

2017 – 2018 FRATERNITY AND SORORITY LIFE SOCIAL POLICY CHECK LIST

In order to plan and host a social event, please complete the following tasks by the applicable deadline:

Before Friday, September 22, 2017

- _____ Complete and submit the “Social Event Date Reservation Request Form” on VU Groups for **ALL** Fall semester events. Social events may not be added to the Fall semester calendar beyond this deadline.

NO LATER THAN 14 days before the event

- _____ Submit your **completed** “Social Event Registration Form” and all required documentation on VU Groups.
- _____ Review the “FIPG and Villanova University: Third Party Vendor Checklist” with your vendor. Make sure the vendor initials and signs the checklist. Submit the checklist with your “Social Event Registration Form” on VU Groups.
- _____ Submit all necessary documentation pertaining to the “FIPG and Villanova University: Third Party Vendor Checklist” with your “Social Event Registration Form” on VU Groups. This includes the **contract, certificate of insurance, and liquor license.**

7 days before the event

- _____ Check in with your Fraternity and Sorority Life staff advisor to discuss logistics of the event.

5 days before the event

- _____ Chapter Risk Management Chair reviews the requirements and expectations set out in the social policy, as well as any inter/national expectations and policies at your latest chapter meeting.
- _____ Ensure all social monitors (including the total number required by this policy and approved by Fraternity and Sorority Life) sign the Social Monitor Responsibility Agreement in Corr Hall.

2 days before the event

- _____ Check in with your Fraternity and Sorority Life staff advisor to discuss logistics of the event.
- _____ Call to confirm your reservations with the third party vendor and Villanova approved bus company.

Day of event

- _____ Provide Fraternity and Sorority Life with a list of all individuals attending the event by 3 p.m. (or by 5 p.m. on Friday if the event occurs on Saturday).

Chapters must complete all of these action items by the deadlines listed in order to hold a social event. Failure to meet these deadlines will result in the cancelation of the scheduled social event in question.

2017 – 2018 FRATERNITY AND SORORITY LIFE SOCIAL POLICY

It is each chapter's responsibility to know, practice, and uphold this policy in its entirety. Additionally, it is expected the Chapter President, Social Chair, and Risk Management Chair will educate chapter members on the requirements of this policy and hold chapter members and guests who attend any event accountable for their decisions and actions.

PURPOSE

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

INTRODUCTION

Fraternal organizations and sororities at Villanova University are aware of the increasing need for self-regulation and management within their organizations and the broader Greek community. This policy is in response to fraternal leaders and higher education officials across the country calling Greek-letter organizations to action to provide increased guidance to ensure the safety of members and non-members. Fraternities and sororities must comply with this policy, as well as all applicable federal, state, Villanova University, and inter/national organizational laws, rules, regulations, and policies for planning and hosting social events. Fraternities and sororities may not hold any social events that are not in compliance with these applicable laws, rules, regulations, and policies. Additionally, fraternal organizations and their members may be subject to disciplinary action for any failure to comply with this policy.

EMERGENCY INFORMATION

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

1. For on campus emergencies, call Villanova University Public Safety → 610-519-4444
2. If off-campus or unable to reach Public Safety, call 911
3. Call your Fraternity and Sorority Life staff 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 Fraternity and Sorority Life

Co-Sponsored Event: 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 Event: A social event in which invitations are given to friends of the sponsoring chapter(s). The chapter compiles a list of invited guests, and those invited are bussed to a third party vendor for the event

Social Monitor: A Villanova student member of the sponsoring chapter(s) who is 18 years or older, a fully initiated member, and 100 percent free of influence of any substance (including alcohol and drugs) during the social event and hours leading up to the social event. This person helps the sponsoring chapter(s)' Social Chair(s) (or equivalent) organize the logistics of the social event, including loading and unloading of buses,

monitoring bus behavior while traveling to and from the venue, monitoring chapter members and guests at the third party venue, and arranging rides for those who need to leave the venue. *At least three executive board officers from each sponsoring chapter must serve as social monitors during any given event. In addition to this, a minimum number of social monitors sufficient to represent at least 10 percent of the total attendees must be present at each event. In the case of events sponsored by two organizations, the total number (i.e. 10 percent of the total attendees) of social monitors required must be distributed across both sponsoring organizations. At least half of the social monitors must be non-first year members of the chapter and no new members (i.e. individuals that have not been formally initiated as of the date of the event) may serve as social monitors at any given event.* The final number of social monitors will be determined at the discretion of Fraternity and Sorority Life staff, and Fraternity and Sorority Life staff may require additional social monitors in excess of the minimum described above.

