

## FRATERNITY AND SORORITY SOCIAL POLICY CHECK LIST

**In order to plan and host a social event, complete the following tasks:**

### **BEFORE DATE SPECIFIED FOR FALL and SPRING SEMESTER:**

\_\_\_\_\_ Did you submit your completed event dates for all semester events?

#### **14 days before the event:**

\_\_\_\_\_ Did you submit your **completed** event registration form at least 14 days prior to the event?

#### **10 Days before the event:**

\_\_\_\_\_ Did you check-in with your Office of Fraternity and Sorority Life advisor 10 days prior to your event?

#### **7 days before the event:**

\_\_\_\_\_ Did you review the FIPG “Third Party Vendor Checklist” with your vendor at least 7 days before the event?  
Did the vendor sign the checklist? Did you submit the checklist to the Office of Fraternity and Sorority Life?

\_\_\_\_\_ Did you submit all necessary documentation pertaining to the “Third Party Vendor Checklist” to the Office of Fraternity and Sorority Life? This includes the **contract, certificate of insurance, and liquor license.**

#### **3-5 days before the event:**

\_\_\_\_\_ Did your Risk Management Chair review the requirements and expectations set out in the social policy, as well as any (inter)national expectations and policies at your latest chapter meeting?

\_\_\_\_\_ Did all party-monitors complete party-monitor training and sign the party-monitor policy in the Office of Fraternity and Sorority Life at least 3 days prior to the day of the social event?

#### **2 days before the event:**

\_\_\_\_\_ Did you check-in with your OFSL Chapter Advisor 2 days prior to the day of the event?

\_\_\_\_\_ Did you call to confirm your reservations with the third-party vendor and bus company?

#### **Day of event:**

\_\_\_\_\_ Did you provide The Office of Fraternity and Sorority Life with a list of all individuals attending the event by 3:00 PM on the day of the social event?

## FRATERNITY AND SORORITY LIFE SOCIAL POLICY

It is the chapter's responsibility to know, practice and uphold this document in its entirety. In addition, it is expected that the social chair, risk management chair, and chapter president will hold chapter members and guests who attend the event accountable for their decisions and actions.

### PURPOSE

The purpose of the guidelines set forth in this document is to guide and be accountable for the fraternities and sororities at Villanova University in the risk management of their organizations. This policy applies to all social events planned by fraternity/sorority chapters. This policy will help to facilitate a safe and healthy social environment, as well as assist all chapters in the social event planning.

### INTRODUCTION

The fraternities and sororities of Villanova University are aware of the increasing need for self-regulation and risk management within the chapters and the Greek system. This document is in response to fraternity and sorority leaders and university officials across the nation demanding that Greek systems provide guidance and guidelines to insure the safety of members and visitors of chapters. All fraternities and sororities are to be in compliance with their (inter)national policies for planning social events.

### EMERGENCY INFORMATION

The following list is the proper protocol when dealing with an emergency situation:

1. Call 911
2. Call Villanova University Public Safety → 610-519-4444
3. Call your OFSL advisor
4. Call your chapter advisor

### DEFINITIONS

**Social Event:** a general term that includes mixers, formals, list events and date parties; all must be registered with the Office of Fraternity and Sorority Life in accordance with the social policy

**Mixer:** a social gathering between one (or more) sorority/fraternity chapter(s) and/or student organization(s) held at a third party vendor

**Formal/Date Party:** a social event held by one chapter in which each member may invite one guest

**List Social Event:** a social event in which invitations are given to friends of the sponsoring chapter. The chapter compiles a list of invited guests, and those invited are bussed to a third party vendor for the event

**Party Monitor:** a member of the sponsoring chapter(s) who is 100% alcohol free during the social event and hours leading up to the social event who helps organize the logistics of the social event: loading and unloading of buses, monitoring chapter members and guests at third party venue, arranging rides for those who need to leave the venue. The number of party monitors will be determined by the number of attendees on the guest list and at the discretion of The Office of Fraternity and Sorority Life Staff.

