

*Fraternity and Sorority Governing Councils
of
Virginia Commonwealth University
Risk Management Policies and Procedures*



**Guidelines for Social Host Responsibility
and other areas of
Fraternity and Sorority Risk Management**

Adopted: October 2007
Revised: November 8, 2011

***Fraternity and Sorority Governing Councils of
Virginia Commonwealth University
Risk Management Policies and Procedures***

Adopted: February 2007

Revised: November 2011

Table of Contents

Page 3	Purpose of Fraternity and Sorority Risk Management at VCU
Page 3-6	Social Host Responsibility Policy and Procedures <ul style="list-style-type: none"> • VCU Rules and Procedures • Social Host Responsibility Regulations • Social Host Responsibility Procedures <ul style="list-style-type: none"> ○ Scheduling and registration ○ Attendance and access ○ Time restrictions ○ Advertising ○ Off campus events ○ Violations and penalties • Advertising and Promotions Approval process
Page 7	Fraternity and Sorority Mixer Policy Fraternity and Sorority Philanthropy Event Policy Fraternity and Sorority Road Tripping Policy
Page 8	New Member Show Management Policy and Procedure

Risk Management Statements, Forms and Resources

Page 11	Alcohol & Illegal Drugs
Page 12	Auxiliary Groups
Page 14	Campus and Personal Safety
Page 14	Fire Safety
Page 14	Hazing
Page 16	Non-Discrimination and Equal Opportunity
Page 17	Off Campus Social Events
Page 17	Sexual Abuse and Harassment
Page 19	Substance Free Events
Page 20	Third Party Vendor Guidelines
Page 21	Third Party Vendor Agreement
Page 22	BYOB Guidelines
Page 25	Pre-Event Checklist

Purpose of Risk Management at VCU

The purpose of implementing proper Risk Management practices at Virginia Commonwealth University is two-fold: to educate the campus fraternity and sorority community of their responsibilities in the areas of risk management and to promote self governance through the disciplinary process of chapters that violate policies and procedures. Our hope is to eliminate any unnecessary risk to any organization or member belonging to the fraternity and sorority community at VCU.

This manual contains many important pieces of information regarding all areas of risk management: alcohol use, social host responsibility, hazing, fire safety, etc.

Any violation of the policies and procedures in this manual or those stated in the Virginia Commonwealth University Rules and Procedures will be referred to the appropriate governing council judicial board for immediate action

Fraternity and Sorority Social Host Responsibility Policy and Procedures

The social component of fraternity and sorority life is highly valued by VCU. Fraternities and sororities should promote an environment that encourages social interaction with the campus community. A chapter's social program should consist of a variety of activities (for example, theater trips, casino nights, sporting events/functions, and theme parties). Non-alcoholic events/functions should equal to or exceed the number of social events that include the use of alcohol. The University expects fraternity and sorority social events to be consistent with the social and risk management guidelines provided by their inter/national organization, as well as with the VCU rules and regulations and FIPG Guidelines that follow. All policies shall be implemented in a way that promotes the legal and responsible use of alcohol. Further, each chapter is expected to adhere to the laws of the Commonwealth of Virginia, Virginia Alcohol Beverage Control, City of Richmond, and Virginia Commonwealth University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes. The FIPG risk management policy is the official risk management policy for all VCU fraternities and sororities and will be implemented and enforced by each governing council and the Office of Fraternity and Sorority Life. All member chapters and members of each governing council are expected to abide by the policies of FIPG as implemented by Virginia Commonwealth University or their individual inter/national risk management policy, whichever is stricter. These social policies apply to all fraternities and sororities and all levels of membership.

I. Virginia Commonwealth University Rules and Procedures <http://www.provost.vcu.edu/pdfs/rulesandprocedures.pdf>

Virginia Commonwealth University is an academic community given meaning through the mutual respect and trust of the individuals who learn, teach, and work within it. Each member of this community is entitled to certain rights and privileges which must be protected through fair and orderly processes and which are best safeguarded when members act in an orderly and responsible manner. Each member of the University community is equally entitled to the protection of this document.

II. Social Host Responsibility Regulations – FIPG Guidelines

<http://www.fipg.org/FIPG/FIPG.nsf/vwPagesByKey/Resources?OpenDocument>

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother/big sister night" and initiation

III. Social Host Responsibility Procedures

A. Scheduling and registration

1. All recognized fraternities and sororities wishing to host events (social events, philanthropy events, speakers, etc.) must complete the Social Event Notification Form seven calendar days in advance with their respective governing council.
2. If the event involves a third party vendor, all supplemental documents are also due 7 calendar days in advance of the event.
3. Violation of Fraternity and Sorority Social Event Notification Form submission guidelines will result in the following:
 - First violation will result in a \$50.00 fine
 - Second violation will result in a \$100.00 fine and notification sent to the chapter advisor and Fraternity and Sorority Life staff
 - Third violation will result in a \$1200.00 fine and the automatic suspension of social privileges for 4 weeks
 - If chapter chooses not to comply with suspension obligations a judicial board hearing with their respected council will occur

B. Attendance and access

1. Attendance at fraternity/sorority social events at which alcohol is consumed, possessed, or served by a Third Party Vendor shall be restricted to members of the Virginia Commonwealth University community and their personally escorted guests. All guests must be on the guest list.
2. The sponsoring fraternity/sorority is required to control access to the event. If additional security personnel are required, the sponsoring fraternity/sorority will be responsible for payment for security personnel.
3. The sponsoring fraternity/sorority must host events in a closed venue, meaning no access to the event or event space by non-members or invited guests. A roped off area within a larger event venue is not sufficient.

