

# STUDENT ORGANIZATION HOUSING AND PROPERTY SELECTION/APPLICATION 2021-2022

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Name of Organization: \_\_\_\_\_

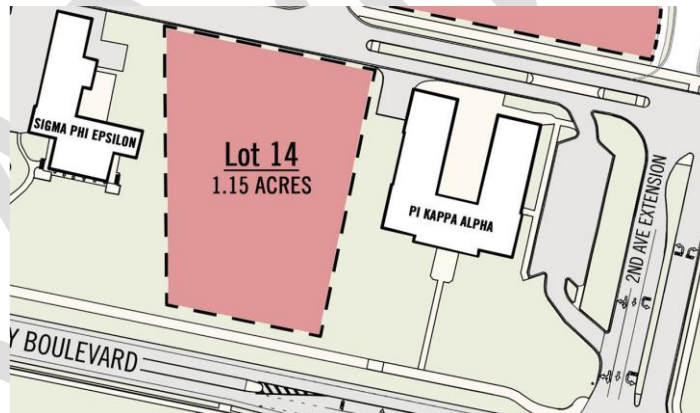
TOTAL POINTS (to be completed by Committee): \_\_\_\_\_

Committee Recommendation: \_\_\_\_\_

We are delighted that you wish to improve your current organization living options at the Capstone. This application will help to ensure that each organization is reviewed in a fair and unbiased manner.

## Current Housing Options

The following lot/housing options are currently available for application submission. Chapters interested in constructing a NEW facility may apply for the new lot, Lot 14, located on University Blvd. Organizations may also apply to purchase and renovate an existing housing facility if a current chapter house becomes available.



## Procedures

The following procedures will govern lot selection and development within university property as well any additional facilities that may become available.

1. The organization House Corporation (the House Corporation shall be an alumni/ae housing advisory board and not an undergraduate collegiate board) must submit a **STUDENT ORGANIZATION HOUSING AND PROPERTY** application to the Office of Fraternity and Sorority Life ATTN: Tut Wilson, Executive Director of Fraternity and Sorority Life, 2500

The University of Alabama Student Center, Box 870298, Tuscaloosa, AL 35487. Applications can also be emailed to [pewilson@ua.edu](mailto:pewilson@ua.edu).

2. Please compile your responses in the order the information is requested. Detailed instructions for all required information and documents are included in this application packet.
3. The University of Alabama Student Organization Housing Advisory Board Committee will review and consider equally all applications. In addition, meetings with chapter, alumni/ae, and/or national representatives will be scheduled once the applications have been reviewed.
4. All house corporations interested in applying must have undergraduate chapters that are officially registered with The University of Alabama Office of Student Involvement and MySource at the time of application. To be considered for selection, the organization must not be suspended or have their charter revoked, meaning a separation from the University of Alabama for a definite or indefinite period of time, at the time of application.

SAMPLE

## **PART I. Membership Information (60 points)**

Please complete and verify the following information in Part 1 for all dates that apply for your organization. If the organization has not existed for the time specified, then information will be provided for as many years as the organization has been in existence at The University of Alabama.

• **TOTAL ORGANIZATION MEMBERSHIP STATISTICS FOR: (10 pts.)**

	Fall	Spring
2020-2021	_____	_____
2019-2020	_____	_____
2018-2019	_____	_____
2017-2018	_____	_____
2016-2017	_____	_____

• **RECRUITMENT OR NEW MEMBER STATISTICS FOR: (10 pts.)**

	Fall	Spring
2020-2021	_____	_____
2019-2020	_____	_____
2018-2019	_____	_____
2017-2018	_____	_____
2016-2017	_____	_____

• **MEMBERSHIP STATISTICS ON DATE SUBMITTED: (10 pts.)**

Most current semester	_____
Total initiated, active membership	_____
Total current pledges/associates	_____

• **ORGANIZATION RETENTION AND PERSISTENCE RATES: (10 pts.)**

(NOTE: This information supplied by the Office of Fraternity and Sorority Life)

	Fall	Spring
2020-2021	_____	_____
2019-2020	_____	_____
2018-2019	_____	_____
2017-2018	_____	_____
2016-2017	_____	_____

• **ACADEMIC STANDING: (10 pts.)**

(NOTE: Chapters *must* have a semester organization GPA of 2.5 in order to apply. Please refer to [Academic Reports](#) on the OFSL website for completing this section.)

Semester	GPA
Spring 2021	_____
Fall 2020	_____
Spring 2020	_____
Fall 2019	_____
Spring 2019	_____
Fall 2018	_____
Spring 2018	_____
Fall 2017	_____
Spring 2017	_____

• **ORGANIZATIONAL STUDENT CONDUCT RECORDS: (10 pts.)**

(NOTE: This information supplied by the Office of Student Conduct.)

**1. Group Violations (5 pts.)**

a. The Office of Student Conduct will identify and explain organization violations of the UA Code of Student Conduct or of the National Office over the past 3 years. This information will include:

- i. Date of Violation
- ii. Statement/Nature of Violation
- iii. Action taken or disposition of violation (fines, probation, suspension, etc.)
- iv. Follow up action initiated by Chapter

**2. Group Drug/Alcohol Violations (5 pts.)**

b. The Office of Student Conduct will provide a total number of individual drug and alcohol cases for the previous academic year and points will be awarded based on the organization's overall number of individual violations divided by the chapter size.