ALCOHOL FREE RESOLUTION

All Villanova fraternities and sororities will abide by the Alcohol-Free Resolution that was unanimously agreed upon in 2000 (and all references to “a sorority” will be deemed to also refer to a fraternity), 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 and sorority members at Villanova University.
- D. The collegiate chapters which make up the Panhellenic Council at 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 Student Involvement – Fraternity and Sorority Life and the Dean of Students Office.
- B. Chapter(s) proposing to hold social events must be in good standing with their inter/national organizations.
- C. All social events must be officially registered with Fraternity and Sorority Life via VU Groups no less than 14 days prior to the event.
- D. All social monitors must sign the Social Monitor Responsibility Agreement prior to the event. If a chapter does not have enough social monitors by the time of the event (in accordance with this policy), the event must be canceled.
- E. The checklist, vendor contract, certificate of insurance, and liquor license are due no less than 14 days prior to the event and will be reviewed by Fraternity and Sorority Life staff to determine compliance with the checklist for social events. Social events that Fraternity and Sorority Life determines are not in compliance must be canceled by the sponsoring or co-sponsoring chapter(s).
- F. Chapters must follow the Fraternity Insurance Purchasing Group (FIPG) Risk Management Policy and their inter/national organization’s risk management guidelines. Chapter(s) not in compliance with such guidelines at any time as determined by Fraternity and Sorority Life will not be permitted to hold or sponsor social events.

SCHEDULING

- A. Chapters may plan up to **2** independent formal/date party social events throughout the course of one semester, with **1 additional** co-sponsored social event, if desired. If a chapter chooses, it can hold up to three co-sponsored events instead of independent formal/date party social events.
- B. Each semester, one of the 2 independent 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 Fraternity and Sorority Lifecommunity.
- 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 weeks, on reading days, during recruitment periods, during orientation, or during vacations, as defined by the Villanova University calendar and the Office of Student Involvement - Fraternity and Sorority Life.

THIRD PARTY VENDOR

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 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. The method of transportation, to include the name of a Villanova University approved bus company, must be noted in the Social Event Registration Form.
- C. Vendors must cease serving alcohol **30 minutes** before the end of the event.
- 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 vendor or the hosting chapter(s) must provide appropriate quantities of food (at minimum, “snack food” such as chips, chicken fingers, veggie trays, etc.) and water for those in attendance. If vendor is providing food, this must be explicitly stated in the vendor’s contract.
- G. The contract with the vendor must include the provisions listed on the attached FIPG checklist.
- H. The checklist, contract, certificate of insurance, and liquor license will be reviewed by Fraternity and Sorority Life staff to determine compliance. Social events that Fraternity and Sorority Life determines are not in compliance must be canceled by the sponsoring or co-sponsoring chapter(s).
- I. Licensed bartenders must be employed by or hired by the vendor to serve throughout the duration of the social event.
- J. Only beer, wine, mixed drinks, and non-alcoholic drinks are permitted. 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 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 Involvement/FSL staff.
 - 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).
 - e. The number of social monitors who have signed the Social Monitor Responsibility Agreement, and committed to attending the event, as set forth by the required minimum number of social monitors in this policy.
- B. The maximum number of guests will be **300 people in attendance** or established at the discretion 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 Fraternity and Sorority Life no later than **3 p.m. the day of the event**. For Saturday events, this information must be submitted to Fraternity and Sorority Life in Corr Hall no later than **5 p.m. the Friday prior**.
- D. Host chapters(s) will not permit individuals who are not chapter members and who are not on the guest list to attend the event.