C. Time restrictions

1. Social events at which alcohol is consumed, possessed, or served by a Third Party Vendor may take place only between the hours of 6 p.m. to 2 a.m.
2. Social events at which alcohol is consumed may not exceed a four (4) hour length of time, and no organization may register more than one event on any given day. Exceptions will be made twice a year for alumni events on the weekends of Homecoming and Family Weekend.

D. Advertising

1. Advertising for events where alcohol will be present must include the type of function, entertainment, location, time, sponsor and a statement indicating that proof of age and VCU ID are required.
2. Advertising with references to “alcoholic beverages,” “alcohol,” “cocktails,” “keg” or other terms or illustrations descriptive of alcoholic beverages or their consumption is not permitted.
3. Announcement of a private event may be by invitation only; no advertising of the event is permitted.

E. Off-campus events

1. Fraternities and sororities, which sponsor social events off-campus at which alcohol is served by a Third Party Vendor, are accountable under these regulations for behavior at the event. Individuals are also responsible to the University for their conduct at such events.
2. Organizations must complete the Third Party Vendor checklist provided by each governing council seven calendar days in advance of the off-campus event.
3. Students are expected to abide by University regulations and State laws with respect to alcohol. The Virginia Commonwealth University Rules and Procedures include the provision that the governing council judicial boards can adjudicate off-campus events.

F. Violations and penalties

All violations of the VCU Rules and Regulations, the governing council constitutions, the FIPG guidelines, and any other policies that apply to fraternities and sororities, will be referred to the respective governing council judicial board for a hearing and sanctions. Please see the respective governing council constitution and by-laws for the judicial procedures.

IV. Advertising and Promotions Approval Process

1. All chapters will ensure that all advertisements, promotions, and other publicly displayed items will be in good taste and with regard to the local chapter, its governing council, the inter/national organization.
2. Any member chapter wishing to order a handbill, poster or other advertisements for a chapter event (with or without alcohol) must have the design approved by their respective governing council.
 - The advertisement and promotion approval process is chaired by the Vice President of each governing council
 - Advertising with references to alcoholic beverages, alcohol, cocktails, kegs, or other terms or illustrations descriptive of alcoholic beverages or their consumption is not permitted.
 - All chapter submissions must be to the governing council Vice President seven (7) calendar days in advance for approval by the governing council.
 - All chapter submissions must submit an electronic version of the image and the quote or slogan.
 - The governing council reserves the right to approve or not approve any and all designs.
 - Any member chapter not approving their advertising or promotional items through the governing council will be referred to the respective governing council Judicial Board.
3. Any member chapter wishing to order a t-shirt for a chapter event must have the t-shirt design approved by their respective governing council.
 - The t-shirt approval process is chaired by the Vice President of each governing council
 - All chapter submissions must be to the governing council Vice President seven (7) calendar days in advance for approval by the governing council.
 - All chapter submissions must submit an electronic version of the image, the quote or slogan used, as well as colors of printing and shirts.
 - The governing council reserves the right to approve or not approve any and all designs.
 - Any member chapter not approving their t-shirts through the governing council will be referred to the respective governing council Judicial Board.

4. Violation of Fraternity and Sorority Advertising and Promotion Approval Request process will result in the following:
 - First violation will result in a \$25.00 fine
 - Second violation will result in a \$50.00 fine and notification sent to the chapter advisor and Fraternity and Sorority Life staff
 - Third violation will result in a \$100.00 fine
 - If the chapter continues to have challenges in submitting the Advertising and Promotion Form in a timely manner the chapter will be referred to the respective governing councils judicial board

Fraternity and Sorority Mixer Policy

National Panhellenic Conference 1997 Resolution on Alcohol-Free Social Activities

Member groups will encourage their collegiate chapters to co-host non-alcoholic events with men's fraternities that have implemented a substance-free housing policy. NPC member groups will publicize their support for the substance-free housing movement and encourage other national fraternities to join this important initiative.

Fraternity and Sorority Governing Councils Resolution Policy:

Co-sponsored events between fraternities and sororities at VCU will have the following restrictions:

1. Only events that are alcohol-free can be co-sponsored on fraternity property
2. Events where alcohol is present must be held in a non-fraternity off-campus third party vendor location
3. Event must follow the Third Party Vendor Guidelines set forth in this document

Fraternity and Sorority Philanthropy Event Policy

Fraternities and sororities hosting events for the primary purpose of raising money for a non-profit organization and/or in relation to the organization inter/national philanthropy will not include the use of or presence of alcohol during the event. The sponsoring chapter should also give full consideration to any social events being held immediately after a philanthropy event to ensure that the social event is in no way connected to the philanthropy event, its participants, or is considered a continuation of the philanthropy event and the raising of funds or goods for the charity.

Fraternity and Sorority Road Tripping Policy

Fraternities and sororities are forbidden to include required travel and/or road tripping to other campuses or locations outside of a 60 miles radius during any approved recruitment or intake process. Interest groups and colonies will also not be permitted to travel more than 60 miles for any colonization or chartering visitation requirements.

