



## **FREQUENTLY ASKED PHILANTHROPIC QUESTIONS/ANSWERS**

(revised 2012)

The following questions and answers are those asked most frequently. This is intended to be a “guide” to help you interpret the meaning of the official Philanthropic Guidelines. When in doubt, it is always best to ask your IC Philanthropic Chair.

**Q. How are chapters registered for IC Awards?**

A. The state awards chairman and/or board member within your State is assigned to submit a list of chapters not registered for IC Awards to ESA Headquarters by December 1. All Chapters are automatically considered registered unless they are removed from the submitted list. Check with your state chair to be certain your chapters are registered.

**Q. How do chapters keep track of hours and monies donated?**

A. Many chapter philanthropic chairs have a “member notebook” which is brought to each meeting to update activities or individual notebooks are distributed in order to keep track of one’s hours/monies.

**Q. Can an item donated to your chapter be used as a philanthropic project and be counted?**

A. Yes, using the monetary value of the item(s).

**Q. Money from a September finance project will be donated in March. When do we count the hours/monies?**

A. Count the hours at the time of the project and count the money when it is donated.

**Q. I work for “\_\_\_\_\_ Auxiliary”. May I count my hours?**

A. If you are volunteering in the name of ESA and are involved with such BECAUSE OF ESA and it qualifies as “aid to those in need”, the answer is “yes.” If you work with “\_\_\_\_\_ Auxiliary” on your own, the answer is “no.”

**Q. Can I count the hours and monies on a project if no one else in the chapter works on it?**

A. If it is indicated in the chapter’s minutes as a “blanket statement” that this project is chapter sanctioned, you may count the hours. However, it must be in the name of ESA and indicated as such. (Philanthropic Service Guidelines/Revised 2003 – III – Special – C.)

**Q. We plan to give part of our Ways and Means Project proceeds to philanthropic projects and part to our treasury. How do we count the hours?**

A. Proportion hours according to the percentage of money given to your philanthropic project(s) and count only that number. For example, your project nets \$1,000 profit with 100 hours.

Your chapter uses \$250 for the budget and donates \$750 to philanthropic. The philanthropic hours report would be 75.

**Q. Can a Member-At-Large (MAL) who works on a project count their hours and monies to help the state funds?**

A. Yes! Any hours/monies that are donated to the State for a project that an MAL has worked on CAN be counted.

**Q. Can I count the hours I spend on a chapter project even though I am the chair of the project?**

A. Yes! All hours spent on a philanthropic project by ALL MEMBERS may be counted, however, the ADMINISTRATIVE hours of your elected/appointed office may not be counted.

**Q. Does a Chapter need eight (8) or more members to qualify for awards or does it matter how many are in the chapter?**

A. The minimum number of eight (8) is not longer used for awards based on percentage of members.

**Q. Are collegiate chapter members considered part of the state count or do they participate in the awards as a separate chapter?**

A. Collegiate chapters are part of your state's totals unless the state chair requested they not be registered for IC awards as discussed in a previous question. If they are registered and participate in a philanthropic project, count the hours and money as part of the state total.

**Q. If the collegiate chapter chooses the Girl Scout troop in their community to assist with their ESA sponsored project/events, can those hours be counted?**

A. The time spent on the ESA project with the Girl Scouts would be permitted to be applied to the ESA philanthropic service and if the sponsored project/event was being held to benefit the troop, the monies donated to them would also be permitted to be applied.

**Q. Are Foundation Annual Dues counted as philanthropic/service monies?**

A. Yes! ESA Foundation dues and monies contributed can be counted.

**Q. What is the philanthropic year?**

A. Philanthropic year: June 1 – May 31 is the Reporting Period. These dates are for the IC Philanthropic reporting and competing in awards presented at IC Convention. This may differ from your state ESA year which may be from convention to convention. (IC Philanthropic-Service Guidelines/Revised 2003 – III. Special E.)