TRANSPORTATION

- A. The chapter(s) responsible for the event will provide third party transportation, using a Villanova University approved or preferred vendor, to and from the event.
- B. The chapter(s) will further ensure there is a seat available for each person in attendance on the transportation vehicle.
- C. All buses will pick up and drop off in the West Campus loop.
- D. At least two (2) social monitors will be assigned to oversee and ride each bus to verify guest list and identification, and to monitor bus behavior while traveling to and from the venue.
- E. Social monitors present at bus pickup (i.e. before departure to the event) have the right and responsibility to refuse entrance to any guest:
 - a. Appearing visibly under the influence of alcohol.
 - b. Having or reasonably appearing to have alcohol or drugs in his or her possession.
 - c. Falsely representing his or her identity for the purpose of gaining entrance to the event.

INTER/NATIONAL ORGANIZATION'S RISK MANAGEMENT

- A. In accordance with inter/national organizations' 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 Fraternity and Sorority Life no later than **3 p.m. on the day of the event**. For Saturday events, this information must be submitted to Fraternity and Sorority Life no later than **5 p.m. the Friday prior**.
- B. In addition to their submitted guest list, the host chapter(s) will submit an agreement (provided by Fraternity and Sorority Life) to be signed by each social monitor. The number of social monitors will be at least the minimum number of social monitors required by this policy, plus any additional social monitors required by Fraternity and Sorority Life and/or the inter/national organization. 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 social monitors will include, but will not be limited to:
 - a. Supporting the host chapter(s) Social Chair(s) (or equivalent) in organizing and managing logistics of the social event.
 - b. Verification of the guest list against the actual attendees prior to transportation of guests to the event location.
 - c. Monitoring guest bus behavior during transportation to and from the third party venue.
 - d. General maintenance of a respectable and responsible social environment.
 - e. Responsible communication with vendor management and staff throughout the event.
 - f. General assistance should any unforeseeable circumstance arise.
 - g. Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor, an executive board member, or social monitor), the social 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 social monitors will have sufficient funds to advance the cost of the taxi.

- h. In the event of a deemed medical emergency, the social monitor shall take other appropriate measures to arrange for the medical evaluation of the student, as outlined in the Medical Assistance Policy within the Student Code of Conduct.
- D. Failure to comply with the rules and regulations of this social policy and the applicable inter/national organization's risk management policy will result in disciplinary action, including the loss of privilege to hold or sponsor 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.). This token may not be used to indicate legal drinking age (all IDs must be checked).
- 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 and Villanova University: Third Party Vendor Checklist

THE CHAPTER PRESIDENT:

In order to serve alcohol at your event, you must hire a third party vendor to serve alcohol, document all of the following checklist items, and submit the completed checklist and documentation to Fraternity and Sorority Life via VU Groups **no less than 14 days before the event**. All of these items must be completed and copies of all documents uploaded in order for your chapter to be in compliance with the risk management policies of your inter/national fraternity or sorority, FIPG, and Villanova University, and for your chapter to be permitted to serve alcohol at your event.

THE VENDOR MUST:

- ____ 1. Be properly licensed to serve alcohol 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.
UPLOAD COPIES OF THE VENUE'S CURRENT LIQUOR LICENSES WITH THE "SOCIAL EVENT REGISTRATION FORM" ON VUGROUPS.

- ____ 2. Be properly insured with the coverages and minimum limits set forth below:
 - General Liability: \$1,000,000 each occurrence minimum (or greater if required by your inter/national fraternity or sorority)
 - Liquor Liability: \$1,000,000 each occurrence*
*For events not on the third party vendor's premises, the Liquor Liability policy must include off premises liquor liability coverage, which must be specifically evidenced on the insurance certificate. Note: Liquor Liability coverage may exist under the third party vendor's General Liability policy; this is acceptable as long as the coverage meets the \$1,000,000 each occurrence limit requirement and is evidenced on the certificate.
 - Automobile Liability including owned, non-owned, and hired autos (Only applicable for events not held at the third party vendor's premises).
 - The certificate of insurance must name as additional insured the local chapter of the fraternity or sorority hiring the vendor, the inter/national fraternity or sorority with whom the local chapter is affiliated, and Villanova University.
UPLOAD A COPY OF THE VENUE'S CERTIFICATE OF INSURANCE EVIDENCING THE ABOVE REQUIREMENTS WITH THE "SOCIAL EVENT REGISTRATION FORM" ON VU GROUPS.

