

Florida Atlantic University Fraternity and Sorority Life

Risk Management
Policy & Planning Guide
for Registered Events where Alcohol is Present

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Risk Management in Fraternity and Sorority Life at Florida Atlantic University

Philosophy Statement

This policy supplements FAU Regulations 1.2, 4.006, and 4.007, which govern events hosted by student organizations, and requires all events sponsored by student organizations to be registered with the Office of Student Involvement and Leadership (Student Involvement). Student Involvement exists to provide students with the knowledge, tools and opportunities to lead principled lives. We believe that lack of proper risk management and safety protocols endangers students, prevents individual members from living the founding principles of their organizations, from becoming socially responsible global citizens with an enduring connection to the University, and from being academically successful at Florida Atlantic University (FAU).

Disregard for the safety of members and guests at fraternity and sorority events can have disastrous and potentially tragic results. At FAU, we encourage organizations to take the steps they need to create safe environments and help foster sound decision-making. As we empower organizations and students to be safe, healthy, responsible and successful, we uphold the following risk management philosophy:

- We are concerned for the safety and well-being of our students.
- All students and guests are required to follow all applicable State and Federal Laws.
- All students and guests are required to follow all FAU Regulations and Policies, including those pertaining to alcohol.
- As a subset of the campus community, each fraternity and sorority collaborates with Fraternity and Sorority Life and its partners to address the problem of alcohol misuse and other risk-related behaviors.
- Fraternity and Sorority Life works to address the negative behaviors and results associated with lack of proper risk management within the student organizational community at FAU, and not simply in the environment in which those behaviors occur. In order to accomplish this goal, FAU utilizes comprehensive educational approach.
- Through education, training, and mature adult guidance, we provide the tools to help students make good choices and to understand the consequences of their choices. Chapters and individual members are always required to comply with university policies and procedures including FAU Policy 1.2 and Regulations 4.006, and 4.007, as well as all applicable state and federal laws.
- Personal responsibility of members and accountability through self-governance by local organizations is expected.
- A consistent and progressive discipline strategy is followed.

Our Philosophy Statement is written using language from the following sources:

- Our Philosophy Regarding Alcohol, Pi Kappa Phi Fraternity, <http://www.pikapp.org/content.aspx?id=505>
- Mission Statement, Fraternity & Sorority Life, Florida Atlantic University, <http://www.fau.edu/fslife/purpose.php>
- Mission Statement, Division of Student Affairs, Florida Atlantic University, <http://www.fau.edu/student/mission.php>
- Mission Statement, Owls Care & Health Promotion, Florida Atlantic University, http://www.fau.edu/owlscare/about_us/mission-vision.php

What is FIPG?

The Fraternal Information and Programming Group (FIPG) is organized for the purpose of providing information on risk management issues. Its mission is to promote sound risk management policies and practices. FIPG's mission is also to be the leading resource of risk management education, programming and information to the broad based constituency involved in all aspects of Greek Life (<http://www.fipg.org>)

Because many of our Fraternity and Sorority Life organizations follow FIPG policies and best practices nationally, we have developed this policy consistent with those policies and best practices, where possible. In the event of a conflict, this policy shall govern.

Terms & Definitions

Alcoholic Beverage: any drink that contains alcohol.

Chapter property: extends to the property owned or leased by the chapter; or property that is reasonably determined to house/host organizational members/guests on a regular basis; includes organizational housing.

Risk Management Policy: each chapter's inter/national policy related to alcohol, controlled substances, fire/housing safety, sexual harassment/abuse etc. Policies can be retrieved from each inter/national headquarters.

University Policy: policies, rules and regulations adopted by Florida Atlantic University and/or its Divisions or Departments, including but not limited to FAU Policy 1.2, FAU Regulation 4.006, FAU Regulation 4.007..

Local/State/Federal Law: includes the laws of the United States, the State of Florida, and any applicable local ordinance or law..

Social Event: any event, on or off University property, that involves alcohol. An event is defined as any situation sponsored or endorsed by the chapter, or at any event an observer would reasonably believe was sponsored by the chapter.

Bring Your Own Beverage (BYOB) Social Event: any event, on or off University property, in which guests and members of the chapter are bringing their own alcoholic beverages for personal consumption.

Third Party Vendor Social Event: any event, on or off University property in which a licensed bartender/establishment is serving the alcohol.

Non-Alcoholic Event: an event, on or off University property in which no alcohol is available or present.

Open Party: social events (with alcohol) that allow for unrestricted access by non-members of the organization.

Minor: an individual who is less than 21 years of age.

Tavern: an establishment generating more than half (50%) of annual gross sales from alcohol.

