



Delta Gamma
1873

Fraternity Management Corporation (FMC) Guide

Updated September 2025

Table of Contents

About Fraternity Management Corporation	3
FMC Property and Responsibilities	5
FMC Wishlist Process	6
Important Dates	8
Frequently Asked Questions	8

About Fraternity Management Corporation

Overview

FMC was created to assist chapters without housing in areas where recruiting volunteers has historically been difficult, and to assist chapters in university provided or rented housing. Moving the responsibilities of the house corporation allowed for better use of resources to ensure chapter needs are met.

FMC is responsible for:

- Purchasing and maintaining the assets needed by chapters
- Assisting with providing a space to the chapter
- Covering the required liability insurance for all collegiate members to be active in the chapter

FMC manages ritual equipment, off campus storage units, rent for campus provided rooms or housing, design projects for the rooms and chapter house and various other items used for recruitment, sisterhoods and philanthropy, through a wish list process and funded by member housing contracts.

FMC Chapters* with only a storage unit or suite with no live in members

Omicron-Adelphi	Epsilon Zeta-Loyola Marymount	Eta Zeta-Chicago
Alpha Zeta-Lawrence		Eta Eta-Spring Hill
Alpha Eta-Whitman	Epsilon Eta-Indiana University of Pennsylvania	Eta Theta-St. Louis
Alpha Omicron-Miami (Ohio)	Epsilon Theta-Tampa	Eta Mu-Lake Forest
Alpha Phi-British Columbia	Epsilon Kappa - Clemson	Eta Nu-Hofstra
Alpha Chi-Penn State	Epsilon Phi-Loyola	Eta Xi-Texas, Tyler
Beta Epsilon-American	Zeta Alpha-Villanova	Eta Omicron-Arkansas, Forth Smith
Beta Theta-Durham	Zeta Delta-Rochester	Eta Pi-DePaul
Beta Lambda-Gettysburg	Zeta Zeta-Boston	Eta Rho-UC Merced
Beta Tau-Miami (Florida)	Zeta Iota-Chapman	Eta Tau -Christopher Newport
Gamma Pi-Roanoke	Zeta Lambda-UC Riverside	Eta Upsilon-Drexel
Delta Eta-Cal State, Sacramento	Zeta Sigma-Northern Kentucky	Eta Phi-NYU
Delta Omicron-Morehead	Zeta Upsilon-Furman	Theta Gamma-UNC Wilmington
Epsilon Beta-Bucknell	Zeta Psi-Salisbury	
Epsilon Epsilon-Tennessee Tech	Eta Alpha-Pepperdine	Theta Zeta-Florida Gulf Coast
	Eta Beta-Hartford	
	Eta Delta-North Florida	Theta Eta-Northeastern

FMC Housed Chapters campus provided or rented housing with live in members

Beta Beta-Alberta

Beta Mu-Bowling Green#

Beta Nu-Carnegie Mellon#

Gamma Delta-Montana
State^

Gamma Rho-Wittenberg^

Delta Kappa-South Florida#

Epsilon Delta-Washington
and Jefferson#

Epsilon Xi-Lafayette#

Epsilon Psi-Rutgers#

Eta Lambda-New Mexico
State^

Eta Sigma-Charleston#

Theta Alpha-Cal Poly, San
Luis Obispo^

Theta Delta-Brown#

Contact Information

*Robby Barlow, Managed Property Specialist
(614) 487-5534 | robby.barlow@deltagamma.org

^Jessica Blevins Flannery, Assistant Director for Managed Property
(614) 487-5490 | jessica.flannery@deltagamma.org

#Nikki Johnson, Managed Property Specialist
(614) 498-5560 | nikki.johnson@deltagamma.org

FMC Property and Responsibilities

FMC is responsible for purchasing and maintaining the assets needed by the chapter and assisting with providing a space to the chapter. Sometimes this space is only a place to store the chapter and FMC property; sometimes this space is a suite the chapter uses for social functions; it may even be a space off campus that the chapter uses for meetings and other functions.

