

ARKANSAS STATE UNIVERSITY

GREEK LIFE

RISK MANAGEMENT POLICIES & SOCIAL SURVIVAL GUIDE

Created September 2011

Revised January 2018

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The Social Guidelines of the Arkansas State University Greek Life includes the provisions that follow and shall apply to all fraternity and sorority entities and all levels of fraternity and sorority membership. Additionally, per the ASU Student Code of Conduct Leadership Center Policies, "All Registered Student Organizations and their individual members that are Chapters of an Inter/National Organization are held responsible for knowing and abiding by the rules and regulations of the Inter/National Organization."

RISK MANAGEMENT POLICIES

I. ALCOHOL AND DRUGS

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, or during a council, fraternity, or sorority event, in any situation sponsored or endorsed by the organization, or at any events an observer would associate with the organization must be in compliance with any and all applicable laws of the state, county, city, and the Student Code of Conduct at Arkansas State University.

- a. Within the enclosed property of the fraternity house, alcohol may only be consumed RESPONSIBLY by individuals of legal age in the open, common area ONLY DURING REGISTERED SOCIAL EVENTS. Alcohol consumption is STRICTLY limited to the inside of the fraternity house. If a fraternity constructs an outside fence or structure enclosing their yard, alcohol is STILL limited to the inside of the fraternity house common area. (see Social Survival Guide, IV-#6 for structure construction guidelines).
- b. The chapter(s) must comply with third party vendor guidelines for any off-campus social events in which alcohol will be present, (see Social Survival Guide V, for off-campus policies).

2. Alcoholic beverages may not be purchased through or with council or chapter funds, nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the council or chapter. The purchase and/or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is prohibited. This includes the prohibition of the purchase of alcohol--examples include but are not limited to drink specials, reduced prices for alcohol or an open bar--by organizations or individuals or groups acting on behalf of an organization as part of a rental or catering agreement with a third party vendor .

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the chapter(s), 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, during a chapter or council event, or at any event that an observer would associate with the chapter or council is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where 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. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor and guest list.
7. No chapter may co-sponsor, co-finance, attend, and/or participate in a function where alcohol is purchased or subsidized by any of the host chapters, councils or other sponsoring organizations.
8. All recruitment/intake activities associated with any chapter will be non-alcohol. No recruitment/intake activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern, as defined in this policy, where alcohol is present.
9. No member or new member shall permit, tolerate, encourage, or participate in “drinking games” at any chapter or council event or any event that an observer would associate with the chapter or council.
10. No alcohol shall be present at any new member program, activity, or ritual of the chapter. This includes, but is not limited to, activities associated with Bid Night, big brother or big sister revelation night, initiation, prior to/during/after Neo Shows, etc.

II. HAZING

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities.

Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity or sorority 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 the confines of the chapter premises; 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 Arkansas State University and Arkansas state law.”

III. SEXUAL ABUSE AND HARASSMENT

No fraternity, sorority, or council will tolerate nor 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 that are demeaning to women or men, such as verbal harassment. The chapters and councils will not tolerate sexual assault in any form.

Individuals are also expected to abide by Arkansas State University's Policies. Those may be found here: <http://www.astate.edu/a/student-affairs/student-conduct/student-handbook-cover-page.dot>

IV. FIRE, HEALTH, AND SAFETY

1. Any chapter houses and suites must meet all local fire and health codes and standards. Arkansas State University will conduct all fire inspections semesterly. These inspections will be coordinated by the ASU Office of Greek Life with the ASU Environmental Health & Safety Department. Any chapters not in University-owned property may arrange for an alternate source to conduct semesterly fire inspections; however, proper documentation of said inspection must be submitted to the Office of Greek Life no later than two business days following the inspection.
2. Any chapters with a form of housing must have emergency numbers for fire, police, and ambulance posted by common phones and in other locations, and should have posted evacuation routes on the back of the door of each sleeping room.
3. Any chapters with housing should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of any chapter house or suite are expressly forbidden.
5. All fires shall be reported to the Environmental Health & Safety Department within 24 hours of incident. The fire notification can be reported thru email to ddavis@astate.edu or fax to (870) 972-3584. Please use the Higher Education Opportunity Act rules for defining what exactly constitutes a fire, and what information is to be reported. See below.