Fraternity and Sorority

New Member Show Management Policy and Procedure

VCU | USC&A Advising and Approving New Member Shows Guideline and Procedure

1.0 Purpose

To establish a consistent and standard procedure and clearly communicate needs and expectations for New Member Shows of member organizations in the National Pan-Hellenic Council and the Multicultural Greek Council of Virginia Commonwealth University.

2.0 Procedure

- 2.1 New Member Shows will be advised through a modified version of the Event Advising Process.
- 2.2 The NPHC on-campus advisor and/or the MGC advisor will reserve the space for the new member shows. These reservations will be made as “general events” in order to protect the organizations anonymity prior to the show.
- 2.3 No new member show will take place on top of the VCU bricks in the Commons Plaza. This means that chapters will not enter, step, or present their new members on top of this space of yellow bricks. The shows can take place in the middle of the commons plaza.
- 2.4 All New Member Shows must be reviewed and advised by the NPHC on-campus advisor and/or the MGC advisor.
- 2.5 Requests for space will be made upon receipt of the VCU Office of Fraternity & Sorority Life Intent for Intake paperwork, which includes the date, time and location of the new member show.
- 2.6 New member shows will not be a part of any other program or event ie: not during a step show, educational program or social event.
- 2.7 The NPHC on-campus advisor and/or the MGC advisor will meet with the student organization representative(s) to discuss the following:
 - Inter/National, Regional and/or chapter guidelines regarding New Member Shows
 - Definition of Hazing and perceptions of Hazing
 - Risk Management
 - Content and Presentation
 - Logistics, Time and Date
 - Crowd Control
 - Previous history with new members shows and program planning
- 2.8 To be approved, the student organization sponsor must meet the following minimum requirements:
 - Submit the VCU Office of Fraternity and Sorority Life Intent for Intake paperwork.

- Meet all deadlines for the Event Approval Process.
 - Guarantee the active presence of the Chapter Advisor or non-student representative of the organization serving in an advisory capacity.
 - Be at a time that a member of the Fraternity & Sorority Life staff can be present.
 - Demonstration of adequate plan for crowd control and safety. The plan for crowd control must include the use of physical barriers, identifiable crowd control staff and a “Pre-show” presentation to advise the audience of the crowd control, safety and access procedures for the event.
- 2.9 Any changes to the event, including content, location, date, **must** be communicated to the NPHC on-campus advisor and/or MGC advisor at least 5 business days in advance of the event date.
- 2.10 The NPHC on-campus advisor/MCG Advisor may require changes to the event date, location and/or time due to potential problems with crowd control, safety and access to surrounding facilities
- 2.11 If the event is approved, the Student Events Coordinator will communicate the details of the event to the Commons and Activities staff and VCU Police.

3.0 **Definitions**

- 3.1 New Member Show: The presentation of new initiates into an organization. Considered a tradition for National Pan-Hellenic organizations and the Multicultural Greek Council organization on VCU’s campus. Shows typically involve stepping, greeting of other organization members and introduction of new members. Historically referred to as “probate” shows.
- 3.2 Hazing: (As defined by the FIPG, Inc. Risk Management Policy) Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule...”

NPHC and MGC Governing Council New Member Show Procedures

To establish a consistent and standard procedure and clearly communicate needs and expectations for New Member Shows of member organizations in the National Pan-Hellenic Council and the Multicultural Greek Council of Virginia Commonwealth University, all new member shows will be conducted accordingly:

1. Restricted Area Management:
 - a. The Commons Plaza will be the location for all new member shows.
 - b. The area where the new member show takes place will be blocked off with barricades provided by the University Student Commons.
 - c. The internal area will provide space for families and members of the organizations in which the show associates. There will be chairs for the family members and space reserved in front of the chairs, on the ground, for the members of the organization hosting the new member show.

- d. There will be space inside the area in front of the families and members of the organization for the new members to complete their presentation.
 - e. No more than three current members, active and on the VCU roster, are allowed to be facilitating and/or interacting with the new members during the show.
 - f. No one is permitted inside the restricted area unless they are new members, chapter members, members of the organization being represented, family of the new members, or University officials.
 - g. No one inside of the restricted area may stand on the chairs or other objects to be able to see.
 - h. If the chapter is concerned about rain, and is not willing or able to move the date to an alternative rain date, a 30x30 tent can be provided (at a cost of approx. \$1,000) to cover the area for the families, the members and the new members. This cost would be an expense to the chapter. A 72 hour advance notification would need to be received in writing to have the tent in place for the new member show.
2. Outside restricted area:
- a. People attending the show will be permitted to stand outside the restricted area. No one will be permitted to stand behind the new members. The only exception to that rule is if the people viewing the show are watching from the staging area.
 - b. No one outside of the restricted area will be permitted to stand on tables, chairs, or other property in the Commons Plaza. This will be managed by the USC&A Student Manager and/or the VCU Police.
3. Expectations of the sponsoring chapter:
- a. The management of the organization members inside of the restricted area is the responsibility of the chapter. This includes alumni, members from other campuses, families, and current members.
 - b. The chapter is to ensure that all members of the organization are sitting on the ground at all times during the show.
 - i. Special arrangements can be made with the NPHC/MGC Advisor if there are members of the chapter and/or family members who will participate in the revealing of new members.
 - ii. If the chapter is not able to manage their guests inside of the restricted area then all future new member show privileges will be revoked and the chapter will be referred to the NPHC/MGC Judicial Board.
 - c. The chapter will notify the NPHC/MGC Advisor of the estimated time of arrival of the new members in order to prepare appropriately.
 - d. The chapter, in combination with the NPHC/MGC Advisor, makes the rain call. In the case of any lightning the new member show will be cancelled.
4. Expectations of the Governing Council:
- a. Two police officers will be provided for each show. The costs associated with the Police will be paid by the governing councils.
 - b. The University Student Commons Common Ground will be reserved for the post-New Member Show Reception for the chapter. There is a limit of 95 people that can be in attendance at the post-event reception.