## ALCOHOL FREE RESOLUTION

*All Villanova fraternities and sororities will abide by the Alcohol-Free Resolution that was unanimously agreed upon in 2000 which states:*

- A. Panhellenic women strive for a high quality collegiate experience through scholastic excellence and behavior that is consistent with the fraternity and sorority principles.
- B. Villanova's Panhellenic is concerned about its individual members and recognizes a need for improved risk management in order to help establish a safer environment.
- C. The negative publicity which results from an alcohol related incident involving fraternity and sorority members greatly affects the good name of all Fraternity men and Sorority women at Villanova University.
- D. The collegiate chapters which make up the Panhellenic Council at the Villanova University will not co-sponsor any type of function with any organization be it from Villanova or any other university at a residence facility.
- E. A sorority may only attend a social where licensed bartenders are hired from the third party vendor. These bartenders may not be a member of the organization sponsoring or cosponsoring an event.

## SOCIAL EVENT REQUIREMENTS

- A. Chapter(s) proposing to hold social events must be in good academic, social, and disciplinary standing as determined by the Office of Fraternity and Sorority Life and the Dean of Students.
- B. Chapter(s) proposing to hold social events must be in good standings with their (inter)national organization.
- C. All social event dates must be provided to the Office of Fraternity and Sorority Life by 5pm on **The DATE SPECIFIED FOR FALL AND SPRING SEMESTER.**
- D. All social events must be registered in the Office of Fraternity and Sorority Life 14 days prior to the event, with party monitors identified at least 3 days prior to the event.
- E. The vendor contract, certificate of insurance, and liquor license will be reviewed by the Office of Fraternity and Sorority Life Staff to determine compliance with the described checklist.
- F. Chapters will follow the Fraternity Insurance Purchasing Group (FIPG) Risk Management Policy and their (inter)National organization's risk management guidelines.

## SCHEDULING

- A. Chapters may plan **3 weekday** social events throughout the course of one semester.
- B. Each semester, one of the 3 weekday social events may be a **"list event"**
- C. No more than 1 list event and 1 other traditional social event may be planned for any given day.
- D. Only 2 list events may occur on any given weekend within the Greek community.
- E. Only 3 traditional social events may take place **or** 500 people may participate in social events on any given night.
- F. No events may occur on Sundays, during midterm/final week, on reading days, during recruitment periods, during orientation, or during vacations, as defined by the Villanova Calendar and The Office of Fraternity and Sorority Life.

## CONTRACT

### *All social events will be gatherings at a third party venue.*

- A. A third party vendor will be chosen by the host chapter(s), in conjunction with the Office of Fraternity and Sorority Life, taking into account the number of agreed-upon guests.
- B. Venues must be within **one hour** driving distance from Villanova University.
- C. Vendors must cease serving alcohol **30 minutes** before the buses scheduled departing time.
- D. No open bar of any kind is permitted.
- E. The vendor must clearly state in the contract if the social event is “18 to party and 21 to drink” or specifically a 21 and older social event.
- F. The venue or the hosting chapter(s) must provide snack food for those in attendance. This must be explicitly stated in the contract.
- G. The contract with said vendor must include the provisions listed on the attached checklist and the FIPG checklist.
- H. The contract, certificate of insurance, and liquor license will be reviewed by The Office of Fraternity and Sorority Life Staff to determine compliance with the described checklist.
- I. Licensed bartenders must be hired from the third party vendor to serve throughout the duration of the social event.
- J. Only beer, wine, mixed drinks, and non-alcoholic drinks are present. Shots, champagne, or any common container (i.e. Kegs, jungle juice, etc.) are not permitted.

## ATTENDANCE

- A. The number of guests in attendance will be determined on a case by case basis by The Office of Fraternity and Sorority Life Staff. Conditions for consideration will include, but will not be limited to:
  - a. Current chapter(s) standing as determined by the Office of Student Development, specifically the Office of Fraternity and Sorority Life Staff and the Interfraternity and Panhellenic Council Judicial Board.
  - b. Number of chapters working in conjunction to plan and execute said event.
  - c. Past precedent set by the chapter(s) in the planning and execution of prior, similar events.
  - d. Realistic character of event as proposed by host chapter(s).
- B. The maximum number of guests will be **300 people in attendance** or established at the discretion of the Office of Fraternity and Sorority Life Staff.
- C. The host chapter(s) shall certify that it has compiled a list of guests and provide the names of the guest and the chapter member the guest is acquainted with to the Office of Fraternity and Sorority Life no later than **3:00 PM the day of the event**. For Saturday events, this information must be submitted to the Office of Fraternity and Sorority Life office no later than **3:00 PM the Friday prior**.