Definition of a Fire

For the purposes of fire safety reporting, HEA defines a fire as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

This definition contains two descriptions of fire. The first is "any instance of open flame or other burning in a place not intended to contain the burning." Some examples are:

- Trash can fire.
- Oven or microwave fire.
- Burning oven mitt on a stove.
- Grease fire on a stovetop.
- Flame coming from electric extension cord.
- Burning wall hanging or poster.

- Fire in an overheated bathroom vent fan.
- Couch that is burning without any flame evident.

The second type of fire is “any instance of open flame or other burning in an uncontrolled manner.” Some examples are:

- Chimney fire.
- Gas stove fire.
- Fuel burner or boiler fire.

Include:

- All fires that meet the HEA definition regardless of:
 - Size.
 - Cause.
 - Whether the fire results in injury, death or property damage.
 - Your institution’s fire safety policies. Even if your institution prohibits the burning of candles in dorms, a lit candle doesn’t meet the definition of a fire. If drapes catch on fire due to brushing against a lit candle, the burning drapes meet the definition.
- Fires on the roof or the outside walls of a building even if the fire doesn’t reach the inside.
- An incident where there is evidence that there was burning, for example, a singed electrical cord.
- Fires in parking facilities and dining halls that are physically attached to and accessed directly from, on-campus student housing facilities. “Accessed directly from” means that an individual can enter the parking area directly from the housing area without leaving the building. Note that if there is a vehicle fire (i.e., a fire that is confined to a vehicle) in a student housing facility parking garage, this is not a student housing facility fire. However, if there is a fire in the garage that spreads to a vehicle, or if a vehicle fire spreads to the garage, this is a student housing facility fire.
- Fires reported to any official at your institution (e.g., to a residence life officer), not just campus fire authorities or campus security authorities.

Do not include:

- Sparks or smoke where there is no open flame or other burning.
- Such incidents as burnt microwave popcorn that trigger fire alarms or smoke detectors but there are no open flames or other burning.

- Attempted arson in cases where there is no open flame or burning. (Attempted arson must be included along with statistics for completed arson in your Clery crime statistics, however. See “Types of Criminal Offenses,” no. 7 in Chapter 3 for more information about arson.)
- Fires in parking facilities and dining halls that are not physically attached to and accessed directly from on-campus student housing facilities, even if the facilities are reserved for the use of residents in those housing facilities.
- Incidents that violate your institution’s fire safety policies but that do not meet the HEA definition of a fire. For example, if your institution prohibits fires in fireplaces in on-campus student housing, and a student lights a fire in the fireplace, this is not a reportable fire under HEA. However, if the fire began burning in an uncontrollable manner and ignited the chimney or flue, that would be a reportable fire.

V. EDUCATION

Each fraternity and sorority shall annually instruct its members, new members, and alumni in the Arkansas State University Greek Life Social Guidelines. The policy will be available to all student and alumni members every year, and will be posted on the Greek Life websites at www.astate.edu/greeklife

A-STATE SOCIAL GUIDELINES & POLICIES

ALL SOCIAL EVENTS, ON AND OFF CAMPUS, MUST BE REGISTERED WITH THE GREEK LIFE OFFICE AT LEAST TWO WEEKS/10 BUSINESS DAYS PRIOR TO THE EVENT DATE. IF TWO GROUPS ARE CO-SPONSORING AN EVENT, ONLY ONE GROUP NEEDS TO REGISTER THE EVENT, BUT IT WILL COUNT AS A SOCIAL EVENT FOR BOTH. CO-SPONSORING FRATERNITIES AND SORORITIES SHARE EQUAL RESPONSIBILITY AND LIABILITY FOR RISK MANAGEMENT/SOCIAL GUIDE POLICY VIOLATIONS. ALL SOCIAL REGISTRATION FORMS MAY BE FOUND ON THE GREEK LIFE WEBSITE AT www.astate.edu/greeklife. VIOLATIONS OF THIS REGISTRATION POLICY ARE ADDRESSED IN APPENDIX A ON PAGE 14 OF THIS DOCUMENT.

