

# Event with Alcohol Registration Requirements for Values-Based Fraternities and Sororities

The purpose of this document is to outline the proper procedures a values-based fraternity or sorority must follow to host an event with alcohol.

## EMT Training

The Chapter President, Vice President (who would serve in president's absence), Risk Manager (or similar position), Social Chair, and any other person registering/in-charge of the event (i.e. Formal/Semi-Formal Chair) must attend an EMT session **BEFORE** you register your event with alcohol.

Your chapter must have a minimum of four individuals trained, even if positions listed above overlap.

There will be four EMT sessions hosted for the spring semester:

- Monday, January 22, 2018 - 6:00pm-8:00pm, KU 331
- Tuesday, January 23, 2018 - 6:30pm-8:30pm, KU 331
- Thursday, February 1, 2018 - 6:30pm-8:30pm, KU 331
- Friday, February 2, 2018 - 4:00pm-6:00pm, KU 331

To view who from your chapter has been trained, access the document [here](#).

## Materials Required for a Properly Registered Event

*All items must be completed in accordance with the timeline listed in the next section.*

- Event Registration in OrgSync
- Risk Management Plan in OrgSync
- All contracts submitted for review
- Third Party Vendor (TPV) Form, accessible [here](#).
- Event with Alcohol Pre-Event Meeting with chapter coach
- Post Event High Risk Review submitted, including signed guest list which can be accessed [here](#).

## Timeline for Events with Alcohol

### *21+ days before the event*

- Register Event in OrgSync
- Complete Risk Management Plan
- Turn in Third Party Vendor (TPV) form to Jack Pence (KU 241)
- Contracts submitted for review and to be returned to the organization
- Scheduled meeting with Fraternity and Sorority Life (FSL) Staff member and co-sponsoring organization(s), if applicable

### *21-14 days before event*

- Attend scheduled meeting with FSL Staff and co-sponsoring organization(s), if applicable
- Recommended changes must be corrected
- Approval of event from FSL Staff Member will not be given until all other chapter reviewers have approved

### *14-7 days before event*

- Event approved by CSI Staff Member
- RSVPs Collected

### *7-3 days before event*

- Guest list completed and finalized

### *48 hours, no later than 8:00am Monday following Event*

- Complete Post Event High Risk Review and turn in signed guest list

# Event with Alcohol Registration Requirements for Values-Based Fraternities and Sororities

## Special Considerations

### *Event Registration and Risk Management Plans*

For a chapter's event registration and risk management plan to be considered complete, a chapter must have the appropriate form completed in its entirety. This includes but is not limited to: sober monitors who have completed the required training, contracts submitted for review, adjustments made to risk management plan from previous event, venue location, etc.

During event registration, ensure that you have attached the *Event with Alcohol RSVP Form* to your event registration to decrease the risk of a hiccup while collecting chapter member RSVPs.

### *Event with Alcohol Pre-Event Meeting*

Organizations have the right to determine which student leaders involved with the planning of the event with alcohol attend this meeting. It is highly recommended that at minimum the risk manager is in attendance. However, if a chapter chooses any reasonable combination of risk manager, social chair (or individual coordinating said event), vice president and president can be in attendance.

If the event is co-hosted, it is required that the co-hosting organizations attend together. The organizations can choose which of the applicable chapter coaches they meet with.

### *Contracts*

**All** contracts must be reviewed by FSL Staff and signed by the Executive Director for the Center for Student Involvement. **Students are not allowed to sign contracts on behalf of their organizations.** This policy can be referenced in the Student Organization Resource Guide (<https://www.udayton.edu/studev/leadership/involvement/student-life/resources/index.php>), Contracts and Riders.

### *Event Approval*

Fraternity and Sorority Life staff will not approve an OrgSync event registration until all chapter designated reviewers have completed their reviews. CSI staff will not approve an event with alcohol unless it has been approved by FSL staff.

If you have received an approval from FSL staff but not CSI staff five (5) days before the event, you have the right to contact CSI staff about your event's status.

### *RSVPs*

All members and guests must utilize OrgSync to RSVP for the event and complete the *Event with Alcohol RSVP Form* to participate in the event.

### *Sober Monitors*

All designated sober monitors in the Risk Management Plan must have completed the sober monitor training online. Sober Monitor Training can be accessed here: <https://orgsync.com/90182/forms/150974>. The Risk Management Plan and chapter expectations for behavior must be shared with sober monitors at least seven (7) days prior to the event.

