**ALPHA ETA CHAPTER, INCORPORATED**

 **CHI ETA PHI SORORITY, INCORPORATED®**

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| **DETERMINATION and COLLECTION of ASSESSMENT for ACTIVITIES** |

**PURPOSE:**

To provide guidelines for making decisions on reasonable assessment fees for Chapter activities.

**POLICY STATEMENT:**

1. The setting of the Chapter assessment is the preview of the Board of Directors with the approval from the membership.
2. The Assessment for the Chapter activities will be based on the cost to hold events and the needs of the Chapter with the addition of a reasonable fee to obtain a profit.

**PROCEDURE:**

1. The Chapter will determine the Assessment fee for the following;
2. Fundraising Activities
3. Any additional events
4. The Chapter assessment is paid to the Tamiochus for the activity and the balance is due within forty-five (45) days following the scheduled event or any date stipulated made by the Board of Directors.
5. In the event an activity is cancelled as the budget permits the funds will be used for the Chapter operational business. Any money left over will be applied toward the needs for the next fiscal years’ activities.