I. Event Registration, Description, Allotment, & Schedule

1. All social events, on and off campus, must be registered with the Greek Life Office at least two weeks/10 business days prior to the event date. Please note some chapters have inter/national policies which require earlier internal registration.
 - a. Prior to your first on or off campus social event, your President, Vice President, Social Chair, Risk Manager, and Advisor should attend the Social Guidelines info session occurring each semester. Dates for these sessions will be released prior to each academic semester.

2. A **social event** is defined as a function, event, or gathering hosted by any registered Greek organization that is inclusive of Greek members and/or is inclusive of non-Greek participants for any purpose(s) other than that of community service or official business. Regardless of location, it may also be defined as a chapter event if any of the following occur:
 - a. It is registered through the Greek Life Office.
 - b. It can be associated with a specific chapter (or chapters) by a reasonable outside observer.
 - c. Chapter members took part in the coordination of the event for the benefit of other members of the chapter.
 - d. The event is sponsored, financed, or endorsed by the chapter.

Based on the above criterion, chapters are expected to register the *actual* time of the social event on the registration form.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the chapter(s), without specific invitation, where alcohol is present, are prohibited.

4. Any promotional materials **MUST** be approved by the Office of Greek Life **PRIOR** to public display, (i.e. social media, flyers, etc.).

5. Depending on each organization's social preference, organizations are allotted the following number of social events per semester and/or academic year, as applicable:
 - a. Registered events: 3 per semester, on/off campus
 - b. Member/Date events: 2 per semester, on/off campus

- i. 2 Additional “restaurant date nights” are allowable if the chapter has already used their 2 member/date nights for that semester (i.e. formal, semi-formal)
 - c. Drop-Ins: All chapters are limited to 1 drop-in, per chapter, per year, on/off campus.
- 6. Formally organized social events, (e.g., drop-ins, formals, on/off-campus events), by a fraternity or sorority may be held **ONLY** between 5:00 p.m. Thursday and 5:00 p.m. Sunday. Organized chapter activities held during the academic week, (5:00 p.m. Sunday through 5:00 p.m. Thursday), may not include formally organized parties held on or off campus and must end before 10:00 p.m. Chapters may submit requests to the Office of Greek Life for 2 organized parties per semester during the academic week, (5:00 p.m. Sunday through 5:00 p.m. Thursday). Approval of the requests is at the Office of Greek Life’s discretion. These events may not be held during the same week as a weekend event. All social events must turn the lights on/music off at 1:30 a.m. The social event should be completely cleared out by 2:00 a.m. Formally organized social events governed by this policy are characterized by one or more of the following:
 - a. Alcohol is present,
 - b. Amplified music by a DJ or live band is used,
 - c. The event formally or informally lasts beyond 10:00 p.m.

This requirement is **not** intended to discourage non-alcoholic events that are supportive of one or more of the following:

- a. The academic mission (e.g., scholarship dinners, educational workshops),
- b. Community service (e.g., philanthropic events, service events)
- c. Chapter development (e.g., internal brotherhoods/sisterhoods)
- d. Greek community development (e.g. external brotherhoods/sisterhoods, early evening cookouts, bowling nights, kickball games, game nights, skate nights, etc.)

These events should still be registered using the Misc. Social Event Registration Form at least 5 business days in advance. They will not count against your social event allotment. Chapters are encouraged to spread out such events in an attempt to avoid over-programming.

