minutes for clean up on a FASET morning to avoid a violation, instead of the typical two hours. Kylie will always send a reminder about FASET days.

### FASET Dates

May 7	July 19-20
June 17-18	July 21-24
July 7-8	Aug. 2-3
July 9-10	Aug. 9-13

## DON'T FORGET...

- Transition with new or Summer House Manager (April).
- Schedule your follow-up Fire Inspection, if not completed (Email [Renee.Lee@ehs.gatech.edu](mailto:Renee.Lee@ehs.gatech.edu)).
- Complete the checklist above to prepare for the summer (May).
- Read the Summer GNA Newsletter (end of June).
- Inform residents and boarders of GNA policy (All Summer).
- Review House Managers Checklist (<http://greek.gatech.edu/content/18/greek-facilities>) in preparation for the Fall (August).



## GNA VIOLATIONS THIS YEAR

TRASH | DUMPSTERS | LAWNS

Since June 2014, there have been 59 total GNA Violations (YTD: 139)

Trash Violations: 37; Over half are on Friday mornings (YTD: 76)

Dumpster Violations: 22; Recent trend on Monday mornings (YTD: 63)

Lawn Violations: 1 in April so far; Cut your grass weekly or bi-weekly!

## HOUSE MANAGER SPOTLIGHT: CHRIS NONNEMAN, TKE

### What is the toughest part of being house manager?

The toughest part is fixing and cleaning everything on a daily basis in order to make sure a day does not go by where something remains out of place. The longer you allow something to remain dirty or broken, the more it will encourage others in your organization to lose respect for their house. A Work Party system is put in place to ensure all brothers do their part in cleaning the house with a fining/reward system in place to encourage members to maintain a high percentage of Work Party completion.

### What is your relationship with your house corporation like?

We stay in contact constantly in order to keep them in the loop with current house issues. Likewise, we meet monthly to discuss need for future improvements, new appliances, etc.

### What big project are you working on this year?

Our big projects are done during the week before school starts in the Fall and this upcoming Work Week. We are re-sodding the front yard and planting more aesthetically pleasing landscaping, installing permanent trash can receptacles outdoors, and installing a volleyball net to keep balls

from endangering vehicles on the road. As for overall improvements, we have an ongoing goal of keeping everyone responsible for the trash they create, whether it is a couple guys on a Monday night or a large group on a Saturday afternoon.



### TKE used to get a lot of GNA violations. What did you do to help your chapter reduce the number of violations?

We fixed our issue with violations by implementing a Morning Cleanup Program. On top of every brother's required weekly Work Party requirements, each brother is signs up for one week in the semester for morning cleanup. They must have the OUTSIDE of the house clean by 6 AM every day of the week they are assigned. If a violation occurs, those brothers that were assigned that week are subject to pay the entire fine, regardless of the amount.

### How do you motivate members to do chores? What system works best in your house?

Our twice a week Work Party system is one where each member, that is not on kitchen cleanup duty, is assigned two days a week that they must complete a work party. Work parties include anything from taking out the trash to sweeping/mopping or anything else that requires cleaning. At the end of every two weeks, if a member has not completed 66% of their required work, they are fined \$15 for each work party they are under the amount needed to be above 66%. At the end of the semester, all fine money from the semester is evenly distributed to those members who finish above 90% work party completion.

### What is the biggest piece of advice for other house managers?

Just because they are your friends doesn't mean you can be ok with their bad habits and lack of respect for your house. If people are leaving their trash everywhere, help them understand how it is affecting all of their friends, potential rushees, other guests, and Georgia Tech's view of them. It's very easy to keep your house clean if everyone just throws away their own trash and helps clean up their mess. Clean stuff up as soon as possible. The longer you wait, the more stuff will break.

*Chris is a 5th Year Civil Engineering major from Norcross, GA.*