## TRANSPORTATION

- A. The chapter(s) responsible for the event will provide third party transportation to and from the event.
- B. The chapter(s) will further insure that there is a seat available for each person in attendance on the transportation vehicle.
- C. All buses will pick up and drop off in Lot behind the Pavilion.
- D. Party monitors will be stationed at each bus to verify guest list and identification.
- E. Party monitors present at bus pickup have the right and responsibility to refuse entrance to any guest:
  - a. Appearing visibly under the influence of alcohol.
  - b. Falsely representing his or her identity for the purpose of gaining entrance to the event.

## RISK MANAGEMENT

- A. In accordance with national fraternal risk management policies, the host chapter(s) must maintain a list of all persons in attendance. The host chapter(s) shall certify that it has compiled a list and provide the number of guests on such list to the Office of Fraternity and Sorority Life no later than **3:00 PM the day of the event**. For Saturday events, this information must be submitted to the Office of Fraternity and Sorority Life office no later than **3:00 PM the Friday prior**.
- B. In addition to their submitted guest list, the host chapter(s) will submit an agreement (provided by the Office of Fraternity and Sorority Life) to be signed by each party monitor. The number of party monitors will be determined on a case by case basis and shall consist of no less than 10% of total guests in attendance. Conditions for consideration will include, but will not be limited to:
  - a. Number of chapters working in conjunction to plan and execute the event.
  - b. The previously agreed-upon number of expected guests in attendance.
  - c. The size and set-up of the third party vendor.
  - d. The number of buses secured for transportation to and from the event.
- C. The responsibility of party monitors will include, but will not be limited to:
  - a. Verification of the guest list prior to transportation of guests to the event location.
  - b. General maintenance of a respectable and responsible social environment.
  - c. Responsible communication with vendor management and staff throughout the duration of the event.
  - d. General assistance should any unforeseeable circumstance present itself.
  - e. Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor or party monitor), the party monitor will arrange for a third party ride back to campus. The student removed from the event will be personally responsible for financing the ride; however, the party monitors will have sufficient funds to advance the cost of the taxi.
- D. All party monitors must review the required training materials and sign the party monitor agreement at least 3 days prior to a social event.
- E. Failure to comply with the rules and regulations of this social policy and your (inter)national organization's risk management policy will result in disciplinary action, including the loss of privilege to hold such events.

## LIST EVENT REQUIREMENTS

*The above information regarding requirements for all events, scheduling, contract, transportation, risk management, and attendance pertains to Fraternity List Events, with the addition of the following:*

- A. All attendance at the event will be determined by invitation only.
- B. Guests will secure a position on list by receiving an invitation from a chapter representative.
- C. Members from the sponsoring chapter will be responsible and held accountable for their guests in attendance at the list event.
- D. Guests may receive, upon the discretion of the host fraternity, a token of their placement upon the list (i.e. bracelet, pin, invitation, etc.).
- E. The host chapter may not sell tickets on campus, solicit door-to-door, post flyers in residence halls, or use similar tactics in the promotion of their event.

## FIPG: Third Party Vendor Checklist

### THE CHAPTER PRESIDENT:

Your chapter will be in compliance with the risk management policies of your (inter)national fraternity and FIPG if you hire a “third party vendor” to serve alcohol at your function when you can document the following checklist items.

### THE VENDOR MUST:

- \_\_\_\_ 1. Be properly licensed by the appropriate local and state authority. This 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 THE CHECKLIST.**
  
- \_\_\_\_ 2. Be properly insured with a minimum of \$1,000,000 (or greater if required by your national fraternity or sorority) 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 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.
  
- \_\_\_\_ 4. Assume 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 who 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 all alcohol from the premises.

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

This form also must 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 FIPG and national fraternity requirements.

\_\_\_\_\_  
Chapter President's Signature & Date

\_\_\_\_\_  
Vendor's Signature/Company & Date

## **FIPG RISK MANAGEMENT POLICY (Revised July 2008)**

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

### **ALCOHOL AND DRUGS**

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 prohibited.
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 – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.

## **HAZING**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. 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."*

## **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, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

## **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 or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

## **EDUCATION**

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.