# Event with Alcohol Registration Requirements for Values-Based Fraternities and Sororities

## *Guest List*

A guest list should be created using the RSVPs from the OrgSync event. A signed guest list must be shared with FSL staff following the event in the Post Event High Risk Review form. (more details in next section)

## *Post Event High Risk Review*

Following each event with alcohol, a Post Event High Risk Review must be completed. This must be done within 48 hours of the event or by 8:00am Monday morning, whichever occurs first. This will have organizations reflect on the success of their event and utilization of their risk management plan and any changes that should be made in the future. A signed guest list must be uploaded when you complete this form, which can be accessed here: <https://orgsync.com/88709/forms/272079>.

If there is a high risk incident that occurs before, during, as a result of, or could be related to your event, please also email Karlee Nuttelman at [knuttelman1@dayton.edu](mailto:knuttelman1@dayton.edu). Please call or text Karlee immediately if the incident is egregious.

## **Key Days and Event Restrictions**

Events with alcohol can only be hosted on Fridays and Saturdays. An organization may host no more than four (4) events per semester, inclusive of semi-formal/formal. There may be no more than one event per chapter hosted per weekend.

First day for events with alcohol - Friday, February 16, 2018 at 5:00 pm

Last day for events with alcohol - Saturday, April 21, 2018

Days restricted for hosting events with alcohol:

- Friday, March 2, 2018
- Saturday, March 3, 2018
- Friday, March 16, 2018
- Saturday, March 17, 2018
- Friday, March 30, 2018
- Saturday, March 31, 2018

## **Failure to Comply**

The failure to comply with the previously outlined procedures may result in the possible following outcomes, at the discretion of FSL and CSI staff. Offenses are consecutive and inclusive of at least an academic year and leadership cycle.

- **First Offense:** Social being moved back at least one week (or as long as it takes to complete the requirements above).
- **Second Offense:** Social probation for four (4) weeks. The duration is applicable during the period when events with alcohol can be held. This will carry over to the following semester if this second violation occurs at end of the current semester.
- **Third Offense:** Social probation for one **full** semester, which will include the remaining weeks of the current semester and the entire following semester. Early removal of the restriction may be granted, but no sooner than 16 weeks during the periods when events with alcohol can occur.

Appropriate inter/national headquarters staff will be notified anytime a chapter reaches a second or third violation.

# Event with Alcohol Registration Requirements for Values-Based Fraternities and Sororities

*Planning Resource*

**Date of event:**

**Venue:**

**Transportation Needed:**

**Attendance:**

**Theme:**

*Could this theme be considered cultural appropriation in any way, and/or if our event went viral, would it be considered offensive to any group of people?*

## **EMT Training**

*Names of four (4) officers who attended EMT Training.*

President:

Vice President:

Risk Manager:

Social Chair/Individual planning this event:

## **Materials Required for a Properly Registered Event**

*Check all items that have been turned in.*

- Event Registration in OrgSync
  - Who:
  - Date:
- Risk Management Plan in OrgSync
  - Who:
  - Date:
- All contracts submitted for review
  - Who:
  - Date:
- Third Party Vendor (TPV) Form, accessible here - <https://orgsync.com/88709/files/1284901/show>
  - Who:
  - Date:
- Event with Alcohol Pre-Event Meeting Scheduled
  - Who:
  - Date:
- Event with Alcohol Pre-Event Meeting Occurred
  - Who:
  - Date:
- Post Event High Risk Review submitted, including signed guest list
  - Who:
  - Date:

**Timeline for planning event on reverse side.**

# Event with Alcohol Registration Requirements for Values-Based Fraternities and Sororities

*Planning Resource*

## Date of event:

*21+ days before the event - DUE DATE* \_\_\_\_\_

- Register Event in OrgSync
- Complete Risk Management Plan
- Turn in Third Party Vendor (TPV) form
- Contracts submitted for review and to be returned to the organization
- Scheduled meeting with Fraternity and Sorority Life (FSL) Staff member and co-sponsoring organization(s), if applicable. - **DATE OF MEETING** \_\_\_\_\_

*21-14 days before event - DUE DATES* \_\_\_\_\_

- Attend scheduled meeting with FSL Staff and co-sponsoring organization(s), if applicable. - **DATE OF MEETING** \_\_\_\_\_
- Recommended changes must be corrected
- Approval of event from FSL Staff Member, which will not be given until all other chapter reviewers have approved

*14-7 days before event - DUE DATES* \_\_\_\_\_

- Event approved by CSI Staff Member
- RSVPs Collected

*7-3 days before event - DUE DATES* \_\_\_\_\_

- Guest list completed and finalized

*48 hours, no later than 8:00am Monday following Event - DUE DATE* \_\_\_\_\_

- Complete Post Event High Risk Review
- Turned in signed guest list