Property

Rituals equipment is the primary property owned by FMC on behalf of chapters.

All furnishings such as couches, chairs, tables, rugs; kitchen equipment like refrigerators, stoves, air fryers, ice makers; electronics such as laptops, TVs, projectors, speakers, screens, cameras and other common items like event tents, Delta Gamma display letters and neon lights are also property of FMC.

Please be sure to check with your staff contact before replacing, discarding or selling any of these items.

Responsibilities

FMC is responsible for following on behalf of chapters:

- House/space upkeep
- Cleaning companies/housekeepers
- Purchased items that stay with the house
- Furniture
- Appliances
- Decorations
- Construction/repair work
- Renovations/updates
- Washers and dryers
- Utilities

FMC Wishlist Process

As a member of Delta Gamma Fraternity Management Corporation (FMC), your chapter's needs for capital purchases and maintenance of your facility (if applicable) are handled by the FMC Board of Directors and Office of Housing (OOH) staff. To ensure we are able to meet the needs of all member chapters, each chapter must submit a wish list biannually.

Items that should be included in the chapter wish list are but not limited to:

- Ritual equipment *Access the order form for robes and curtains [here](#).*
- Electronics, including computers, printers, projectors, TVs, etc.
- Furnishings (for chapters that maintain a common space), including couches, tables, decor, carpeting, etc. It is important to consider the construction, quality and durability of the items being requested. *Please consider choosing furniture items from higher end stores such as Pottery Barn, Restoration Hardware, West Elm and Crate and Barrel.*
- Services (for chapters that maintain a common space), including painting, additional cleaning, etc.
- Shelving for storage units.

Wishlists are due **October 1** and **March 1** in Anchorbase. The director of chapter property works with the chapter management team (CMT) and advisory team chair (ATC) to compile a list of items the chapter wants and/or needs. This form on Anchorbase should be completed by the director of house management and provided to CMT.

This list should be ranked in order of priority. Higher priority items will be filled first when possible.

Fields in the form will look like the following and go up to ten priorities.

Priority 1 (Item or Service)

Item or Service: _____

Quantity desired: _____

Is this item or service a replacement of something currently utilized by the chapter?

Yes [] No []

If yes to the last question, why is this replacement needed? _____

Once the managed property specialist or FMC board of directors has approved a purchase, either through the wish list process or on an as-needed basis, you will be contacted by the OOH staff to coordinate the purchase. Depending on what is being purchased, the items may be purchased online and delivered to the chapter, or the items may be purchased by local members and reimbursed (you must have approval to do this before the purchase is made). If the type of purchase will not work with any of these options, staff will work with the chapter to make arrangements as necessary.

How To Upload FMC Wishlist to Anchorbase

Find the task in Anchorbase > Chapter Management > Finance > Tasks > FMC
Wishlist

Step: Overview Click continue.

Step: Selection Select the current year's FMC Wishlist below and then click continue.

Step: Enter Information Fill in information to facilitate delivery of wishlist items to your chapter. If a wishlist request is submitted outside of the academic year, please consider an address that a chapter member will have access to during the summer.

Add wish items and required information to fields Priority 1 – 10.

Click continue when done.

Step: Verification Review entered information for accuracy and sign your name digitally.

Step: Receipt Confirms your wish list has been submitted

Important Dates

September 1: FMC fall meetings begin

October 1: FMC Wish Lists due via Anchorbase

December 1: Ritual inventory list due via Anchorbase

February 1: FMC spring meetings begin

March 1: FMC Wish Lists due via Anchorbase

Frequently Asked Questions

What types of items should not be included in the chapter wish list?

The chapter wishlist should not include recurring expenses for items already provided by FMC. For example, the rental of a storage unit or the university bill for the common space. These items should already be included in the FMC budget for your chapter. If you are unsure if they are already included or if the chapter is paying for these items, please contact your housing staff member

Requests generally should not include items that are used only in the current year (disposable). Examples include food, retreats, Collegiate Development Consultant (CDC) visits, internet service, etc. These items are only covered in rare and extenuating circumstances.