## **PART 2. Supporting Information (30 points)**

**Please respond to each of the following statements in 500 words or less. Responses need to be included with the application.**

1. Describe how the organization has committed to the recruitment of a diverse student membership and to the development of the intercultural competence of its members as it relates to the [University's Strategic Plan for Diversity](#). (10 pts.)
2. Describe the growth and development of your organization since its founding at UA. This should include the date of colonization, the date of installation, and a description of the organization as personified by its members both in the past and in 2020-2021 or subsequent year. (5 pts.)
3. Describe your chapter's current living arrangement and how a new space/facility would contribute to the mission, aims and goals of the organization. (5 pts.)
4. Describe and list the major programs, activities, and service projects of the chapter. Include in the description the contributions to the university and community. Also, please include any supporting documentation (newspaper clippings, correspondence, etc.). (5 pts.)
5. List any campus, national, or regional awards, or recognition the organization has received over the past 5 years. (5 pts.)

## **PART 3. Financial Information (30 points)**

**House Corporations will furnish the following information in this application.**

1. Provide House Corporation balance sheet that shows current assets and liabilities, savings, land (if any), buildings (if any), mortgages, loans, building funds, etc. Please include the condition and appraised value of any buildings that you currently own. Provide House Corporation income statement for the past three years. (10 pts.)
2. Analysis of the House Corporation's financial support for this project. Describe the nature and purpose of the house corporation board, including how many members actively serve on the board. Please provide a list names, positions, and contact information (phone number, e-mail address, and mailing address) as well as the year and institution in which each board member earned his or her undergraduate degree. Indicate if the housing/room agreements will be between the member and the House Corporation. (10 pts.)
3. Undergraduate chapter's financial information for the past three years that supports the operations and any reserves. Please include budgets, cash flow statements, tax returns, operating statements, and any other documentation that would help the committee evaluate the financial standing of the chapter. Please note that membership will also be considered as part of the financial standing of the chapter. (10 pts.)
4. Provide a detailed 30-year business plan for the proposed project, if applicable.

## **PART 4. Formal Statements of Support**

Please include one letter from each of the following applicable individuals/organizations in which they attest to their support of the house corporation's application for housing. The letter should also include the signature, contact phone number, and email address of each person. *Letters from additional individuals/organizations will not be considered.*

- Inter/National Headquarters or Executive Office
- Local House Corporation
- Alumni Board or Graduate Chapter (if applicable)
- Organization's Primary Advisor
- Undergraduate Organization Chapter President

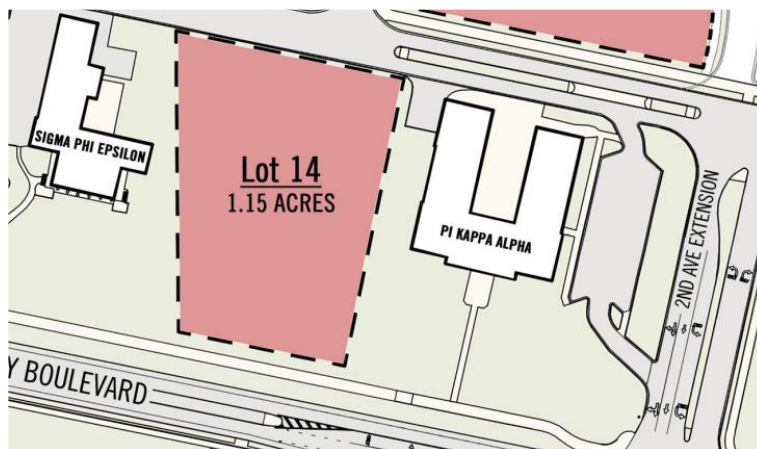
## **PART 5. Lot/House Selection**

The following lot/housing option is available for application submission. Chapters interested in constructing a NEW facility may apply for the new lot, Lot 14, located on University Blvd. Alternatively, organizations may also apply to purchase and renovate an existing housing facility if a current chapter house becomes available.

Please share in order of preference your organization's interest(s).

**Please circle one:**

- 1<sup>st</sup> Preference:  
    Lot    Existing House
- 2<sup>nd</sup> Preference:  
    Lot    Existing House



**Initial next to the one lot/housing option that your chapter is MOST interested:**

\_\_\_\_\_ Interested in **building/constructing a new facility** or **purchasing/renovating an existing facility**, if one becomes available. *Please also complete the above Lot Preference section.*

\_\_\_\_\_ Only interested in **building/constructing a new facility**. *Please also complete the above Lot Preference section.*

\_\_\_\_\_ Only Interested in **purchasing/renovating an existing facility** if one becomes available.

### **For House Corporation Board:**

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Date Received: \_\_\_\_\_

Approved By Committee: YES \_\_\_\_\_ NO \_\_\_\_\_

Property Awarded: \_\_\_\_\_

Signature of Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Approval:

\_\_\_\_\_  
Matthew Fajack  
Vice President for Finance and Operations

\_\_\_\_\_  
Dr. Myron Pope  
Vice President for Student Life