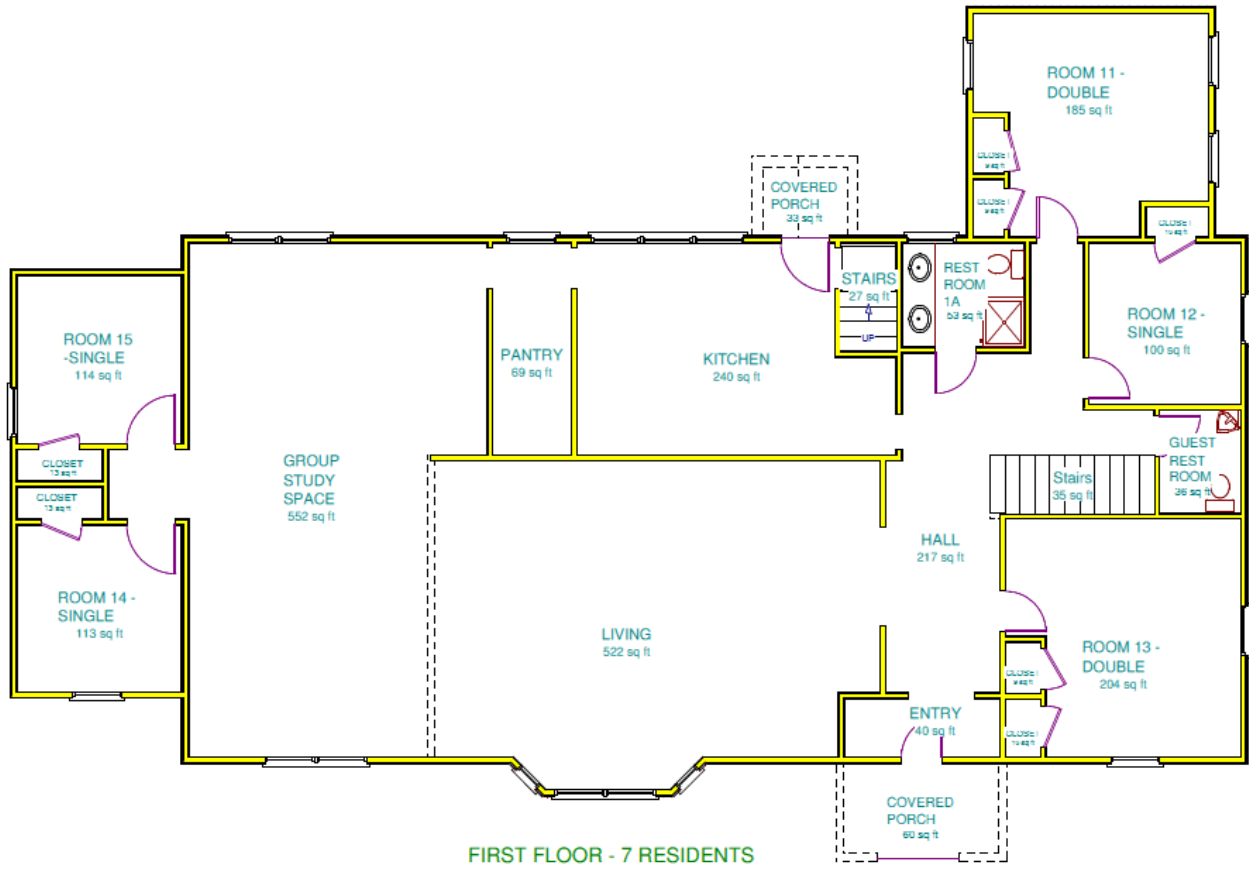


LAMBDA CHI ALPHA
HOUSING PROJECT INFORMATION LIST (OPERATING EXPENSES)

1. Architectural plans with rooms identified on the plans. *See attached example.*
2. Square footages of each room, with supporting areas (stairs, hallways, etc.) broken out separately.
3. Narrative description of the use of each room believed to be educational in nature and its furnishings. *See attached examples.*
4. Itemized list of operating expenses for each of the prior years for which grants are sought, if any, and substantiation of payment of these expenses. *See attached worksheet.*
5. Percentage of campus that is Greek and percentage that lives in chapter houses.
6. Official names of chapter, house corporation and university.
Chapter:
House Corporation:
University:
7. Determination letter from the IRS recognizing the house corporation to be exempt under Code Sections 501(c)(7) or 501(c)(2).
8. Articles of Incorporation and By-laws of the house corporation.
9. The house corporation's most recent IRS Form 990.
10. Letter from appropriate University official stating that educational facilities are similar to what University provides. *(sample letter attached with the exact language that we need).*

Example Floorplans



EXAMPLE ROOM NARRATIVES

Computer Room/Study Area (637 square feet): The Computer Room/Study Area will be located on the second floor of the Building. It will be used exclusively to enable students to use computers to assist in their educational experience and for individual and group study projects. One wall of the computer room/study area will be equipped with computers and workstations and other equipment that permit connections to University computer facilities and the internet. The room will also be furnished with study tables, chairs and light fixtures suitable for use by the students for individual and group study. The Computer Room/Study Area will be used exclusively as a computer room and study area (other than minor social or recreational use).

Group Study Room (230 total square feet): The Group Study Room will be used exclusively for individual study and group study projects. The Group Study Room will be furnished with tables and chairs suitable for group study projects. The Group Study Room may be wired to support personal computer work stations and wired and cabled to provide Internet connections. The Group Study Room may also be connected to a network providing access to a printer and other remote peripherals located in other locations in the Building. The Group Study Room will be used exclusively as a study area (other than minor social or recreational use).

