Office of Fraternity and Sorority Life Social Event Policy

The following policies and procedures are to be followed by all social fraternities and sororities for all social events. In addition, each organization is responsible for following its own national organizational policies concerning risk management and social events. The Fraternal Information & Programming Group (FIPG) Risk is currently used by Fraternity and Sorority Life to inform requirements for Social Event Policy, registration, and risk management practice.

FIPG Risk Management Policy (fipg.org) boasts a mission to be the leading resource of risk management education, programming, and information to the broad based constituency involved in all aspects of Greek life. More than fifty (50) national Greek letter organizations are members of FIPG. The Risk Management Policy of FIPG includes provisions, which shall apply to all fraternities and sororities at Georgia Southern University. Georgia Southern University does not approve, condone, or is responsible for any social events.

PLEASE NOTE THAT THE OFFICE IS OPEN MONDAY – FRIDAY FROM 8AM UNTIL 5PM. IF PICKING UP A PACKET OR DROPPING OFF PAPERWORK ON FRIDAY, YOU MUST COME INTO THE OFFICE BY 4PM WHICH GIVES THE STAFF TIME TO PROCESS YOUR PAPERWORK. IF AN EVENT FALLS ON THE WEEKEND OR HOLIDAY, YOU MUST TURN IN FORMS OR PICK UP PACKETS BEFORE THEN SO PLAN ACCORDINGLY.

In order to register a non-alcoholic social event all chapters must do the following:

1. Submit Social Registration Form A with Risk Management Matrix for the event to the Office of Fraternity and Sorority Life two (2) weeks prior to the event.
   a. Failure to submit Form A with Risk Management Matrix two weeks prior to the event will result in a $500 fine.

In order to register an alcoholic social event all chapters must do the following:

Before the event:

1. Submit Social Registration Form A with Risk Management Matrix for the event to the Office of Fraternity and Sorority Life two (2) weeks prior to the event.
   a. Failure to submit Form A with Risk Management Matrix two weeks prior to the event will result in a $500 fine.
   b. The $500 fine must be paid before picking up the social packet.
   c. Failure to pay the $500 fine before picking up the social packet may result in the event being cancelled.

2. Submit Social Registration Form B with pre-determined guest list, sober monitors, and sober drivers information to the Office of Fraternity & Sorority Life 48 hours before the event.
   a. Pre-determined guest lists must be submitted at the same time as Form B.
   b. Failure to submit Form B with the guest list 48 hours prior to the event will result in a $500 fine.
   c. The fine must be paid within a month after the event.
   d. Failure to pay the fine by the designated timeframe will result in that chapter not being able to register any future social events involving alcohol until the fine is received by the Office of Fraternity & Sorority Life.

Last revised: March 10, 2015
3. Chapters will be provided with a social packet that must be picked up prior to the event. Packages will be available up to three days prior to the event, depending on when form B and guest list are submitted. Failure to pick up the social packet prior to the event and the event continues as scheduled, will result in a $500 fine. If a chapter does not pick up the social packet and does not have the event as scheduled no fine will be incurred. Packets must be picked up by 5pm.

   a. The $500 fine must be paid within a month of the scheduled event.
   b. Failure to pay the fine by the designated timeframe will result in that chapter not being able to register any future social events involving alcohol until the fine is received by the Office of Fraternity & Sorority Life.

The Office of Fraternity & Sorority Life will create and provide the chapters with a social packet, which will include the following:

- Chapter roster with current members’ Birthdates (members must sign in)
- Copies of Form A, and B
- Pre-determined guest list
- Security Company Event Report Form (Green Paper)
- Social Event Report Form (Pink Paper)
- Wristbands

After the event:

1. Submit completed social packet back to the Office of Fraternity & Sorority Life within three (3) days after the event. All forms must be included in the packet, as well as any unused wristbands.

   a. Failure to submit the completed social packet will result in a $150 fine.
   b. The $150 fine must be paid within a month after the event.
   c. Failure to pay the fine by the designated timeframe will result in that chapter not being able to register any future social events involving alcohol until the fine is received by the Office of Fraternity & Sorority Life.