- 7. Negotiating outside agency contracts can be challenging and overwhelming. If an organization plans to host a band/artist and/or enter into a contract with an outside agency for a social event, the organization must provide the Office of Greek Life with the contract *prior to* signing. The Office of Greek Life will submit the contract to the University Legal Counsel for suggestions. Following contract approval, the organization and Office of Greek Life will work together to finalize details for the event.
 - a. Failure to notify the Office of Greek Life prior to signing a contract with an outside agency will result in cancelation of event.

II. Event Guest List

- 1. Fraternity/sorority social events are limited to A-State students and their guests. High school students should not attend any social events. A complete and original guest list must be supplied to the Office of Greek Life at least 2 days in advance of the party. The guest list should include:
 - a. Any member of the chapter(s) sponsoring the event who plan to attend
 - b. Any male and female non-member of the sponsoring chapter(s) who plans to attend

2. Social event attendees should show valid ID at the door. **If alcohol is present, anyone of legal age should be given a wrist band at the door. If needed, wrist bands may be obtained from the Office of Greek Life upon submitting the guest list.**

The chapter should monitor at the entrance the number of people in the venue at any given moment. At any given moment, the chapter venue should not exceed the venue's fire code capacity. Exceeding guest totals will be dealt with on a case-by-case basis. Please contact the Greek Life Office if a guest increase is desired for a larger than average event.

The guest list should also be STRICTLY maintained at the door and each member and non-member will LEGIBLY sign-in or be signed in by the door monitor. Only initiated members may serve as Guest List Monitors. Anyone not listed on the 2 day prior approved guest list should NOT be allowed to enter the party.

Upon the end of the event, the social monitors, security, and/or chapter advisor(s) must complete the Event Crime Statistics Report Form to document any incidents that may have occurred during the event. These forms are to be submitted to the Office of Greek Life alongside the post-party guest list.

Following the event, the signed guest list must be turned in to the Office of Greek Life by 5pm on the first business day after the event. If the original guest list is submitted to the Greek Life Office and deemed illegible, the chapter may be counted as not submitting a proper guest list and sanctioned accordingly.

III. Event Monitors

1. The sponsoring organization(s) should designate social event monitors at a rate of 1 monitor per 50 people expected to be in attendance (members and guests) at the event. If chapter size prohibits this rate, the chapter is to work out an effective alternative plan with the Office of Greek Life.

Monitors must wear clothing identifying them as such. All Monitors are responsible for the proper management of the social event. They are expected to be on duty for the entire duration of a social event. Monitors will refrain from consumption of alcohol and work with the chapter advisor, chapter leadership, and Arkansas State University UPD or other law enforcement, when appropriate. Monitors may only be initiated members of the organization who are upperclassmen and/or chapter officers. Designated Drivers should be different than those serving as Monitors. Some of the monitors' responsibilities include, but are not limited to:

- a. Controlling entrances and exits,
- b. Seeing that the event is in constant compliance with the ASU Greek Life Risk Management Policies and Social Survival Guide Policies.
- c. Verifying the identity of guests and strictly following the guest list,
- d. Monitoring behavior of event attendees and maturely reacting in the event an attendee displays inappropriate behavior.