- ____ 3. Agree in writing to cash sales only, collected by the vendor, during the function. No open bar of any kind is permitted.

- ____ 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. Clearly state whether the event is "18 to enter and 21 to drink" or specifically a "21 and older" event.
 - C. Not serving individuals less than 21 years of age.
 - D. Not serving individuals who appear to be intoxicated.
 - E. Vendor certifies that all bartenders and bar staff are licensed to serve alcohol and will be the only servers during the event.
 - F. Only beer, wine, mixed drinks, and non-alcoholic drinks are served. Shots, champagne, or any common container (i.e. Kegs, jungle juice, etc.) are not permitted.
 - G. Maintaining absolute control of ALL alcoholic containers present.
 - H. Vendor must cease serving alcohol **30 minutes** before the end of the event.

- I. Collecting all remaining alcohol at the end of the event. No excess alcohol – opened or unopened – is to be given, sold or furnished to the chapter or attendees.
- J. Removing all alcohol from the premises, if applicable.

UPLOAD THIS WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE WITH THE “SOCIAL EVENT REGISTRATION FORM” ON VU GROUPS.

This form also must be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that the parties must comply with all requirements in order to serve alcohol at the event and for your chapter to comply with your inter/national fraternity or sorority, FIPG, and Villanova University requirements.

Chapter President Signature and Date

Chapter President Printed Name and Title

Printed Name of Chapter and Inter/National Fraternity or Sorority

Authorized Representative of Vendor Signature and Date

Authorized Representative of Vendor Printed Name and Title

Printed Name of Vendor

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.

(continued on back)

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.

2017 – 2018 FRATERNITY AND SORORITY LIFE SOCIAL EVENT REGISTRATION FORM

Fraternities and sororities must abide by all federal and Pennsylvania state laws, Villanova University policies, Interfraternity Council, Multicultural Greek Council, and Panhellenic Council policies, as well as their individual inter/national risk management policies. Before signing this form all chapter presidents, social chairs, risk managers, and chapter advisors should familiarize themselves with these respective policies.

All social event date reservation requests must be submitted for ALL semester events by Friday, September 22, 2017. Please complete **all sections** and submit this form via VU Groups **no less than 14 days prior to the event**. Failure on your part to submit dates and complete forms by deadlines will result in cancelation of the event. Your chapter will be responsible for any costs related to event cancellation.

EVENT INFORMATION:

Name of sponsoring organization(s): _____

Type of event: Mixer Date Party Formal List Event

Date of Event: _____

Name of Venue: _____

Address of Venue: _____

Venue Contact Name & Phone #: _____

BUS INFORMATION: (Buses are permitted to pick-up and drop-off in the West Campus loop only)

Bus Company: _____

Bus Company Contact Name: _____

Bus Company Phone Number: _____ Number of Buses: _____

Time of Pick-Up: _____ Location of Pick-Up: West Campus Loop

Time of Drop-Off: _____ Location of Drop Off: West Campus Loop

REQUIRED DOCUMENTS: (Office use only)

- | | |
|---|---|
| <input type="checkbox"/> Social Event Registration Form | <input type="checkbox"/> FIPG Third Party Vendor Checklist |
| <input type="checkbox"/> Liquor License | <input type="checkbox"/> Signed Social Monitor Responsibility Agreement |
| <input type="checkbox"/> Contract | <input type="checkbox"/> List of Attendees |
| <input type="checkbox"/> Insurance Policy | |

CHAPTER INFORMATION:

Number of chapter members attending: _____ Number of total attendees: _____

Chapter President: _____

Chapter President Contact Phone Number: _____

Social Chair Contact Person(s): _____

Social Chair Contact Phone Number: _____

Risk Management Chair: _____

Risk Management Contact Phone Number: _____

SIGNATURES:

I certify that I have read and will adhere to the applicable policies noted at the top of this form. I further understand that the Office of Student Involvement - Fraternity and Sorority Life and Villanova University use this form for informational purposes rather than approval purposes.

