Communication – Items found in violation during bi-weekly inspections and/or reported during a subsequent Facilities Services check, GWPD walk-through, Housekeeping report and/or any other University entity will be recorded. Details of the violation(s) will be communicated to the House Manager in accordance with the written policy. In addition, dependent on the severity of the violation(s), a notification will be sent to Student Rights & Responsibilities (SRR) who may choose to respond in accordance with the Code of Student Conduct.

Restitution – Should a Fraternity & Sorority Life (FSL) managed property “the Organization” be required to pay restitution, it shall be constituted in the following ways:

1. Facilities Services Charge – a charge incurred by the organization, as a result of but not limited to, the damage to University property, excessive housekeeping and/or improper disposal of trash resulting from an incident/event (see specific policy), and levied by Facilities Services.

2. Fines – a charge incurred by the Organization as a result of noncompliance/violation of a written policy/requirement and levied by the Center for Student Engagement (CSE), specifically Fraternity & Sorority Life and/or GW Housing.

Responsibility – initial invoicing of all charges/fines shall be assessed to the organization.

1. It shall be the responsibility of the organization to provide the name, contact information and full details surrounding any/all events that yield a Services Charge and/or Fine.

2. Failure to provide this information shall result in the organization being held responsible for the full payment of all Facilities Service Charges and/or Fines associated with its residents, members and guests.

3. Claiming ignorance to an incident/event shall not preclude the organization from being held responsible for the actions of its residents, members and/or guests.

4. The Organization may be subject to an SRR investigation should information not be provided by the House Manager and/or President (or designee) surrounding the need for restitution. Additionally, the House Manager may be removed their position for failure to meet expectation of responsibilities.

Invoice Process – When it is available, the total owed to Facilities Services and/or FSL/GW Housing “the University” will be posted to the Organization’s Student Org Revenue Account #542801 and the Service Charge and/or Fine will be reflected as a post on the organization's OrgSync portal. Should the Organization not have an OrgSync account, the amount owed shall be charged to the Organization’s sponsoring department/office.

Please note: if the Organization’s Revenue Account does not have the funds available, processing a withdrawal will still occur and the balance will be reflected as negative/red. A deposit will then be required by the Organization for the account to return the balance to zero (please see payment/deposit instructions).
Payment/Deposit Instructions

1. In the OrgSync portal, select "More" from the drop down menu, then clicking on "Treasury" from the list. You will then select "Manage Revenue Funds" to get to the page to show your balance. Deposits can be done by clicking "Create Deposit". In the Name field, write [Organization Name Deposit] ex. Alpha Beta Tau Deposit.

2. In the Amount field, write the appropriate amount you are/will be depositing, then select submit. *However, please note, the deposit process is not complete until the funds have been physically deposited into the account (read next step).

3. You will need to complete the deposit process by meeting with a representative from the CSE Finance Department who will complete your transaction once they have record of your funds (check, money order, cash) within their possession. The Student Org Resource Desk, and Financial Office hours can be found at https://studentengagement.gwu.edu/student-organization-finances.

Chapter President's Name (or designee)  Chapter President’s Signature (or designee)  Today's Date

House Manager’s Name  House Manager’s Signature  Today’s Date