Co-sponsor: providing assistance, financial or otherwise, to support an event; and/or 2 or more chapters having a single event (e.g. ABC fraternity invites only XYZ sorority).

Risk Management Policies

The following policies & procedures reflect compliance with best practices and regulations established by FIPG, Inc., and shall apply to all club and organizational entities at FAU.

1. Alcohol

- Each chapter must attend a mandatory training on the policies & procedures listed in this document, on an annual basis.
- The possession, sale, use or consumption of ALCOHOLIC BEVERAGES during a chapter event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the chapter, must be in compliance with any and all applicable laws and all FAU Regulations and Policies, and must comply with either the BYOB or third party vendor guidelines set forth in this policy.
- Alcoholic beverages may not be purchased through or with chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or sale of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs/cases, is prohibited.
- Sales of alcohol (through a Third Party Vendor) may not last longer than 4 hours, and also must end 30 minutes prior to the time that the event is scheduled to end (see FAU Policy 1.2.). In all circumstances, alcohol sales must end no later than 3:00 a.m.
- OPEN PARTIES, meaning those with unrestricted access by non-members of the chapter without specific invitation, where alcohol is present, are prohibited.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”). In the State of Florida, the “legal drinking age” is 21.
- The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during a chapter event or at any event that an observer would associate with the chapter is strictly prohibited.
- No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern 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 the purposes of fundraising.

If an organization rents space, it must be in a location where access can be controlled.

- No chapter may co-sponsor, co-finance, attend or participate in a function where alcohol is purchased by any of the host organizations or groups.
- All recruitment or rush activities associated with any chapter will be nonalcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy. Nor shall alcohol be present at any

pledge/associate/new member/neophyte program, activity or ritual of the organization. This includes, but is not limited to activities associated with “bid night,” “big brother/big sister night” and initiation.

- Under no circumstances shall organizations permit, tolerate, encourage, or participate in “drinking games.”
- All Social Events involving alcohol (including events held off-campus) must end by 3:00 a.m.
- Social Events may not take place during the 1st week of any academic semester.

This policy, in addition to all national/international policies and local, state and federal law are in effect and will be enforced 24 hours a day, 7 days a week, 365 days a year.

Risk Management Procedural Guide

One of the keys to a safe organizational event and good event planning is preparation. Event planning is thinking of every possible situation that may occur during your event, whether an ordinary occurrence or an unexpected turn of events. The key to good event planning is that you are ready for anything. **All events, whether on campus or off-campus, must be registered via Owl Central.**

The Risk Management Guidelines herein pertain to Events with Alcohol.

There are Two Types of Events with Alcohol:

1. Third Party Vendor; and
2. Bring Your Own Beverage (BYOB).

Section A:

Event Requirements

The following requirements must be met for any organizational event with alcohol.

1. Before an event, the organizational members shall perform a complete inspection of the interior and exterior of the property where the event is set to occur, looking for any item(s) that might present a danger to those present.
2. The organization hosting the event must submit the following to Fraternity and Sorority Life:
 - Valid Certificate of Insurance (COI) for the organization covering events with alcohol, with Florida Atlantic University, the Board of Trustees of Florida Atlantic University, and the State of Florida named as additionally insured. For chapters that have a “blanket COI” this will be collected at the beginning of the year and events held must be within the parameters of the COI. For chapters that issue COIs on an event_by_event basis, a sample COI along with a document stating that it is the policy of the chapter to secure a COI on an event basis must be on file with the Fraternity and Sorority Life at the beginning of the academic year.
 - A list of active undergraduate members who have attended the Student Involvement Risk Management training.
 - Chapter emergency procedures.
 - Registration in accordance with FAU Regulation 4.006, using the online event registration form through Owl Central.
3. A guest list shall be provided at all chapter functions where alcohol is present. At minimum, the guest list must include the first and last name of each attendee, and if they are a guest, which member of the organization invited them.
 - The guest list should include the above information plus a timestamp for when each individual arrived at the event and when they left.
 - Additional information a guest list must include are dates of birth or some indicator of who is of age to consume alcohol, and signatures of each attendee when they arrive and leave the event.
 - Fraternity and Sorority Life can provide a sample guest list template upon request.
4. Registered events where alcohol will not be present may not exceed a block of six hours. Special considerations will be reviewed on a case by case basis. All appeals for special consideration must be

submitted at the time of registration of the event. Events with alcohol must not exceed a 4 hour maximum timeframe, and alcohol sales must end a minimum of 30 minutes prior to the end of the event, and no later than 3:00 a.m.