IV. Event Set-Up & Tear-Down Requirements

1. All events must start and end on time.

2. There may ONLY be ONE entrance. It is recommended to place event monitors at each additional exit/entrance to regulate guests sneaking into an event.
3. Trash cans must be placed at the entry door and any exit doors.
4. The chapter should prepare a Designated Driver contact list prior to each event and have it posted in a visible location. The Designated Driver list should always be created on a volunteer basis, made up of members and new members/ associates/pledges. New Members/associates/pledges may volunteer to serve as designated drivers, but no chapter may require these individuals to volunteer.
5. Glass bottles are strictly prohibited!
6. A tub of bottled water must be visibly provided at every social event. While there is not a designated amount of bottled water to be provided, each chapter is to provide a “sufficient” amount free of charge for all event participants.
7. The chapter on-campus venue must be *completely cleaned* by 7:00 a.m. on the morning after the event.
8. Due to the potential liability, the only outdoor, on-campus structures that Arkansas State University will permit to be constructed are fences built to ensure that only invited individuals enter the event. Materials used to construct any structure must be purchased or donated— proof of purchase (receipt) or donation (written) could be required by the Office of Greek Life. Materials should NEVER be taken/cut down/used unless written approval from property owner has been granted.
 - a. Any structure must be approved by the Office of Greek Life at least two weeks/10 business days prior to construction. A drafted drawing of the structure is required at time of structure registration. Structures must be completely torn down and removed from the chapter property within 48 hours of the event end time. (e.g. If an event ends at 2:00 a.m., the chapter has 48 hours to remove all materials from the chapter property). The University reserves the right to request that fences be torn down earlier than 48 hours. (e.g. if a special University event is occurring the following day, the University will request that fences be removed the day following your event). Failure to follow the structure guidelines will result in potential referral to the Office of Student Conduct. NOTE: The chapter is still expected to have the rest of the chapter property cleaned by 7:00 a.m. on the morning *after* the event.

V. Security

1. Chapters hosting an on-campus social event in a chapter house are required to hire security and/or have a chapter advisor in attendance for the entire duration of the event. Outside of a chapter advisor, all hired security MUST BE licensed and bonded security officers. Hired security is not to interfere with any potential UPD patrols unless authorized by UPD.
2. Chapters hosting on-campus social events occurring outside a chapter residence/house must hire University Police.

3. Chapters hosting off-campus social events must hire approved Jonesboro Police Department, Craighead Sherriff's Department, or other approved licensed and bonded agency.

VI. Off-Campus Social Events

1. Out of town, overnight, chapter events where alcohol *may* be present must be registered. A guest list and travel itinerary, including lodging location(s) is required and should be attached to the event registration form. Examples include, but are not limited to: formals, camping trips, overnight float trips, etc.
2. Any registered student organization that sponsors a social event away from campus is obligated to adhere to all local and state laws. It is the responsibility of the sponsoring group(s) to institute measures to assure that minors do not consume alcoholic beverages at off-campus social events. The Greek Life Office will inform UPD of all Off-Campus Social Events.
3. When events are held at third party establishments, the establishment must possess a license for the sale and distribution of alcohol and must agree to comply with a third-party vendor agreement, as determined by the Office of Greek Life. A copy of the third party vendor agreement must be submitted with the event planning form.
4. When hosting a social function at an off-campus bar, restaurant, or other provider, chapter executive board members must ensure that an employee of that establishment is checking each member for valid identification and marking those of legal and/or illegal age appropriately.
5. The hosting chapter(s) is responsible for the actions of both members and guests at any event.
6. Contract/agreements with third party vendors can not include drink specials. This is considered purchasing alcohol with chapter funds and is prohibited.
7. Chapters should make note that University Police will be aware of all off-campus social events, as well, and will respond to violations of the law if observed.
 - a. If applicable, sponsoring organizations are encouraged to share the costs associated with bus rental in order to ensure attendees are always provided with safe transportation.
8. Any event attendees who are transported to an event via chapter sponsored transportation, (i.e. bus), must return via chapter sponsored transportation.
9. Only food and water are allowed on any rented bus, unless prohibited by bus company policy. Absolutely no other beverages or beverage containers may be brought onto the bus. Alcoholic beverages of any kind are STRICTLY prohibited.

VII. Event Themes

1. Themes for all social events must be appropriate and must not contain any references to alcohol and should not be derogatory in any way. This also applies to themes for t-shirts. Themes for social events will be reviewed by the Office of Greek Life when registration forms are submitted.

Those chapters who submit an inappropriate theme will be asked to change the theme or risk not hosting the function at all. Once registered, event themes may not change unless approved by the Office of Greek Life. Any unapproved theme changes will be subject to sanctioning.