**Q. If a chapter hosting state convention donates a percentage of convention profits to the state philanthropic project, can that chapter also report the same percentage of their hours spent on planning and preparing for convention on the philanthropic report?**

A. The ESA meeting/convention is NOT planned as a philanthropic project nor as a chapter fundraiser. The hours or percentage of hours worked or in planning CANNOT be counted toward philanthropic hours even if the profit is donated to the state philanthropic project. Only the documented funds may be counted as philanthropic monies by the chapter IF this is

PRE-DOCUMENTED in your chapter minutes and approved by the state. This response is true even if the chapter co-hosted convention with the ESA Foundation.

**Q. Our chapter wishes to make a philanthropic donation through the ESA Foundation Turn-Around Funds. How does one accomplish this?**

A. Your chapter should make checks payable to "ESA Foundation." A form describing the correct instructions is available from your ESA Foundation Counselor or the ESA Foundation, 363 West Drake Road, Fort Collins, CO 80526, phone: 970-223-2824, or can be found on [www.epsilonsigmaalpha.org](http://www.epsilonsigmaalpha.org) under the Foundation.

**Q. The mileage rate changes periodically. How does one govern the rate increase?**

A. The mileage rate changes accordingly to the IRS rates. Most states go with what the IRS rate is at the beginning of their year to make it fair to all members and less confusing to the State Philanthropic Chair.

**Q. May travel time to/from a philanthropic project be counted?**

A. Yes! Each member may count travel time even when riding with another member; however, *only the driver* may count the cents per mile (current IRS rate) for monies. You may not count travel time to/from a scheduled chapter meeting even though philanthropic work is performed at this meeting. Additionally, NO air travel time or funds paid to the airlines may be counted by an elected/appointed IC or Foundation officer as these are administrative positions and NO FUNDS are actually donated to or used for philanthropic projects.

**Q. How do we report aid to a chapter ESA member?**

A. Monies donated by the chapter are reported as chapter donations; hours spent by members helping the member or private funds are listed by the individuals for a total chapter accounting, e.g., a member is seriously ill and needs assistance, the hours spent by another member assisting them are counted and any monies donated by either the chapter or an individual member are counted. If your chapter furnishes food for the funeral of a member or her immediate family, members may count the hours spent purchasing and making the food and any monies donated to assist with expenses of the member. (IC Philanthropic-Service Guidelines/Revised 2003 – III – Special B.)

**Q. Can hours spent by a chapter taking a Red Cross First Aid course be counted as philanthropic hours?**

A. No. You are not aiding those in need even though you derive benefits from the course and may later use it to benefit the disabled or those in need. If your chapter organizes and sponsors a First Aid class and advertises it as "ESA Sponsored", then your members may count hours spent in planning and organizing the class, but not time in the class.

**Q. Our chapter of five organized a Roller Derby last summer to benefit one of our IC philanthropic projects. In the fall, with several members moving out of town, the three remaining members decided to disband our chapter and join another chapter in our city. How do we count the hours spent and monies earned on our Roller Derby?**

A. A "Final Chapter" report should be sent to your state philanthropic chair listing the hours and monies donated by the five members. This will give an accurate accounting of the state's philanthropic hours and donated monies for the current year. The members joining another chapter need to begin a new count of the hours and philanthropic donations they are now

accumulating. Hours and monies may be counted only once and with the chapter that planned and organized the event.

**Q. If I purchase items at a chapter garage sale designated as a fundraiser for our philanthropic project, can that money be counted as a donation?**

A. Yes! The money would be counted as part of the total donation to the project.

**Q. How much time should be counted for collecting the toner cartridges for Easter Seals?**

A. Cartridges count only for the total number sent to the recycling company per chapter. The recycling company sends these totals to the IC Easter Seals Chairman quarterly for the reports. Hours, etc. are not counted for the Cartridges for Kids program.

**Q. When collecting Campbell soup labels, how much time can be counted?**

A. You may count the time it takes to drive to and from the store.

Our ESA Philanthropic Service Guidelines state that *"philanthropic service is the time and money directed toward the betterment of mankind . . . to improve the conditions and promote the welfare of those who need it."*