In order to register a tailgate social event all chapters must do the following:

1. Submit Social Registration Form A with Risk Management Matrix for the event to the Office of Fraternity and Sorority Life five (5) business days prior to date of tailgating event.
   a. Failure to submit Form A with Risk Management Matrix 5 days prior to the event will result in a $500 fine.
   b. The $500 fine must be paid before picking up the social packet.
   c. Failure to pay the $500 fine before picking up the social packet may result in the event being cancelled.

2. Submit Social Registration Form B to the Office of Fraternity & Sorority Life 48 hours before the event.
   a. Failure to submit Form B within 48 hours prior to the event will result in a $500 fine.
   b. The fine must be paid within a month after the event.

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c. Failure to pay the fine by the designated timeframe will result in that chapter not being able to register any future social events involving alcohol until the fine is received by the Office of Fraternity & Sorority Life.

3. Chapters will be provided with a social packet that must be picked up prior to the event. Packages will be available up to three days prior to the event, depending on when form B and guest list are submitted. Failure to pick up the social packet prior to the event and the event continues as scheduled, will result in a $500 fine. If a chapter does not pick up the social packet and does not have the event as scheduled no fine will be incurred. Packets must be picked up by 5pm.
   c. The $500 fine must be paid within a month of the scheduled event.
   d. Failure to pay the fine by the designated timeframe will result in that chapter not being able to register any future social events involving alcohol until the fine is received by the Office of Fraternity & Sorority Life.

The Office of Fraternity & Sorority Life will create and provide the chapters with a tailgating packet, which will include the following:

- Chapter roster with current members’ Birthdates (members must sign-in)
- Copies of Form A, and B
- Security Company Event Report Form (Green Paper)
- Social Event Report Form (Pink Paper)

After the event:

1. Submit completed social packet back to the Office of Fraternity & Sorority Life within **three (3) days after the event**. All forms must be included in the packet.
   a. Failure to submit the completed social packet will result in a $150 fine.
   b. The $150 fine must be paid within a month after the event.
   c. Failure to pay the fine by the designated timeframe will result in that chapter not being able to register any future social events involving alcohol until the fine is received by the Office of Fraternity & Sorority Life.

**Blackout Dates**
No weekday (Monday – Thursday) social events involving alcohol will be allowed to be registered during the following dates:

- First week of school during the fall and spring academic terms
- Finals week during the fall and spring academic terms

In addition, no social events involving alcohol will be allowed to be registered before the start of the academic calendar (Fall & Spring) nor on Sundays.

**Cancellation or Changes of Events**
Chapters are responsible for notifying the Office of Fraternity & Sorority Life if the event is being cancelled or has any change of venue, time, security, number of guests, co-host, etc., in writing via email, at least 48 hours before the event is scheduled to take place. If the office is not notified in writing of the cancellation or change, the chapter will receive a fine of $150.00.

Last revised: March 10, 2015
Collection and Distribution of Fines
The Office of Fraternity & Sorority Life will collect all fines and a receipt will be issued to the chapter to show record of payment. Only checks will be accepted as the payment method. Checks must be made payable to the Office of Fraternity & Sorority Life. The fines collected will be deposited in the Fraternity & Sorority Programming Agency account and will be used for programming efforts for the fraternity and sorority community.

Inappropriate Event Themes
Whether Halloween parties, or mixers, the themes that are chosen say a great deal about the sponsoring organizations. Choose poorly, and your chapter’s bad judgment could show up on YouTube or Facebook.

Chapters may face loss of recognition as a result of these parties. By avoiding racially and culturally sensitive words and themes, fraternity and sorority members can prove respect for, and acceptance of, the communities in which they live.