VIII. Education

1. Each fraternity and sorority shall annually instruct its members, new members, and alumni in the Arkansas State University Social Survival Guide . The policy will be available to all student and alumni members every year, and will be posted on the Greek Life websites at www.astate.edu/greeklife .

Appendix A. Disciplinary Procedures for Violation of the Risk Management Policy/Social Policy

Cases involving Student organizations will follow the same procedure noted for students. The Assistant Dean of Student Conduct will confer with the Assistant Dean for Greek Life before assigning the initial hearing body. The Office of Student Conduct may choose to adjudicate the case or assign it to the disciplinary committee of the appropriate council (Interfraternity, National Panhellenic, National Pan-Hellenic). If the Office of Student Conduct hears the case, the appropriate council may hear the case simultaneously if the charged organization has also violated council policies.

A student organization may be subject to the conduct process in the following situations:

1. An alleged offense was committed by one or more members of an organization and an executive member or advisor encouraged, sanctioned or was complicit while it occurred.
2. An alleged offense was committed by one or more members of an organization and organization funds were used to finance the venture.
3. An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
4. An organization has chosen to protect one or more individual offenders who were members or guests of the organization.
5. The Assistant Dean of Student Conduct or designee deems that the alleged offense, by its nature, was an organization offense and not the actions of the individual members.
6. If a reasonable person would assume the behavior was sponsored or supported by the organization.
7. An alleged offense occurred as a result of an organization sponsored function.
8. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy or sanction.

Procedures for Resolving Non-Academic Conduct Charges for Violations of the Standards of Student Conduct

1. Informal Case Resolution:

The initial hearing officer may offer an alleged violator an informal case resolution in the initial Case Resolution meeting. The initial hearing officer will meet with the alleged violator to review the charges and the options they have available to them to resolve the matter. The alleged violator may have 48 hours to decide which option he/she would like to utilize to resolve the charges.

a. If an alleged violator accepts responsibility for the alleged offense and does not choose a formal hearing, then the initial hearing officer will assign the sanction in writing, generally via email, after the close of the meeting. If the alleged violator does not agree with the sanction(s) assigned, he/she may request that the appropriate designee review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing (typed and delivered in person or via email or fax) to the Office of Student Conduct within 48 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday. This is the only appeal available through the Case Resolution Process.

b. If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred back to the Office of Student Conduct. A Formal Conduct Hearing will then be conducted to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

c. Any student who fails to attend a scheduled Case Resolution meeting will have a hold placed on their registration until they have met with the university representative and reached a resolution or until a Formal Conduct Hearing has been completed.

2. Formal Conduct Hearing:

If an alleged violator does not accept responsibility, does not attend the Case Resolution meeting or if the initial hearing officer does not feel that an informal case resolution is appropriate, then a Formal Conduct Hearing will be convened. There are three types of Formal Conduct Hearings that an alleged violator may be remanded to: Administrative, Student Hearing Board, or the University Disciplinary Committee Hearing. The Office of Student Conduct staff will determine the appropriate hearing body depending on the severity of the case and the alleged violator's prior history. All Formal Conduct Hearings are recorded solely by the Office of Student Conduct.

More information can be found at <http://www.astate.edu/a/student-affairs/student-conduct/student-handbook-cover-page.dot>

Appendix B. Arkansas State University Office of Greek Life Third Party Vendor Guidelines Checklist

ASU Greek Life: THIRD PARTY VENDOR CHECKLIST

THE CHAPTER PRESIDENT:

Your chapter will be in compliance with the risk management policies of your national fraternity and ASU Greek Life if you hire a "third party vendor" to serve alcohol at your functions 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 THIS CHECKLIST.

- ____ 2. Be properly insured with a minimum of \$1,000,000 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 must also 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 ASU Greek Life and national organization requirements.

Chapter President's Signature & Date

Vendor's Signature/Company & Date