Individual Study Room (155 square feet): The Individual Study Room will be used exclusively as an area for students to study individually or in a small group sessions. It will also serve as an area for small meetings or presentations to aid students in developing speaking and presentation skills. The Individual Study Room will be equipped with tables and chairs suitable for individual and small group study. The Individual Study Room may be wired to support personal computer work stations and wired and cabled to provide Internet connections. The Individual Study Room will be used exclusively as a study area (other than minor social or recreational use).

Computer Room (240 square feet): The Computer Room will be used exclusively to enable students to use computers to assist in their educational experience. The Computer Room may be equipped with computers and workstations and other equipment that will permit connections to other rooms in the Building, University computer facilities, and the Internet. The Computer Room will be used exclusively as a computer room and study area (other than minor social or recreational use).

Second Individual Study (120 square feet): The Second Individual Study will be used exclusively to provide a setting for quiet, individual study. It will be furnished with a desk or table and chairs. The Second Individual Study may also be wired to support personal computer work stations and wired and cabled to provide internet connections. The Second Individual Study will be used exclusively as a study area (other than minor social or recreational use).

Dedicated Study Area (543 Square Feet). The Dedicated Study Area is located on the upper level of the Building. It will be furnished with a conference table and chairs, individual study desk and chairs with computers at each such desk. The Dedicated Study Area will be used exclusively as a study area (except for minor social or recreational use).

Library (504 Square Feet). The Library will be located on the main level. It will be furnished with a conference table and chairs and folding chairs and an upright piano. The Library will hold a collection of general reading materials. It will be used exclusively as a library and study area for students (except for minor social or recreational use).

Library Annex (191 Square Feet). The Library Annex will be located on the main level. It will be furnished with chairs and will house the Chapter's collection of reference materials and periodicals.

The Library Annex will be used exclusively as a study area for students (except for minor social or recreational use).

Leadership Training and Study Hall (1,220 Square Feet). The Leadership Training and Study Hall is located on the upper level of the Building. It will be furnished with a conference table and chairs, audio-visual equipment, podium and computer network connections and will be used exclusively for leadership training programs and as a study area (except for minor social or recreational use).

Individual Study Rooms (3,946 Square Feet). The Individual Study Rooms are used exclusively as areas for students to study in a quiet environment. Each Individual Study Room is furnished with a built in desk, a chair and shelving (all of which is and will remain the property of the Corporation). The Individual Study Rooms will also have wiring installed to support computer access to the University mainframe and network and to access the Internet. The Individual Study Rooms will be used exclusively as study areas (except for minor social or recreational use).

EDUCATIONAL OPERATING FUND GRANT REQUEST WORKSHEET

All expenses outlined must be accompanied by copies of the appropriate invoices or payment receipts.

Fiscal year begins on the first day of _____ [Month] _____ [Year] and ends on the last day of _____ [Month] _____ [Year].

A. ANNUAL EXPENSES (not directly attributable to educational areas of the facility)

Insurance	
Property Insurance (House Corporation portion)	\$
Liability Insurance (if applicable)	\$
Taxes:	
City/County	\$
State	\$
Gas	\$
Water	\$
Sewer	\$
Electric	\$
Housekeeping Supplies (toilet paper, light bulbs, janitorial, etc.)	\$
Grounds Maintenance (lawn, snow, etc.)	\$
Trash Removal	\$
Cable TV	\$
Telephone/Security Monitoring	\$
Pest Control	\$
Facility Maintenance/Repairs	\$
Private Property Management (if applicable)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Total Annual Expenses (not directly attributable to educational areas of the facility)	\$

B. ANNUAL EXPENSES (attributable to specific educational areas of the facility)

Supplies (used solely in educational areas)	\$
Internet	\$
Maintenance/Repairs of educational areas	\$
Other expense (_____)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Other expense (_____)	\$
Total Annual Expenses (attributable to educational areas of the facility)	\$

DRAFT

(TO BE RETYPED ON UNIVERSITY LETTERHEAD)

[Date]

The Board of Trustees of the
Lambda Chi Alpha Educational Foundation
c/o Josh Lodolo – President & CEO
11711 N. Pennsylvania St. Ste 250
Carmel, IN 46032

Dear Mr. Lodolo:

We understand that _____ (the "House Corporation") owns, maintains, and operates the chapter house for the members of the _____ Chapter of Lambda Chi Alpha Fraternity on this campus. We also understand that your Foundation plans to make a grant to the House Corporation to fund certain expenses incurred in connection with the educational spaces in the chapter house.

Based upon the above understanding, we hereby acknowledge, as a matter of policy, on behalf of the University, the following:

The University is committed to providing facilities for individual and group study, library facilities, and/or educational equipment (including the provision of computer and internet access in University dormitories and other buildings) to students living both on and off its campus. The educational facilities at the chapter house, including study rooms, library facilities, and/or specialized areas, such as computer rooms and house-wide computer and internet access, drafting rooms, laboratories or other instructional areas, are similar in nature to those provided by the University for the education of the general student body. As a result, the provision of these additional facilities will:

- (1) relieve the University of the burden of providing such facilities to students who are members of the chapter;
- (2) supplement the resources of the University by providing additional equipment and facilities; and
- (3) alleviate the current use of the University's existing facilities by providing an alternative source for members of the chapter and guests.

We also wish to confirm that _____% of our undergraduate population belongs to a fraternity or sorority, and _____% of our undergraduate population resides in a fraternity or sorority chapter house.

Sincerely yours,
(Signed by an Authorized University Official)