

5. Chapters may not use funds raised from the public to give scholarships to the child of a soror in the chapter.
6. Financial Secretary or Assistant Financial Secretary must collect money on behalf of the fundraising committee.
7. After any fundraiser, a written financial report must be submitted within 30 days to the Treasurer and the Budget & Finance Committee for reconciliation. Once reconciled, the report is presented to the chapter.
8. Adhere to the fundraising guidelines outlined in the Fiscal Officers Manual and Chapter Management Handbook.
9. Signature Fundraising Programs of the Roxboro Alumnae Chapter are:
  - a. **Cotillion or Jabberwock (This is an example insert chapter specific fundraisers)**
    - i. The Cotillion is a youth development and scholarship program sponsored by Roxboro Alumnae Chapter of Delta Sigma Theta Sorority.
    - ii. The Cotillion consists of a group of activities designed to enhance the academic, social, cultural and civic awareness of selected high school seniors from the greater Roxboro and the Person County area.
  - b. **Distinguished Men Cooking with the Deltas**
    - i. A fundraising event that is catered to the men in the community, which showcases their cooking skills, presentation of food and originality of dress.
    - ii. Proceeds go towards public service activities
  - c. **Dr. Martin Luther King, Jr. Birthday Observance Banquet**
    - i. Plans and implements a program and/or activity observing Dr. King's life. Thirty five percent of proceeds shall be used for administrative costs and the remaining balance will be used toward the Esther Harper Scholarship.

## H. Heritage and Archives

1. The Heritage and Archives Committee may prepare materials for exhibition at conferences and other activities and keeps a scrapbook up to date, with documentary evidence of the activities of the Chapter.
2. The Chair of the Committee is the Historian.
3. Responsible for managing the chapter's storage facility.
4. The Journalist serves as a member of the committee.

## I. Internal Audit

1. The Internal Audit Committee consists of a Chair, elected by majority vote of the members present and voting, and **two (2) to four (4)** members appointed by the President to review the Chapter's records. The members of the Internal Audit Committee may not be current Financial Officers, Chapter President or members of the Budget and Finance Committee but should have some knowledge of the chapter fiscal operations and general accounting procedures (i.e., past financial officers and members with an accounting or financial background).
2. Immediate past fiscal officers may serve as either chair or member as long as they avoid reviewing transactions which they may have been party to.
3. The committee reviews the chapter's financial records quarterly.
4. The committee verifies the existence of and chapter adherence to the internal controls.
5. Adhere to all of the internal controls as outlined in the Internal Audit Manual.
6. The committee will document and recommend improvements to the internal controls to address any weaknesses.