***Fraternity and Sorority Governing Councils of VCU
Resolutions regarding specific areas of Risk Management:***

The following are statements on the basic risk management issues that are central to fraternities and sororities. The Resolution from the fraternity and sorority governing councils is listed first followed by the Virginia Commonwealth University Policy and the FIPG Guideline on the specific issue. The resolutions are listed in alphabetical order.

Alcohol and Illegal Drugs

Fraternity and Sorority Governing Councils Resolution on Alcohol and Illegal Drugs:

All member organizations shall follow local, State and Federal laws, the Virginia Commonwealth University Rules and Procedures, and FIPG Guidelines pertaining to alcohol and illegal drug use.

Fraternity and Sorority Governing Councils Resolution on Drinking Games:

The Virginia Commonwealth University Alcohol policy states no drinking games are permitted on campus or at events associated with the University. All fraternities and sororities will follow this rule at both on and off campus events, and this is to include any and all events with any form of a liquid substance, regardless of alcohol content.

Virginia Commonwealth University Resource Guide – Alcohol and Drug Policy:

http://www.provost.vcu.edu/pdfs/policies/alcoholdrugpolicy_2011.pdf

Policy Statement and Purpose

In accordance with the federal Drug Free Workplace Act of 1988, the federal Drug Free Schools and Communities Act of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, it is the policy of Virginia Commonwealth University that the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs by employees and students on University property or as part of any University activity is prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program.

The purpose of this policy is to protect the health, safety and welfare of members of the University community and the public being served by the University.

FIPG Guidelines - Alcohol:

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
6. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
7. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
8. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
9. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother/big sister night" and initiation.

FIPG Guidelines - Drugs:

1. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

Auxiliary Groups

Fraternity and Sorority Governing Councils Resolution:

The fraternity and sorority governing council do not authorize, recognize or approve of the existence of any fraternity or sorority affiliated auxiliary organization (sweethearts, diamonds, little sisters/brothers, courts, kittens, etc). Opposite sex auxiliary groups, commonly referred to as "big brothers" and "little sisters," are inconsistent with the concept and philosophy of separate and equal women's and men's fraternal institutions, and furthermore, threaten the protected single-sex status of fraternal institutions.

North-American Interfraternity Conference Statement of Position Regarding Little Sister Groups

The North-American Interfraternity Conference believes sororities and women's fraternities offer excellent opportunities for women to share a fraternal experience and that auxiliary women's groups organized by some men's fraternity chapters, commonly referred to as "little sisters," are inconsistent with the concept and philosophy of separate and equal women's fraternities. The Conference joins the Fraternity Executives Association and several member fraternities in strongly discouraging "little sister" groups as inappropriate adjuncts to the collegiate chapters of men's fraternities. One of the Standards of the NIC calls for member fraternities to work with their chapters to eliminate these programs.

Association of Fraternity/Sorority Advisors Resolution Regarding Fraternity and Sorority Auxiliary Organizations [edited]

Whereas, the sponsorship of and the participation in auxiliary organizations, commonly referred to as "little sister" or "little brother" programs is inconsistent with the purpose and the philosophy of single-gender social fraternal organizations; and

Whereas, the existence of such groups that offer a subservient or "second class" status to members promotes inequality and violates the intent of the Title IX exemption that allows fraternities and sororities to operate as single-gender organizations; and

Whereas, the structure of such auxiliary organizations creates the potential for and increases the opportunities for inappropriate behavior or wrongful misconduct defined by state and federal laws, including demeaning and sexist activities, sexual exploitation, sexual harassment, and sexual abuse; and

Whereas, the existence of these groups creates significant legal liabilities for sponsoring chapters, especially with regard to activities involving alcoholic beverages, because the chapter may be held liable for the actions of auxiliary organization members (who are not included in a chapter's liability insurance coverage); and

Whereas, such groups do not fall under the traditional campus or alumni supervisory roles, and the extent of accountability is unclear; now, therefore, be it

Resolved, that the Association of Fraternity/Sorority Advisors urges campus administrators, student governing councils of fraternities and sororities, and national/international fraternity and sorority organizations to work collaboratively to develop and actively enforce policies that prohibit fraternities and sororities from sponsoring auxiliary organizations.

Title IX Implications

December 1974 Amendment - Specifically, Title IX was amended in December of 1974 to include language that exempts social sororities and fraternities who have a 501(a) tax exemption of Title 26 from the Internal Revenue Service. Title IX exemptions for fraternities and sororities outlines an emphasis on membership status of each group to be on single-sex affiliation connected to the prior condition outlined. If membership allows for co-ed membership or "auxiliary" status, the group can be in violation. Sponsorship or organized "little sister/brother" type activities are an example of such.

