**Parent Letter Template**

Greetings parents and guardians,

Recently, the \_\_\_\_\_\_\_\_\_ (insert chapter) of Acacia Fraternity invited your son to join. He has accepted his bid and has been formally inducted through our pledging ceremony. We want you to know Acacia is a valuable organization that you can trust your son joining during his collegiate experience. Therefore, we wanted to reach out and provide you with some information that you will find helpful to helping your son navigate his fraternity members.

The “we” in this letter is the Executive Council of the chapter. We have XX (number) officers who lead the chapter in education, programming, events, house management, finances, human service and so forth. Our names and contact information are listed in the signature below.

**Finances**

The first question asked is typically about finances. Each semester, each member is required to pay a set of dues which includes dues to the International Fraternity, insurance payments, room & board, and dues to the chapter for chapter sponsored activities and programs. Attached you will find:

* The New Member Contract document which explains the dues for this first term.
* Initiated Member Dues document which describes the room, board, and dues for initiated members each semester.
	+ Note: These numbers are subject to change throughout each year but will provide you an understanding of the financial commitment.
* Instructions for using OmegaFi
	+ The chapter manages all finances through a financial management system called OmegaFi. Each member has a profile and is billed through their OmegaFi account. Parents and guardians can set up accounts on OmegaFi to view and/or pay bills, if you so choose to do so.

**Pledge Program**

Another big question is about the Pledge Program. This is all the activities, meetings, and programs all the newest members participate in to become initiated. Over the next 8 (OR CHANGE TO WHATEVER YOUR CHAPTER MUST FOLLOW) weeks, your son will learn about the Fraternity and build a community within his pledge class and all brothers. He will also continue to focus on his academics. Initiation into the Fraternity is set for DATE.

**Alumni and House Corporation Engagement**

The XXX Chapter has an alumni chapter and a House Corporation with many alumni serving as advisors and board members. Each alumnus involved is volunteering their time to help create a quality Fraternity experience for the current undergraduate members. If you ever have any questions or concerns about the chapter or your son, INSERT PEOPLES NAMES AND POSITIONS, are happy to chat. A contact sheet with their information is attached.

**Succeeding in College**

Lastly, we want your son to succeed at INSERT COLLEGE NAME. He will get as much from Acacia as he puts into it. We encourage him to take full advantage of the experience by engaging in things like:

 *Chapter should make their own individual list. Items to consider are:*

* *Intramurals*
* *Joining club organizations such as \*\*Insert popular ones brothers are in\*\**
* *Road trips to Acacia educational events such as Conclave or Leadership Academy*
* *Visiting other chapters*
* *Serving as a leader on Executive Council*
* *Networking with alumni*
* *Applying for Acacia scholarships*
* *Participating in study hours*
* *Human service (community service) projects*
* *Becoming a Big Brother Mentor*

 We hope to meet you at \*INSERT BIG PARENT EVENT HERE.\*

Thank you,

Executive Council of XXX Chapter

NAME, email, phone, Venerable Dean

NAME, email, phone, Senior Dean

NAME, email, phone, Junior Dean

NAME, email, phone, Treasurer

NAME, email, phone, Secretary

NAME, email, phone, Recruitment Chairs

NAME, email, phone, Risk Manager

NAME, email, phone, House Manager

PS: We invite you to visit acacia.org to view information about the International Fraternity.

ATTACH:

* OmegaFI Instructions
* New Member Contract
* Initiated Dues Document
* List of Advisors/House Corporation Board Members

**Expectations**

Acacia Fraternity and our chapter do have basic expectations of members. This includes

* Acacia is Fraternity that does not tolerate hazing. The Anti-Hazing Policy is attached.
* Health and Safety. The health and safety policies are attached
* Financial Obligation