



## COVID-19 HOUSE CORPORATION GUIDANCE

### HOLMES MURPHY CONFERENCE CALL

Holmes Murphy is hosting a call on Monday, March 23 at 1pm EST. The webinar is intended to have a conversation about members who are choosing to remain in the college/university community, possibly in a fraternity facility or possibly living with members and continue gathering in large groups.

Info: (872) 240-1708, code 377261093#

or <https://meet.lync.com/shareabundantly/blarsen/ZLTHZL0T>

### MAIN POINTS OF CONTACT AT HQ

Lee Fuller, [lgf@pkpfoundation.org](mailto:lgf@pkpfoundation.org) – Questions regarding House Corporation finances, contact information for alumni, undergraduates and parents.

James D’Imperio, [jpd@phikappapsi.com](mailto:jpd@phikappapsi.com) – Questions related to undergraduate leadership, new members, chapter policy and procedure.

Adam Morgan, [agm@pkpfoundation.org](mailto:agm@pkpfoundation.org) – Questions related to fundraising, chapter “One Funds”, assistance for students.

### OCCUPANCY

As a corporation established to safely house students, today’s circumstances create tremendous pressure on your ability to maintain the structure and prepare it for a return to business-as-usual. As of March 19, 101 out of 101 chapters have universities that have closed; 46 have suspended in-person class through end of semester. This causes significant issues and considerations for House Corporations.

- Should you keep your house open?
  - It is Phi Kappa Psi's counsel that you do require students to move out until the school resumes its in-class instruction.
  - Should you choose to allow students to remain, please be aware of rapidly changing local and regional regulations.
- Gatherings:
  - Current CDC guidelines prohibit gatherings greater than 50. In some states, this limit is ten. Please plan for ten to become the standard.
- If you are moving students out:
  - Consider staggering access to the facility. Have timeslots during which one or two students can access the facility to move out their belongings. This will limit downtime and keep the process moving.
  - Consider renting storage units to help your students store their belongings.
  - Your parents and community will likely expect you to clean the house very well. Please consider and budget for two rounds of cleaning.
  - There are two levels of move out: the temporary move out and the kind of move out that occurs at the end of a semester. At this point, it appears chapters should be prepared to have students move out until the fall.
  - Secure your property as if it will be closed until the fall. Change access codes, lock doors and windows.
- Cleaning:
  - Plan to have your house cleaned. It may take at least two good cleanings.
- Meals:
  - Be sure to understand what your local health officials are saying about food service.
  - Many locations are no longer able to serve food and must only have delivery or take-out. If you have a commercial kitchen, this may impact you directly and dictate how you operate.

## FINANCES

It is important that you conduct a full assessment of your House Corporation's cash position and financial picture. You will need to take a good look at your tenant contracts to determine what latitude the contract may provide you. You need to assess what recurring expenses can be deferred to a later date. You may need to initiate contact with lenders or service providers to negotiate a compromise.

- Tenant Contracts:
  - Do your Room & Board Contracts obligate you (if at all) to offer refunds or credits for the fall?
  - Consider offering credits for the fall house bills. This is a good way to encourage students to return, to retain your current cash and to help the student through what is likely to be a prolonged financial downturn.

*Chapters with loans from the Phi Kappa Psi Foundation:* If your chapter has a loan with the Foundation and you would like to discuss the viability of securing a deferred payment schedule, please contact Lee Fuller at [lgf@pkpfoundation.org](mailto:lgf@pkpfoundation.org).

*Chapters with loans from the Canonsburg Corporation:* If your chapter has an existing loan with the Canonsburg Corporation and would like to discuss the viability of securing a deferred payment schedule, please contact John Ziegelmeyer at [jjzieg@sunflower.com](mailto:jjzieg@sunflower.com).

*Chapters with loans from a bank or other lending institution:* Many House Corporations that have a loan with a bank or other lending partner have been contacted by the lender to explore options. If you have not been in touch with your lender, we encourage you to initiate contact to discuss your situation and explore the options for deferred payments.

This may also be the time to explore refinancing with your lending institution. [Bankrate.com](http://Bankrate.com) has up to date information regarding what this situation means for the current lending and mortgage market as well as updated lending rates.

Many chapters have existing chapter funds held by the Foundation. Those assets may be available to a chapter on a loan basis. Each case is unique and will require a discussion with Foundation staff. If you are interested in exploring this option, please contact Lee Fuller at [lgf@pkpfoundation.org](mailto:lgf@pkpfoundation.org).

### **FUNDRAISING SUPPORT**

The Phi Kappa Psi Foundation has launched a specific giving page that offers two ways to support students through charitable giving:

<https://www.pkpfoundation.org/covid19/>

1. The Phi Psi Friendship Fund allows alumni to make gifts that will be pooled and then available to all undergraduates with proven financial need as the result of COVID-19 related hardships. We expect grants to be made in increments of \$500 to \$2,500.
2. Chapter "One Funds" allow alumni to make gifts to a specific chapter. One Funds are used to fund specific student hardships as well as support the growing financial hardships being experienced by House Corporations that house our undergraduate brothers.

If you are interested in raising funds directly from your alumni non-charitably (meaning no tax write off for donors), you are welcome to enlist support from your alumni directly.

Fundraising is very challenging without significant communications and encouragement from those that are closest to the situation and in tune with the need. House Corporations must encourage sharing of the Foundation's [COVID-19 assistance efforts](#) among chapter alumni to support the chapter and house through this time of crisis.

### **BUSINESS INCOME INSURANCE**

Additional information regarding COVID-19 Business Income insurance implications can be found in [this resource](#) from Holmes Murphy.

## COMMUNICATIONS

Communicating with fellow volunteers, parents, and students in the chapter is imperative, even if you don't yet have all the answers. A lack of communication leaves people concerned and doubtful that you are considering their needs and interests. Communication is also important in retaining engagement, which will be important once we start to return to a new normal.

Tools/Platforms to consider:

- [FreeConferenceCall.Com](https://www.freeconferencecall.com)– FreeConferenceCall allows you to host conference calls and video conferencing for free! Video conferencing allows you to screenshare. This is great for Prudential Board meetings, committee meetings or Standards Board hearings.
- Google Hangouts – you will need a Google account. Visit [hangouts.google.com](https://hangouts.google.com) to start your 'hangout'. Click 'Video Chat' and enter the emails for the individuals. You can also do this on the mobile app. Once you set it up the first time, you can re-use the same hangout! This is great for a Prudential Board meeting.
- FaceTime – everyone involved will need an Apple product. For more information on FaceTime, please visit the [Apple website](https://www.apple.com/facetime/) This is great for a prudential Board meeting.
- Zoom – [Zoom](https://zoom.us) is a webinar-based service and is best for meetings/instruction. Zoom offers free plans for meetings with less than 100 participants. This is great for new member education or virtual study sessions.