What do I include in the description?

- Item/service name (e.g. shelves, storage cubes, suite painting, etc.)
- Quantity
- Whether the item/service is a replacement of something the chapter currently has and, if so, why replacement is needed
- A link to a website where the item(s) can be purchased or note that a separate bid is attached
- Any additional information needed to evaluate the request of an item or service

Here's an example: We need two shelving units for our storage unit. Currently the boxes are stacked on top of each other as we do not have any shelving.

Link to product

What documentation should I include?

Documentation must show the details of items to be purchased and cost per item. It also must come from the vendor. Examples include an estimate from a vendor, a link to a website, or a photograph of the item in the store with the price tag. If you need assistance with this step, please contact your housing staff member.

How many bids/estimates do I need to provide?

This depends on the size of the request. Items/projects under \$2,500 need one bid/estimate. Items/projects that cost \$2,500 - \$5,000 need two bids/estimates. Items/projects over \$5,000 require three bids/estimates.

What happens if I can't get enough bids/estimates?

If you are unable to get the required number of bids/estimates, please include an explanation of why the required number of bids/estimates has not been submitted. Requests are not automatically denied because there are not enough bids/estimates.

What happens after we submit the wish list?

This form is sent to your ATC for approval. After the ATC approves it, the wishlist is sent to the FMC staff for review. They will be in contact with you to let you know which item(s) have been approved for purchase. FMC will be able to fulfill a limited number of requests that are not submitted on chapter wish lists.

If something comes up, please send a request with documentation to your housing staff member. The documentation requirements are the same as wish lists requests but should also include why the item(s) were omitted from the wish list.

What do I do if we need an item that didn't get added to the wish list?

You may contact your Regional Housing Specialist (RHS#@deltagamma.org, replace the # with your region number) or your housing staff member with questions about your wish list.

What are the chapter's responsibilities?

The chapter is responsible for using the assets properly and ensuring they are cared for. Any damage to the assets should be reported to FMC immediately.

The chapter is responsible for booking bi-annual meetings at the beginning of each term with the staff member assigned to them, that includes the president, vp finance, director of chapter property and the ATC attending the meeting. The chapter is also responsible for submitting Wish & Ritual Inventory lists to Anchorbase by the due date.

Will FMC always approve all wish list requests?

FMC will make every effort to fulfill a chapter's wish list as completely as possible. There are generally three scenarios in which FMC would not be able to wholly fulfill a chapter's wish list. Any items not approved will come with an explanation and advice on moving forward if the chapter is still interested in the items.

FMC may not have the available funds to fulfill certain portions of a chapter's wish list. In this case, the chapter may choose to submit the item(s) on a later wish list or the chapter may make a restricted gift to FMC to cover the cost of these items.

- These gifts should only be made when there is a specific request to be fulfilled and not as a place to hold funds over a period of several years to make a large purchase later.
- The chapter must follow the normal processes for spending funds from the annual or accumulated surplus.
- The chapter should not purchase fixed assets or other similar items outside of FMC as the chapter doesn't have the proper procedures and systems in place to account for these types of purchases.

FMC may decline to fulfill a wish list item because that item is the chapter's responsibility. For example, the chapter is responsible for funding social events. If the chapter requested FMC fund a social event, it would likely be declined, except under certain extenuating circumstances. In this case, the chapter would need to work within their approved budget.

Lastly, FMC may choose not to fund an item that is deemed an inappropriate use of Delta Gamma funds. In this case, it is unlikely that the chapter would be able to use their funds to purchase the item(s), either directly or through FMC. For example, if a chapter requested FMC to pay the dues of a member who was unable to do so, FMC would have to decline this request and would explain that FMC, the chapter, and the Fraternity are all 501(c)(7) corporations. This particular tax status prohibits FMC and the chapter from paying a member's dues.