

## **Chapter Event Guidelines**

Capital University's Fraternity and Sorority Life (FSL) seeks to promote meaningful membership experience for all fraternity men and sorority women. To this end, the Capital University fraternity and sorority community commits to provide safe, enjoyable, and educational events for members throughout their time at Capital. The guidelines outlined in this document exist to ensure the safety of all individuals and organizations during chapter events.

### **Section I – Definition of a Chapter Event**

- A. An event will be defined as anything a reasonable observer would associate with the chapter;
- B. if the event can be reasonably associated with the chapter, the organization will be held responsible for any actions or behaviors of any participants at the event whether the event takes place on or off campus;
- C. all chapter events must be registered with Capital University's Fraternity and Sorority Life following the procedures outlined in this policy; and
- D. as registered student organizations at Capital University, all chapter events are subject to the policies for registered student organizations outlined in the Capital University Office of Student and Community Engagement policies.

### **Section II – Eligibility for Holding Chapter Events**

- A. All groups must be registered as social fraternities/sororities with the University;
- B. all groups must be in good standing with Fraternity & Sorority Life, and their (inter)national headquarters; and
- C. at least one representative of the chapter is required to attend the Risk Management workshop sponsored by Fraternity & Sorority Life each semester.

### **Section III – Event Planning Pre-Approval Process**

- A. Chapters are required to submit the Chapter Event Management Form to FSL at least 2 weeks prior to any event that meets the following criteria:
  - i. over 1/3 of active chapter members will be attending the event;
  - ii. over 20 people will be attending the event;
  - iii. the event takes place over 20 miles off campus or out of the State of Ohio;
  - iv. alcohol will be present at the event; and
  - v. money, including donations, will be collected at the event.
- B. Designated officer(s) must schedule a 30 minute walk through meeting with a Student and Community Engagement staff member. This meeting must take place at least 1 week prior to the event date.
- C. At a minimum, your Chapter Event Management Plan should include:
  - i. an overview of the event and an explanation of how this event furthers the mission of the organization;
  - ii. a detailed description of the event activities;
  - iii. an itemized budget for the event;
  - iv. an overview of roles and responsibilities for all attendees;
  - v. a risk assessment and risk management plan for the event;

- vi. copies of any contracts related to the event;
- vii. cash handling procedures (if applicable);
- viii. alcohol management policy that abides by FIPG regulations;
- ix. list of attendees (can be submitted as an addendum 1 week prior to the event);
- x. any necessary documentation required by Inter/national headquarters for the planning of the event (licenses, third party vendor forms, etc.).

#### **Section IV – Capital University Office of Student and Community Engagement Requirements**

- A. As registered student organizations at Capital University, all chapter events are subject to the policies for registered student organizations outlined in the Capital University student handbook.

#### **Section V – Violations**

- A. Violations of the chapter event policy may result in a referral to the University Conduct Officer or a staff member in the Office of Student and Community Engagement or respective governing bodies for conduct violations against the chapter and/or individual members, and the loss of registration as a fraternity/sorority at Capital University. Loss of recognition will prevent the organization from participating in/hosting any social functions (on or off campus), participating in philanthropies, reserving space on campus, or otherwise functioning as a student organization.
  - i. Violations include, but are not limited to:
    - 1. submission of improper paperwork or the lack of submitting required paperwork;
    - 2. holding chapter events without adhering to the procedures outlined by Capital University Fraternity and Sorority Life;
    - 3. hazing: Any violations of the event policies outlined in the Capital University Student and Community Engagement policies and Fraternity and Sorority Life policies;
    - 4. any conduct violations against the chapter during chapter events.

## Appendix B

# 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.

Appendix C

**Capital University  
Fraternity and Sorority Life  
Chapter Event Management Form**

Organization Name \_\_\_\_\_

Total number of members \_\_\_\_\_

Date Leaving Campus: \_\_\_\_\_

Date Returning to Campus: \_\_\_\_\_

**I. Description of Event**

A. Name of Event \_\_\_\_\_

B. Date of Event \_\_\_\_\_

C. Location of Event

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

D. Beginning and Ending Time of Event \_\_\_\_\_

E. Capacity of Facility \_\_\_\_\_

Number of Chapter Members Attending Event \_\_\_\_\_

Number of Guests Attending Event \_\_\_\_\_

Number of Chaperons Attending Event \_\_\_\_\_

Total Attendance at the Event \_\_\_\_\_

F. Our chapter has FIPG or another type of insurance: Yes \_\_\_\_\_ No \_\_\_\_\_

G. Indicate Type of Event

\_\_\_ Non-alcoholic event

\_\_\_ Alcohol served - third party vendor

\_\_\_ Other (Please explain)

H. How far is the event site/third party vendor site from the hotel (if applicable)? \_\_\_\_\_ miles

I. Identify the means of transportation to the Event.

\_\_\_\_\_

1. If charter transportation is provided, explain the plan to ensure that all guests utilize the chartered transportation.
2. If charter transportation is NOT provided, please list the names and cell phone numbers of on the Student Organization Travel Form.

## II. Alcohol Served at the Event

A. Guest List

1. Who is responsible for preparation of the guest list?

\_\_\_\_\_

2. Explain how those in attendance will sign in and out of the Event.  
(Once an individual has left the Event, that individual may not return.)

\_\_\_\_\_

\_\_\_\_\_

B. Identification

1. Who is responsible for checking legal identification?

\_\_\_\_\_

C. Security

1. Will there be security guards present, and if so how many and what are their responsibilities? From where were the security guards hired?

\_\_\_\_\_

\_\_\_\_\_

D. Entrance/Exits

1. Verify that there is only one entrance to the event. Where will that exit be? (This should not impede attendees from leaving through multiple means if necessary.)

\_\_\_\_\_

E. Refreshments

1. Indicate the type(s) quantity of food and non-alcoholic beverages that will be provided. Food is required if alcohol is consumed.

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F. Activities

1. What activities are planned for the event?

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### III. Emergency Procedures

A. Have the following phone numbers available in case of an emergency:

1. Capital University Public Safety: (614) 236-6666
2. Chapter President: \_\_\_\_\_
3. Chapter/Campus Advisor: \_\_\_\_\_
4. Greek Advisor: David Gonzalez \_\_\_\_\_

### IV. Chapter Event Approval Process

A. Event planned and calendar verified

1. Social Chair's Signature and Date

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B. President's Review and Approval

1. President's Signature and Date

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Chapter must attach the following to this form:

- List of all members attending with guests' names (limit of 3 guests per member)
- Each member/guest identified as whether they're a Capital student
- Ages of all members guests
- Emergency contact phone number for each member (strongly encouraged to include this for guests)