PARTICIPATION

In order for a Greek Letter organization to participate in the construction of housing on the USC campus the following steps must be completed:

1. The land lease must be negotiated by a Corporation chartered and incorporated in the State of South Carolina and capable of entering into and executing lease agreements, professional service contracts and construction contracts. Prior to the initiation of any agreement, a copy of the charter, incorporation documents and a board of directors roster with contact information and corporation by laws must be submitted to the University Office of Student Life for certification.

2. The corporation must submit a written lot lease request to the Office of Student Life. The request must include the following information:

   A. An undergraduate chapter status report. The report must include an operations over-view, a financial statement, a member recruitment/retention report for previous five academic years, the chapter membership demographics and the chapter achievement history.

   B. Letters of endorsement for house construction project from the Greek letter organization faculty advisor, chapter advisor, national administrative office chief executive officer and national president. The CEO letter should detail any disciplinary or probationary action taken by the national organization in the past three years and the financial status between the national organization and the University chapter.

   C. Conceptual construction plans that indicate the project program, the total square footage of the building, number of beds, common rooms and kitchen size, and estimated cost of the construction and furnishings. Lot sizes range from .8 acre to 1.1 acre.

   D. A current letter of credit or evidence of sufficient capital on deposit from a certified lender or bank to fund the construction of the Greek Letter House.

   E. A business plan to operate the house and satisfy all creditors.
This request will be reviewed by the University Greek Letter Housing Committee. The committee consists of the following:

Associate Vice President for Student Affairs (Chair)

Vice President for Student Affairs

Vice President for Business and Finance/Chief Financial Officer

Associate Vice President for Facilities

Executive Director of University Housing

Director of Student Services.

Requests will be approved or returned to the corporation for revision or additional information. All correspondence and notification will be coordinated by the Office of the Associate Vice President for Student Affairs and Academic Support through the following contact person:

c/o Jerry T. Brewer
Associate Vice President for Student Affairs and Academic Support
Russell House 112
University of South Carolina Columbia, SC 29208
803-777 5782 / Fax: 803-777-4874
E-Mail:. Jerry-Brewer@mailbox.sc.edu