Campus and Personal Safety

Fraternity and Sorority Governing Councils Resolution on Campus Safety:

Each chapter is to encourage their members to practice good habits of personal and campus safety, and take advantage of the safety services provided by the VCU Police.

Fire Safety

Fraternity and Sorority Governing Councils Resolution on Fire Safety:

Every fraternity and sorority will do its utmost to ensure the safety of its members and guests at any and all events to include consideration of use of candles and other objects that aid in the possibility of issues with fire and fire damage.

VCU|University Student Commons and Activities Guidelines for Candle Use:

The use of candles/open flame of any kind in any University facility is expressly prohibited. Exceptions are made for catering operations and must be approved in advance. In outdoor areas, candles are permitted only if drip guards are used. In all circumstances if a USC&A staff member perceives a risk of personal or property damage as a result of candle/open flame use, the Manager on Duty may require the candle(s) be extinguished.

FIPG Guidelines – Fire, Health and Safety:

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

Hazing

Fraternity and Sorority Governing Councils Resolution:

No chapter, colony, student or alumnus shall conduct nor condone hazing activities, and all will support and follow the Virginia Commonwealth University Hazing Policy and FIPG Guidelines. This includes all aspirant members, new members, members, alumni/ae members, parents, or any other involved in the recruitment, intake or education of fraternity/sorority new members. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Virginia Commonwealth University Rules and Procedures - Hazing:

http://www.usca.vcu.edu/docs/Hazing_Statement.pdf

Hazing is prohibited by law in the Commonwealth of Virginia and by Virginia Commonwealth University. Hazing is activity which is physically or mentally abusive, potentially dangerous, humiliating or demeaning, or which interferes with academic achievement and the human rights of the individual.

Branding and Tattooing

The University prohibits branding and tattooing in University facilities and on University grounds. The University does not encourage the practices of branding and tattooing.

Sanctions

The Coordinator for Fraternity and Sorority Life, in partnership with the inter/national fraternity or sorority staff, will oversee the governing council's investigation and determine sanctions when notified that an organization has violated University regulations or local, state and federal statutes. The organization will be contacted and informed that an investigation is being conducted. Organizations may receive one of the following sanctions:

1. Censure: A letter of warning shall be sent to the current president of the organization and a copy placed in the permanent file of the organization.
2. Suspension: The organization shall lose the privilege of using University space for social and fund-raising activities and be denied use of student activity fees for a period of time determined by the Associate Director for Programs and Educational Services or designee based on the governing council Judicial Board recommendations.
3. Cancellation: The organization shall no longer be registered at Virginia Commonwealth University. The length of cancellation shall also be determined by Associate Director based on the governing council Judicial Board recommendations.

Virginia Hazing Law: 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by **hazing** or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of **hazing** or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him.

FIPG Guidelines - Hazing:

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Non-Discrimination and Equal Opportunity

Fraternity and Sorority Governing Councils Resolution:

Fraternities and sororities at Virginia Commonwealth University will maintain a strong commitment to outstanding achievement through activities that are designed to promote equal opportunity and access to all programs and membership without regard to race, color, religion, national origin, age, political affiliation, veterans' status, sexual orientation or disability.

Virginia Commonwealth University Equal Opportunity Policy

<http://www.vcu.edu/eoaa/pdfs/reaffirmation.pdf>

Virginia Commonwealth University will maintain a strong commitment to outstanding achievement, educational excellence and high principle. Activities of the university are designed to promote the continuing policy of providing equal opportunity for employment and education and access to all programs and services without regard to race, color, religion, national origin, age, gender, political affiliation, veterans' status, sexual orientation or disability.

It shall be the policy of this institution to provide employment, educational programs, health care services, research opportunities and other services provided to the public in a manner that will insure that the university's commitments to nondiscrimination are implemented. Access to all services is based on sound principles of nondiscrimination as expressed in the affirmative action plans and procedures.

Off Campus Social Events

Fraternity and Sorority Governing Councils Resolution:

Students residing in off-campus residences are responsible for ensuring the safety, well-being and conduct of their guests, whether invited or uninvited. This includes hosting events or gatherings where alcohol is available for underage students, students drink to excess, or use illegal drugs.

Chapter members should be educated on the risks associated with hosting events at off-campus apartments and houses, as the fraternity and sorority governing councils will hold the chapter accountable for violations of council, University and FIPG guidelines at any and all events that can be attributed to a fraternity or sorority, regardless of location.

Virginia Commonwealth University Rules and Procedures – Application:

<http://www.provost.vcu.edu/pdfs/rulesandprocedures.pdf>

In general, it is the policy of Virginia Commonwealth University not to become involved in adjudicating off-campus conduct of members of the University community. However, the institution also has a commitment to protect its own welfare and that of its members. Thus in those circumstances where the off-campus behavior of a member of the University community significantly impairs the University-related functioning of another member or gives rise to serious danger to the University community, the provisions of this document will apply to off-campus behavior of members of the University community. Such conduct may subject the violator to the provisions of law, in addition to the sanctions of this document. Additionally, in cases where off-campus conduct of a student has resulted in a criminal conviction or an adjudication of civil liability by a court of law, the University may exercise the right to impose the sanctions of this document even though the off-campus conduct does not significantly impair the University-related functioning of another member of the University community or does not give rise to serious danger to the University community. Any decision to exercise this right will be at the determination of the Provost or his/her designee.

