

Event with Alcohol Registration Requirements for Values-Based Greek Orgs

***** Note: First day to host events for Spring is Friday, February 10, 2017 *****

- Chapter President, Vice President, Risk Manager (or similar position), Social Chair, & person registering/in-charge of the event (i.e. Formal/Semi-Formal Chair) must attend an EMT session **BEFORE** your event with alcohol. **Please see page 2 of this document for the available dates of EMT this semester. RSVP to the OrgSync event to attend!**

Completed 2 Weeks Prior Scheduled Date of the Event (NO exceptions!)

- **Event** registered in OrgSync (48 hrs before a meeting with Kevin, Karlee, or Ellen – see below for **meeting** details).
- **A Risk Management Plan** completed in OrgSync (48 hrs before meeting with Kevin, Karlee, or Ellen).
- Your organization's social leaders will schedule a **meeting** with Kevin Cane, Karlee Nuttelman, or Ellen Marburger to review all OrgSync submissions, forms, and potential contracts. This means you should schedule the meeting to review event details more than 2 weeks in advance of the desired social event, to hold your place on the Greek Life staff calendar (30-minute meeting times are available).
 - a. Organizations determine which student leaders attend and all should come together at the same meeting (it is advisable to bring at least two leading event planners, such as the risk manager and social chair, though any reasonable combination of the President, VP, Risk Manager, and/or Social Chair will work).
 - b. When an event is co-hosted, representatives from all organizations should come together at the same meeting. Please work together to find a mutually agreeable time between all parties before requesting the meeting with UD staff to avoid redundant meetings.
 - c. It is best to plan ahead to request a meeting that fulfills all of the above requirements, using this example:
Your event is set to take place on Friday, February 24. The student leaders responsible for the event should request the meeting in the week leading to Friday, February 10, where the meeting is fully held on/before February 10, and all other OrgSync and paper submissions are already prepared.
- **A Third Party Vendor Form** must be completed online or a paper form must be completed, signed by the venue, and delivered to staff in KU 241 before or during the meeting that is detailed above.
- **All contracts** must be brought to staff in KU 241 before or during the meeting that is detailed above to secure a UD staff signature (students may not sign any contracts; when the signature is set, staff will return it to the students in the business days to follow).

***** Note: For the highest risk Formal or Semi-Formal of the semester (more detailed than a social or date party), all requirements listed above will required three (3) weeks of advanced planning.**

As entries are made in OrgSync, **designated chapter officers and advisers who have been tagged as reviewers** must go into the specific Event portal and approve the event.

Once the in-person meeting has been facilitated, Greek Life staff will either approve it or write notes in the Event registration to ask for updates.

Approximately 8-10 days prior to the event, CSI staff will approve the event in OrgSync, as long as all of the above requirements have been completed. Again, staff may ask you to adjust your planning prior to its OrgSync approval, so kindly hold on asking for the event's status until the CSI approval period is over and/or there is one week prior to your event. It will be the goal of CSI staff to have your event approved in time for at least one full chapter meeting for the event.

[Revised January 19, 2017]

The following are required after the event has been approved through CSI, before the event starts.

- All members and guests must log into OrgSync and complete the *Event with Alcohol* RSVP form to participate in the event.
- All designated sober monitors in the Risk Management Plan must have completed sober monitor training online. This can be found on the RSVP form with a link.
- The outline of the Risk Management Plan and chapter expectations must be articulated to all sober monitors and members.

***** Failure to follow the above requirements will result in the possible following outcomes, at the discretion of CSI staff:**

- 1st time failing to follow the above will result in the social being moved back at least one week (or as long as it takes to complete the requirements above).
- 2nd time failing to follow the above will result in social probation for 1 month – this will carry over to next semester if this second violation occurs at end of the current semester.
- 3rd time failing to follow the above will result in social probation for 1 full semester.
 - Appropriate inter/national headquarters staff will be notified anytime a chapter reaches a second or third violation

Spring 2017 Event Management Training (EMT) Sessions -- RSVP to the OrgSync event to let us know you are coming, and we will record your full participation with your ID when you attend:

- Sunday January 22, 2:00pm, KU 222
- Wednesday January 25, 7:30pm, KU 211
- Friday January 27, 3:30pm, KU 211
- Friday January 27, 5:00pm, KU 211
- Tuesday February 7, 6:00pm, McGinnis Meeting room 1
- Friday February 10, 3:30pm KU 310