Before your party, ask yourself:

- Does this event rely on stereotype of certain groups or encourage offensive dress?
- If both men and women are invited, or even if they are not, does the event/title stereotype one of those genders?
- Not sure if a theme is sexist? Try interchanging the word/theme with a racial word/theme
- Is your theme centered on “making fun” of a particular people/culture/campus group? Even if it is not, will people “go there?”
- Would you be willing to send photos of your event to your parents, your inter/national office, the campus newspaper, or your college/university community?

All fun, no foul: creative, yet inoffensive themes:

- Heroes and Villains
- Disco Party
- Decade themes
- Mardi Gras
- Famous Couples
  - Winter Wonderland (snow party)
  - Rodeo
  - Movie themes
  - Viva Las Vegas

The following are simply suggestive measures and guidelines to help you and your chapters think about the way you represent yourselves to the larger campus community. Themes to avoid:

- Blackface
- Men dressing like women
- Using the word “Ho” in the title of your event
- Themes with a binge drinking connotation
- Wearing letters that are not your own
- Culturally insensitive themes

The Office of Fraternity & Sorority Life will not approve events with inappropriate themes. The chapter will be asked to change the name of the event before the event will be approved.

Last revised: March 10, 2015
Risk Management Matrix
All chapters must submit a Risk Management Matrix form with Form A. The form provides an educational tool for chapters to develop a process for identifying and discussing potential risk issues. They are not designed to take the place of careful review of applicable rules, policies, and laws, or discussion with a chapter and or faculty/staff advisor or staff member of the Office of Fraternity & Sorority Life. Completion of this form does not imply approval or authorization of your event by the Office of Fraternity & Sorority Life. If the event is to be a semi-formal or formal, then a representative from the chapter must arrange a risk management meeting with a staff member in the office prior to the event.

Security Companies
Chapters are responsible for providing security for all their social events involving alcohol.

Expectations of Security Officers

- Officers must arrive at the event 30 minutes prior to stated start time and meet with all of the organization’s sober monitors and drivers, discuss event security, and receive the sealed wristband package from the organization.
- Identify the organization’s sober monitors in charge and the security officer in charge.
- The organization’s monitors must assist the security in monitoring the event and determination of guest admission, as well as any problems that arise. In addition, the security officers must assist the monitors in addressing any issues that may arise.
- Security Guards must check identification and issue the age appropriate wristband to members and guests.
- Underage consumption of alcohol is prohibited by law and must be stopped if occurring. Individuals may be arrested and/or referred to Judicial Affairs for disciplinary action.
- Persons found without wristbands will be asked to leave the event immediately.
- Additional security may be necessary to help patrol the event and parking lot.
- When gross violations of regulations occur, the security officer in charge must inform the officers of the organization of the fact and if corrective action is not immediately taken, the event must be closed. If the organization refuses to cooperate, the security officer must call the applicable law enforcement agency.
- The security officer in charge must fill out the “Security Company Event Form” and return it to the chapter to be included in their packet upon return to the Fraternity and Sorority Life Office. The security form is to be kept by security ONLY if there was a problem and must be filed with the Fraternity and Sorority Life office by the end of the next working day.
- A copy of these expectations will be provided to security companies or Third-Party Vendors prior to the start of each semester for them to return to OFSL for approval of social events at their venues or use of their company. This will be done each semester.

Sober Event Monitors and Safe Drivers
All alcoholic social events must have both sober event monitors and safe drivers. The chapter must provide at least two (2) chapter members who will be in charge of the event; they must be chapter officers. These individuals must be sober and available at all times during the event.

There must be one (1) additional monitor per every 50 guests. The individuals listed on Form B will be the only designated sober event monitors/safe drivers for the duration of the event. Once the form is
turned in, no changes in sober event monitors or safe drivers are allowed. Designated drivers must have a Class C driver’s license.

- **Sober Event Monitors**
  - There must always be two (2) monitors plus 1 additional monitor per every 50 guests.
  - Monitors must be initiated members and two must be chapter officers.