Sexual Abuse and Harassment

Fraternity and Sorority Governing Councils Resolution:

No chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether verbal, physical, mental or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

Virginia Commonwealth University Guidelines on Prohibition of Sexual Harassment:

<http://www.vcu.edu/eoaa/pdfs/sexualharassment.pdf>

Virginia Commonwealth University strictly prohibits acts of sexual harassment against any member of the University community. Acts of either verbal or physical sexual harassment will not be tolerated and will subject the person who commits such acts to disciplinary action under these guidelines and, possibly, other University policies and procedures. In addition, such acts could subject the violator to sanctions under federal and state laws and policies, including Titles VII and IX of the federal civil rights laws.

Upon receipt of a complaint of sexual harassment, the University will take action appropriate to the charge presented by the complaint. Such action may take the form of investigation, counseling, informal meetings and/or resolution and/or formal discipline. Any administrator or supervisor who is made aware of a charge, or circumstance which may give rise to a charge of sexual harassment should refer the matter in accordance with the procedures set forth in these guidelines.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications, of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior, when:

1. Submission to such conduct, either explicitly or implicitly, is made a term or condition of an individual's employment or academic status; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, promotion, transfer, selection for training, performance or academic evaluation decisions; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment or substantially interferes with an employee's work performance or a student's academic performance.

Verbal sexual harassment may include, but is not limited to: (1) sexual innuendo, comments and sexual remarks about clothing, body, or sexual activities; (2) humor and jokes about sex that denigrate women or men in general; (3) sexual propositions, invitations, or other pressure for sex; (4) implied or overt threats of a sexual nature; and, (5) making gestures of a sexual nature. Physical sexual harassment may include, but is not limited to: (1) unwelcome touching, patting, pinching, brushing against the body, attempted or actual kissing or fondling, and any other inappropriate and/or unwelcome touching or feeling; (2) coerced sexual intercourse or other sexual acts or misconduct; and, (3) sexual assault. Other types of sexual harassment may include displaying sexually suggestive photographs or literature in the workplace or academic environment and making degrading insults about men or women in general.

Application

These guidelines govern and apply to the conduct of all Virginia Commonwealth University faculty, staff, administrators (hereinafter collectively referred to as "University employees") and students. Complaints of sexual harassment by a student against a University employee or by a University employee against a student must be filed under these guidelines. Complaints by one student against another student must be filed under the VCU Student Sexual Misconduct Policy. (Copies are available from the Division of Student Affairs.) The Guidelines on Prohibition of Sexual Harassment apply to conduct on University premises, including the Monroe Park Campus and the Medical College of Virginia Campus and any and all other facilities owned, controlled or otherwise being used by the University. This document also governs and applies to all programs offered by the University and to the conduct of University employees and students in any location where the conduct and behavior significantly impacts the University or its personnel.

Virginia Commonwealth University Student Sexual Misconduct Policy:

<http://www.provost.vcu.edu/pdfs/sexualmisconduct.pdf>

Virginia Commonwealth University prohibits sexual misconduct by students. Actions which result in charges of sexual misconduct under this policy also may subject a student to civil and/or criminal liability under federal and state laws and policies, including Title IX of the federal civil rights laws.

Definition

Student sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.

Student sexual misconduct may include, but is not limited to: (1) unwelcome touching - either of the victim or when the victim is forced to touch another person's body, directly or through clothing - such as patting, pinching, brushing against the body, attempted or actual kissing or fondling, and any other inappropriate and/or unwelcome touching or feeling; (2) coerced sexual intercourse (e.g., rape, attempted rape, sodomy, or other sexual acts or misconduct); (3) unwelcome sexual propositions, invitations, or other pressure for sex; (4) implied or overt threats of a sexual nature; (5) making gestures of a sexual nature; (6) unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.

Acts of physical student sexual misconduct are commonly considered to constitute a form of sexual assault when occurring without consent. To constitute lack of consent, the acts must be committed either by threat, force, intimidation, or through the use of the victim's physical or mental inability (of which the accused was aware or should have been aware) to understand the situation, the consequences of his/her choices, or to express his/her desires.

Application

This policy governs the conduct of all Virginia Commonwealth University students on University premises; that is, on the campuses of VCU and other property or facilities owned, controlled, or otherwise being used by the University. This policy also governs and applies to all programs offered by the University and to the conduct of students in any location where the conduct and behavior significantly impacts the University, its personnel and students.