Signature of first organization social chair: _____

Signature of first organization risk management chair: _____

Signature of first organization president: _____

If applicable:

Signature of second organization social chair: _____

Signature of second organization risk management chair: _____

Signature of second organization president: _____

2017 - 2018 SOCIAL MONITOR RESPONSIBILITY AGREEMENT

What is a social monitor?

Social monitors are members of the sponsoring organization(s) that are 100% substance (alcohol and other drugs) free during the social event and hours leading up to the social event.

Who is a social monitor?

At least three executive board officers from each sponsoring chapter must serve as social monitors during any given event. In addition to this, a minimum number of social monitors sufficient to represent at least 10 percent of the total attendees must be present at each event. In the case of events sponsored by two or more organizations, the total number (i.e. 10 percent of the total attendees) of social monitors required must be distributed across all sponsoring organizations. At least half of the social monitors must be non-first year members of the chapter and no new members (i.e. individuals who have not been formally initiated as of the date of the event) may serve as social monitors at any given event. The final number of required social monitors will be determined by Fraternity and Sorority Life staff in accordance with this policy, and Fraternity and SororityLife staff may require additional social monitors in excess of the minimum described above.

What are social monitors responsible for?

Social monitors are responsible for helping the sponsoring organization(s) Social Chair(s) (or equivalent) organize and manage logistics of the social event. This can include, but is not limited to:

- ✓ Verification of the guest list against the actual attendees prior to transportation of guests to the event location.
- ✓ At least two (2) social monitors must be assigned to oversee and ride each bus to verify guest list and identification, and to monitor bus behavior while traveling to and from the venue.
- ✓ General maintenance of a respectable and responsible social environment.
- ✓ Responsible communication with the vendor management and staff throughout the duration of the event.
- ✓ General assistance should any emergency or unforeseeable circumstance arise.
- ✓ Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor, an executive board member, or social monitor), the social 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 social monitors will have sufficient funds to advance the cost of the taxi.
- ✓ In the event of a deemed medical emergency, the social monitor shall take other appropriate measures to arrange for the medical evaluation of the student, as outlined in the Medical Assistance Policy within the Villanova University Student Code of Conduct.

I have completed the required Social Monitor Training and have read the above social monitor description and responsibilities. I agree to be responsible for the duties listed above for this planned social event, and also agree to uphold the policies and guidelines set forth in the 2017 – 2018 Fraternity and Sorority Life Social Policy, in addition to all other Office of Student Involvement and Villanova University Student Code of Conduct policies.

Social Monitor Printed Name: _____

Social Monitor Signature: _____

Organization: _____

Second Organization (if applicable): _____

Date of Event: _____

Social Monitors

Social monitors are members of the sponsoring organization(s) who are 100% substance (alcohol and other drugs) free during the social event and hours leading up to the social event. The total number of social monitors will be determined by the number of attendees on the guest list (minimum of 10 percent of total event attendees, plus at least three executive board officers from each sponsoring chapter) and at the discretion of Fraternity and Sorority Life staff.

Social monitors are responsible for helping the sponsoring organization(s) Social Chair(s) (or equivalent) organize and manage logistics of the social event. This can include, but is not limited to:

- ✓ Verification of the guest list against the actual attendees prior to transportation of guests to the event location.
- ✓ At least two (2) social monitors must be assigned to oversee and ride each bus to verify guest list and identification, and to monitor bus behavior while traveling to and from the venue.
- ✓ General maintenance of a respectable and responsible social environment.
- ✓ Responsible communication with the vendor management and staff throughout the duration of the event.
- ✓ General assistance should any emergency or unforeseeable circumstance arise.
- ✓ Should a student attending the event be deemed unfit to remain at the event (as determined by either the vendor, an executive board member, or social monitor), the social 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 social monitors will have sufficient funds to advance the cost of the taxi.
- ✓ In the event of a deemed medical emergency, the social monitor shall take other appropriate measures to arrange for the medical evaluation of the student, as outlined in the Medical Assistance Policy within the Villanova University Student Code of Conduct.

I have read the above social monitor job description and will be responsible for the duties listed above for this planned social event.

Chapter: _____

Date of Event: _____

Social Monitor Printed Name

Social Monitor Signature