- **Safe Drivers**
  - Safe drivers must be provided by the chapter and be present for the **entire event**.
  - New members **MUST NOT** serve as sole safe driver.
  - Designated safe drivers must have a valid driver’s license.
  - If national insurance regulations prohibit chapter members from providing safe rides, third-party transportation must be utilized to assist with guest transportation.

**Tailgates**
Tailgating events are defined as any social activity or event organized formally or informally by the organization or a group of its members prior to, during, or after an athletic event. The following guidelines will apply to all chapter tailgate events:

- **Unless an otherwise stipulated requirement of your National risk management policy, it is NOT an expectation to obligate chapter members as safe drivers.**
- **The host chapter MUST** make a reasonable effort to not allow persons who have consumed alcohol to operate a motor vehicle.
- **Chapters are also responsible for posting and distributing educational materials outlining available safe rides or for hire transportation contact information.**
- **Unless an otherwise stipulated requirement of your National risk management policy, a predetermined Guest List is NOT required prior to or after the event.**
- **Chapters will be required to list total number of anticipated guests. Unless an otherwise stipulated requirement of your National risk management policy, members x 3 limit will NOT apply.**
- **Unless an otherwise stipulated requirement of your National risk management policy, duration of event is NOT limited to four (4) hours. A designated start and end time must be identified. It is strongly recommended that your social event does not take place during the athletic event. If your event ends prior to game time and similar activity will again begin after game time then you must list both start and end times for your event and all practices listed herein apply.**
- **Host organization is responsible for allowing a safe number of people at the tailgating event. A safe number of people is determined by the host organization’s sober monitors given the space constraints, occupancy limits, and hazardous objects within your tailgating location.**
- **Should chapter need assistance in managing your crowd, dial 911 for assistance.**
- **If alcohol will be present, you must have a process in place to verify alcohol is provided to persons of legal drinking age. If not providing alcohol but allowing Bring Your Own Beverage, a culture/pattern of underage drinking could be considered the same as allowing underage drinking.**
- **Unless an otherwise stipulated requirement of your National risk management policy, a minimum of one (1) bonded, licensed, professional security officer per event is required.**

It is recommended that the host Chapter maintains a safe environment and maintain responsibility for activity that takes place within or around the tailgate location. Vehicles double parked or blocking

*Last revised: March 10, 2015*
roadways, vehicles or large objects within the tailgate area preventing safe evacuation of the area in the event of an emergency, irresponsible use of alcohol that promotes an atmosphere of abuse, and/or any behavior which compromises the safety of individuals can be viewed as inability to maintain a safe control over your social tailgating event.

Three Strike Rule
If a chapter is fined more than three (3) times in one semester, they will be referred to the FSL Standards Board.

Violations
Chapters are responsible for following these policies in addition to any and all local, state, and University policies as they relate to hosting an alcoholic social event. Failure to compile with university or local police or violations to any of these policies will result in the host chapter and or individual chapter members may be referred to the Office of Student Conduct or the FSL Standards Board for disciplinary action.
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<table>
<thead>
<tr>
<th>Fine Structure</th>
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<tbody>
<tr>
<td>Failure to submit Social Registration Form A two weeks prior to the event.</td>
<td>• Chapter will be assessed a $500 fine</td>
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<tr>
<td>*Risk Management Form MUST be submitted at the same time as Social Registration Form A.</td>
<td>• The fine must be paid before picking up the social packet.</td>
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<td>• Failure to pay the fine before picking up the social packet may result in the event not being registered.</td>
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<td>Failure to submit Social Registration From B 48 hours before the event.</td>
<td>• Chapter will be assessed a $500 fine</td>
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<tr>
<td>*Guest list MUST be submitted at the same time as Social Registration From B.</td>
<td>• The fine must be paid within a month of the event.</td>
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<td>Failure to submit notice of cancellation or change of the event at least 48 hours in advance.</td>
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