FIPG Guidelines – Sexual Abuse and Harassment:

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

Substance-Free Events

Fraternity and Sorority Governing Councils Resolution:

1. All fraternities and sororities are required to host one (1) substance-free social event per semester during the school year
2. All alcohol-free events must be registered according to the guidelines set forth in this document
3. If alcohol-free social events are hosted during the standard event times, these events will be monitored along with those events where alcohol is present
4. All events in sorority chapter facilities will be alcohol-free

Third Party Vendor Guidelines

Your chapter will be in compliance with your inter/national policies if you hire a “third party vendor” to serve alcohol at your functions when you can document the following checklist items. Be sure to check with your Inter/National organization to make sure this checklist will be in compliance with your Inter/National Risk Management policy. Further, each chapter is expected to adhere to the laws of the Commonwealth of Virginia, Virginia Alcohol Beverage Control, City of Richmond, and Virginia Commonwealth University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

THE VENDOR MUST:

- _____ 1. Be properly licensed by the appropriate local and state authority. They might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

- _____ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The above “certificate of insurance” must also show evidence that the vendor has, as part of his/her coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

**ATTACH A COPY OF THE CERTIFICATE OF INSURANCE
AND HIGHLIGHT REQUIRED CLAUSES**

- _____ 3. Agree in writing to cash sales only, collected by the vendor, during the function. (If Third Party Vendor Program Agreement is filled out properly, then requirements #3 and #4 will have been fulfilled.)

- _____ 4. Agree in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- A. Checking identification cards upon entry;
 - B. Not serving minors;
 - C. Not serving individuals whom appear to be intoxicated;
 - D. Maintaining absolute control of ALL alcoholic containers present;
 - E. Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the chapter)
 - F. Removing alcohol from premises

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIMULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This checklist must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with their risk management policy.

Chapter President’s Signature and Date

Vendor’s Signature and Date

Third Party Vendor Agreement

(Name of Vendor) _____ will be operating as a “third party vendor” to serve alcohol at a social function on _____ (Date) at _____ (Location). Both the vendor and the chapter or chapters involved agree to the salary of \$_____ to be paid in full prior to the social function in question. This salary is designed to cover the costs involved with the hiring of _____ security persons and _____ bartenders and permit costs totaling \$_____. The aforementioned vendor agrees to cash sales only that will be collected by the vendor’s employees only, during the function. The predetermined amount of beverages will be \$_____ well drinks, to be served in _____ oz. cups, and \$ _____ drafts, to be served in _____ oz. cups. The aforementioned vendor also agrees to comply with the following risk management guidelines for third party vendors:

- check identification upon entry
- to serve alcohol only to persons of legal drinking age
- not to serve individuals who appear to be intoxicated
- to maintain absolute control of all alcoholic containers present
- to collect all remaining alcohol at the end of the function
- and to remove all alcohol from the premises

This form must be signed and dated by both the authorized chapter representative(s) and the authorized vendor representative. In doing so, all parties involved understand that only through compliance with these stipulations, and the additional requirements and rules of the CPC Risk Management Guidelines, will the chapter(s) be in compliance with risk management requirements.

Chapter President’s Signature and Date

Chapter Risk Management’s Signature and Date

Chapter Social Chair’s Signature and Date

Authorized Vendor Representative’s Signature and Date

Governing Council Vice President Signature and Date

BYOB Guidelines

The BYOB guidelines provided are suggestions for safe and practical implementation. Individual chapters must still follow their own inter/national policies, if said policies are more specific and/or more stringent. If questions arise, be advised that this checklist does not supersede the local, city, state, general fraternity/sorority, or national laws, statues and policies – or common sense. These guidelines are designed to help you implement a BYOB party. Questions you may have regarding the logistics of a BYOB party are most likely answered throughout this checklist. Be sure to contact your general fraternity to make sure the stipulations are consistent with general fraternity standards.

Themes

- ❑ Themes make an event special... be sure to use common sense and good taste.
- ❑ The NIC *Theme Party Kits* are full of exciting new theme ideas for chapters

Entrance

- ❑ One well-lit entrance, controlled and monitored by security or older members, is mandated
- ❑ Monitors check to see if those seeking entry are members or have an invitation and are on the guest-list
- ❑ Members and guests with alcohol are required to show proof of legal drinking age (the invitation guest list should also have the birthdays of members and guests)...a picture ID with a birth date and student ID are required for those bringing in alcohol.
- ❑ A guest's name is checked once entry into the event location has been made
- ❑ Several exits must be made available due to fire codes and laws; however, exits can not be used as entrances

Invitation guest lists

- ❑ Invitation guest lists with specific names and birthdays of all non-members who have been invited should be generated for each function
- ❑ Social events (with alcohol) open to the entire fraternity or sorority community or student population encourage the likelihood of accidents and risky behavior and are prohibited
- ❑ The guest list must be submitted with the social event registration form by five p.m. one week prior to the event.

Wristbands

- ❑ Members and guests who are of-age and bring alcohol to the event receive a non-adjustable, hospital-type wristband
- ❑ Individuals checking alcohol into the event also receive a hand-stamp on each hand (this is to show that the individual has already entered the event and checked in alcohol)
- ❑ The individual's name is checked off the invitation guest list and the type of alcohol is written by his/her name
- ❑ Of-age guests and members who do not check in alcohol DO NOT receive a stamp or a wristband (only those who bring alcoholic beverages are allowed to consume alcoholic beverages)

- ❑ Precision Dynamics Corporation markets a product called VISA BAND...Call 800/847-0670 for more details about wristbands that can be customized with themes, colors, and sizes

Punch cards

- ❑ For each and every event, punch cards should be created that are event specific
- ❑ Punch cards should be about credit card size with pertinent information clearly printed on each card
- ❑ The name of the individual, his/her birthday, the type and the amount of alcohol, the date of the event, and the theme of the event should all be somewhere on the punch card
- ❑ Punch cards, unlike tickets, are easy to handle and are a more effective means for proper redistribution
- ❑ Punch cards are to be collected at the exits when your guests leave