5. An official “sober monitor” program with at least three members present must be in effect. There must be 1 sober member per 15 attendees. These affiliated members may not consume alcohol during the event, and for a period of six hours before and six hours after the event. Sober means alcohol- and drug-free. A list of “sober monitors” must be provided to Fraternity and Sorority Life a minimum of 24 hours in advance of an event, and any changes to this list must be communicated in advance of the event (i.e., a sober member becomes ill.) These sober monitors would be responsible for compliance with the established “guest” list, assisting the designated bartender with oversight of BYOB’ed alcohol (in the event of a BYOB event), and ensuring maintenance and distribution of identifying wristbands.
6. Alcohol may never be sold except through a third-party vendor. This includes charging admission to an event with alcohol and/or selling cups at the event.
7. Common sources of alcohol (i.e. kegs, jungle juice, bulk containers of alcohol) are never permitted.
8. The chapter will require the third party vendor staff, or in the alternative will have chapter members who have been trained as referenced in the above-mentioned risk management training, check identification at the door of all members and guests to determine who is of legal drinking age and mark to differentiate individuals accordingly (i.e., wristbands.)
9. The presence or reference to alcohol in any advertisement of a function is prohibited. All attendees that are not affiliated members of the hosting chapter must be invited by a member of that chapter.
10. The event shall be open to affiliated members and their guests only. All attendees-even chapter members- must appear on the guest list prior to the event. NO OPEN PARTIES.
11. No chapter shall furnish alcoholic beverages to any person. Alcohol may not be directly or indirectly purchased with chapter funds (no slush funds, no passing the hat, etc.).
12. Any activities during an event that encourage drinking, including but not limited to drinking contests and drinking games, are prohibited.
13. There shall be a minimum of one licensed and insured security guard present at all chapter events where alcohol is present. The security guard must be responsible for monitoring the function and may spot check identification of all who enter the function. Monitoring is defined as walking through all areas of the function and performing a visible check to identify: underage drinkers, persons in distress, the presence of illegal drugs, and/or any other activity believed to be illegal. The sponsoring organization is responsible for procuring and informing the security guard of their duties.
14. In the case of an emergency, dial 911. A completed report regarding any emergency incident must be submitted using the Maxient Reporting Form found on the Dean of Students website (<https://publicdocs.maxient.com/incidentreport.php?FloridaAtlanticUniv>). The chapter president or executive board leader is required to speak directly with Fraternity and Sorority Life during the next work day about the incident to ensure that a report has been received.

15. Violating any part of the Risk Management guidelines may result in disciplinary action. To report a violation, an Incident Report form should be filed within 24 hours of an event. An eyewitness, chapter member, chapter president, council officer, Resident Assistant, a representative of Fraternity and Sorority Life, or any faculty/staff/student member of the university may complete an Incident Report form. Incident Report forms are located on the Dean of Students website under “Forms”:
<https://publicdocs.maxient.com/incidentreport.php?FloridaAtlanticUniv>. Incident Reports are reviewed with the Dean of Students or his/her designee.

Section B:

Third Party Vendors/Caterers

By hiring a vendor to work an event hosted by a chapter, some risk management protocols and responsibilities can be applied through the vendor, including but not limited to checking identification of guests upon entering the facility and serving food and alcohol.

Contracting with a vendor that owns its own party facility such as a restaurant, hotel, private club, golf course, church facility, community center, etc. is advantageous. Although more expensive in some cases, the off-site facility can greatly reduce certain premises liability issues and may be better equipped to deal with issues surrounding the service of alcohol.

Some guidelines to be followed when contracting with a third party vendor:

- Use only properly licensed vendors. This includes both state and local licenses. Copies of the licenses must be submitted when registering an event.
- Use only properly insured vendors and obtain a certificate of insurance as proof. Properly insured vendors will carry a minimum of \$1 million of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. Request a “certificate of insurance” with evidence that the vendor has, as part of this coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” Be sure to submit a copy of the certificate of insurance when registering an event.
- Vendors must provide at least two types of alternative non-alcohol beverages as well as non-salty foods. These options should be in individual and safe containers to ensure that the items are safe for consumption. Also, Vendors must ensure that drinks are never left out for anyone to grab.

Require the vendor to agree to the following by signing the 3rd Party Vendor checklist, included below:

- Cash/Credit Card sales only, collected by the vendor
- That they will assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - Checking identification upon entry
 - Not serving minors
 - Not serving individuals who appear to be intoxicated
 - Maintaining absolute control of all alcoholic containers present
- Collect all remaining alcohol at the end of the function. No excess alcohol – opened or unopened – is to be given, sold or otherwise furnished to individuals or the organization.
 - Any vendor unwilling to adhere to these guidelines is a significant risk and may not be contracted for any event.