Types and amounts of alcohol

- ❑ The following stipulations apply per person, for a typical four hour function
- ❑ All the soda, juice, flavored water, or other non-alcoholic beverages you care to consume (provided by the host)
- ❑ Six (6), twelve (12) ounce cans of beer
- ❑ -or- Four (4), ten (10) ounce wine coolers
- ❑ No kegs or hard alcohol
- ❑ No squeeze bottles, beer bong, party balls, pitchers, tumblers, or other containers
- ❑ No beer/wine/alcohol for common use in members' rooms
- ❑ No bottles (except wine coolers that are poured into plastic cups before redistribution)
- ❑ No shots, drinking games, or other activities that encourage inappropriate drinking behavior

Food and non-alcoholic beverages

- ❑ The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event
- ❑ Breads, meats, cheeses, vegetables, brownies, cookies, subs, pizza, fruits, and dips are considered appropriate foods
- ❑ Food, and non-alcoholic and alcoholic beverages should be contained within one centralized location
- ❑ Water and coin-operated soda machines are not considered appropriate alternative beverages
- ❑ Non-alcoholic beverages should be served from closed containers (cans, plastic bottles, or fountain dispensing machines)
- ❑ During the last 45 minutes of an event, alcohol service should stop...a new non-alcoholic beverage and a new food item should be served for those who wish to switch beverages and begin winding down

Chapter monitors & security

- ❑ Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved, and are not to be confused with party monitors
- ❑ One monitor for every 25 guests is advised

- ❑ If hired security is not used, both male and female monitors must be used to ensure that the rules are applied to both men and women equally
- ❑ Monitors should be older members (preferably seniors) of all participating organizations who will serve as general monitors or as service monitors working at the service distribution center
- ❑ Specialty clothing may be worn by the monitors to set them apart from the rest of the party-goers
- ❑ Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained
- ❑ Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list

Service distribution center

- ❑ One centralized location should be established for the distribution of all food, non-alcoholic beverages, and for the distribution of all alcoholic beverages
- ❑ No other location, especially members' rooms, can be used for the distribution of alcoholic beverages
- ❑ The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice...obsolete keg holders can now be used for this purpose as well
- ❑ Non-alcoholic beverages are to be presented in an attractive and accessible manner... they must also be free to anyone who desires an alcohol-free beverage
- ❑ Anyone who wishes to acquire an alcoholic beverage that s/he brought to the event, must present the punch card, show the wristband and stamp and return an empty can if this is not the first request (returning the cans assists the chapter with its recycling efforts and helps ensure that alcohol is not being given to others once it leaves the service center)
- ❑ The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining
- ❑ Only one beer or wine cooler may be acquired at a time
- ❑ Left-over alcohol can be picked up the following day; otherwise it is to be discarded

Pre-Event Checklist

The following Pre Event Checklist is designed so that you can quickly determine whether or not you have implemented risk-reducing steps for your chapter's social event. This page may be copied and used for each of your social events throughout the academic year. Be sure to keep working until you are able to make a yes for each question.

- | | | |
|-----|----|---|
| Yes | No | Our event is theme oriented, complete with activities that do not directly relate to alcohol consumption, drinking games, or alcohol abuse |
| Yes | No | We are providing plenty of juice, pop, water and other inviting, alcohol-free beverages throughout the duration of the event. |
| Yes | No | We have plenty of substantial food items like submarine sandwiches, pizzas, cookies, rolls, breadsticks, a variety of cheeses, vegetables, brownies, and ice cream for the duration of the event. |
| Yes | No | We are limiting the types and amounts of alcohol to either one six-pack of 12 oz. beers or one package of wine coolers, with no hard alcohol present! |
| Yes | No | We have one entrance to the event...with several exits available if an emergency were to occur. |
| Yes | No | We have an actual-guest list that has names and birthdays of all members and guests who were issued an actual invitation (name specific) prior to this event. |
| Yes | No | We are administering wristbands to all of-age (21 year old) members and guests who have checked in alcohol for this function. |
| Yes | No | Along with the wristbands, we are placing a hand-stamp on each hand of members and guests who are of-age and who have checked alcohol into the function. |
| Yes | No | We have a co-ed team composed of members who are of-age and initiated, non-drinking, and sober, from each sponsoring organization serving as monitors and workers for this event. |
| Yes | No | Each person who has checked alcohol into the function has received a punch card that has his/her name, age, type of beer/wine cooler, amount checked, the date, and the title of the party all written on the punch card. |
| Yes | No | At the door, all alcohol is checked in and then taken by a designated monitor to a holding tank where it will be distributed later via the punch card system. |
| Yes | No | We have just one central location for all food, snacks, non-alcoholic drinks, and alcoholic beverages that members and guests have brought for the evening. |
| Yes | No | Wine coolers are poured into cups before being distributed and additional cans of beer are given only in exchange for empty cans thereby assisting with our clean-up and recycling efforts. |
| Yes | No | No alcohol leaves the social event once it has been checked into the event...leftover alcohol can be picked up the next day. |
| Yes | No | We have discussed the event with both our general fraternity and chapter advisor. |