Required paperwork (due at least ten days in advance of event):

Third Party Vendor Events
Third Party Vendor Registration form with all required signatures
Third Party Vendor checklist with all required signatures
Vendor certificate of insurance and all appropriate licenses
Guest list (using Student Involvement form)
Chapter emergency procedures on file with Fraternity and Sorority Life

Person responsible for event has attended a Fraternity and Sorority Life risk management training

Section C:

BRING YOUR OWN BEVERAGE (BYOB)

For those chapters wanting to allow consumption of alcohol at an event by of-age members and guests but who do not want to contract with a third party vendor, a BYOB function is its only option. Because responsibility for planning and monitoring rests with the chapter members, careful adherence to the guidelines outlined in this policy is essential.

The following requirements apply when planning a BYOB party:

- Provide at least two types of alternative non-alcohol beverages as well as non-salty foods. These options should be in individual and safe containers to ensure that the items are safe for consumption. Drinks should never be left out for anyone to grab.
- Do not allow glass into the event area.
- Designate boundaries and an entrance to the event area.
- No drinking games.
- Check IDs for all attendees. Provide different colored wristbands to guests/members 21 years and older and for those under the legal drinking age.
- Establish a bar area where all alcohol brought to the event can be kept cold, organized, and not accessible to event attendees.

Required paperwork (due at least ten days in advance of event):

BYOB Events
BYOB Registration form with all required signatures
Guest List (using Fraternity and Sorority Life form)
Chapter liability insurance of at least \$1 million on file with Fraternity and Sorority Life
Chapter emergency procedures on file with Fraternity and Sorority Life
Person responsible for event has attended a Fraternity and Sorority Life Risk Management training

Social Event Planning Guide

This document is to be used as a resource for chapters. It is not a form to be used to register events with any university entity.

General Information

Today's Date	
Sponsoring Chapter	
Co-Sponsoring Chapter (if applicable)	
Co-Sponsoring Chapter (if applicable)	

Officer	Name	Phone	Email
President			
Risk Manager			
Social Chair			
Chapter Advisor			

Event Information

Title/Theme of the Event	
Day/Date of Event	
Start Time	
End Time	
Location of Event (list address & phone)	

Third Party Vendor Information *(Complete if event is to be held in conjunction with a Third Party Vendor)*

Contact Name/Title	
Contact Phone Number	

As the Third Party Vendor, I understand that the following policies are in place for the sponsoring organization and guests:

	Initials
The chapter may hire/pay the vendor for the following: rental of the facility, labor for bartenders or security, music/entertainment.	
The chapter/individuals is not permitted to purchase alcohol to be given away. (e.g. organization pays \$1000 and everyone drinks free during the event)	
The chapter/vendor is not allowed to collect a cover charge and then provide free drinks during the event.	
Alcohol is purchased directly from the vendor by members and guests.	

As the Third Party Vendor, my initials below attest that the following is true: Initials

The establishment is properly licensed to sell/serve alcohol by both local and state authorities.	
The establishment is insured with a minimum of \$1,000,000 of general liability insurance.	

The establishment has as part of the general liability coverage “off premise liquor liability and non-owned and hired auto” and has listed the sponsoring chapter as well as Florida Atlantic University, the Florida Atlantic University Board of Trustees, and the State of Florida as additionally insured.	
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As the Third Party Vendor, my initials indicate agreement and assumption of the following responsibilities:

	Initials
Checking identification and the guest list.	
Visibly identifying those that are 21 or older and those under the age of 21.	
Not serving anyone under the age of 21 years.	
Not serving individuals who appear to be intoxicated.	
Maintaining control of all alcohol containers.	
Collecting all remaining alcohol at the end of the function (no excess alcohol is to be given, sold or furnished to the organization).	
Providing at least 1 security guard and/or bouncer.	
Provide to the sponsoring organization a Certificate of Insurance naming such as the certificate holder and as an additional insured. Such certificate shall evidence off premises liquor liability and hired and non-owned auto coverage in an amount not less than \$1,000,000 per claim. (Attach to this form)	

Section 4: Signatures (may not be typed)

By signing this form, I attest that I understand the Student Involvement Risk Management Policy and my own Inter/national Risk Management policy and agree to uphold these policies & expectations. I understand that in the event of a violation of these policies, the organization(s) involved may be subject to sanctions imposed by Fraternity and Sorority Life, Florida Atlantic University, and my Inter/national organization, where applicable.

President	
Social Chair	
Risk Manager	
Third Party Vendor	
Co-Sponsoring Organization Chapter	
Co-Sponsoring Organization Chapter	

Rec'd: _____
By: _____
Status: _____