

ARKANSAS STATE UNIVERSITY

GREEK LIFE

RISK MANAGEMENT POLICIES & SOCIAL SURVIVAL GUIDE

Created September 2011

Revised August 2022

ARKANSAS STATE UNIVERSITY GREEK LIFE
RISK MANAGEMENT POLICIES & SOCIAL SURVIVAL GUIDE

Created September 2011; Revised January 2022

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 REDUCTION POLICIES

I. 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; 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."

Additional resources and anonymous reporting information may be found online at

www.astate.edu/hazing.

II. 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:

https://www.astate.edu/a/student-conduct/files/Student%20Handbook_1819.pdf

III. 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 each semester. These inspections will be coordinated by the A-State Office of Greek Life, A-State Safety Officer, and Jonesboro Fire Department. Any chapters not in University-owned property may arrange for an alternate source to conduct semester 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 posed 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 A-State Safety Officer within 24 hours of incident. The fire notification can be reported thru email to cokennedy@astate.edu.

Open Fires Guidelines

Fires contained within metal fire pits and grills are allowed and do not require notification. Notification is not needed for the use of metal fire pits and grills, outside of normal social event registration policies.

Fires outside of metal fire pits or grills that are designed to contain flames require completion of the Controlled Burning Emergency Action Plan form, located on www.astate.edu/greeklife. This form must be submitted to the Office of Greek Life to Alexis Besharse, ahurdle@astate.edu no later than two weeks prior to the event, unless stated otherwise by the Safety Officer and Office of Greek Life.

Open fires on fraternity grounds must meet the following conditions as prescribed by the university and City of Jonesboro Ordinance ORD-04.293:

- - Materials to be burned must consist of wood only
- - Materials may be placed in a pile no larger than three feet in diameter and two feet in height
- - Burning must be at least 50 feet from the nearest structure
- - Burning must be at least 25 feet from the nearest property line
- - Fire must be attended at all times
- - Fire attendant(s) must have a charged hose and/or sufficient water available to completely extinguish the fire in the event that it spreads
- - Burning may not occur when a Wind Advisory is issued for Jonesboro or Craighead County

Required Contacts: The following university offices must be notified when any event involving actual fire or fire safety occurs. At least two weeks' notice is required for all events of this nature. This includes

drills, inspection requests and open fires. Safety Office: (870) 680-4705 and Office of Greek Life: (870) 972-2055

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

I. Event Registration, Description, Allotment, & Alcohol/Drugs

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/or Advisor should attend the Social Policy Review session, occurring each semester. Dates for these sessions will be released prior to each academic semester.
 - b. If more than one organization is co-sponsoring an event, only one social registration form needs to be submitted. However, the event will count as one social event for all co-sponsoring organizations.
 - c. Social registration forms may be found on the A-State Greek Life website under each appropriate council at: www.astate.edu/greeklife.
2. A **social event** is defined as a function, event, or gathering sponsored, financed, or endorsed 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 chapter 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. Chapter members took part in the coordination of the event for the benefit of other members of the chapter,
 - c. Alcohol is present,
 - d. Amplified music by a DJ or live band is used,
 - e. The event formally or informally lasts beyond 10:00 p.m.

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

3. Any promotional materials must be approved by the Office of Greek Life prior to public display, (i.e. social media, flyers, etc.).
4. 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.
5. 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. Chapters may submit requests to the Office of Greek Life for two organized social events per semester during the academic week, (5:00 p.m. Sunday through 5:00 p.m. Thursday). Approval of the request is at the Office of Greek Life’s discretion.

This social allotment 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 Miscellaneous Social Event Registration Form at least 5 business days in advance, unless otherwise approved by the Office of Greek Life. They will not count against your social event allotment. Chapters are encouraged to spread out such events in an attempt to avoid over-programming.

6. 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.
7. 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, 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 or approved event venue, alcoholic beverages must either be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests, who are of legal drinking age, through a bring your own beverage (“BYOB”) system. Chapters whose national organizations provide clearly outlined BYOB system procedures may utilize those. Chapters without such BYOB system procedures must use the A-State BYOB procedures, located below.
 - c. Effective 3/25/19, the presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any

event, except when served by a licensed and insured third-party vendor. Please see the “So What Can We Drink?” handout on page 15.

- b. Within fraternity houses, alcohol may only be consumed responsibly by individuals of legal drinking 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 Guidelines Section IV, #9 for structure construction guidelines).

8. BYOB System Procedures

- a. General: Members and guests who are of legal drinking age are permitted to bring alcohol to responsibly consume during the registered social event. The organization is responsible for scheduling a time well in advance of the party start-time, where members and guests may check-in their approved and identified alcohol. Upon check-in, the alcohol will be checked by the monitors and security to ensure the following requirements are met:

Per person alcohol amounts for any function with alcohol: Maximum of six (6), twelve (12) ounce cans *or* plastic bottles of beer or one (1) four pack of wine coolers. Organizations may opt to lower the maximum if they choose. Again, beverages above 15% Alcohol By Volume (ABV) are not permitted.

- b. Alcohol Service Center

One centralized location must be established for the distribution of all alcoholic beverages.

- i. The organization may keep alcohol in a cooling area such as a cooler or multiple coolers. The cooling area must be guarded at all times.
- ii. Organizations hosting BYOB events must use an accountability system, such as: punch cards, tags and tickets, or wristbands to monitor the distribution of alcohol back to the individuals who brought it to the event.
- iii. Social monitors at or over the age of 21 will staff the alcohol service center. New members who are not initiated are prohibited from serving as social monitors. Monitors are not permitted to serve anyone who is intoxicated, even if the person has alcohol remaining.
- iv. Only one alcoholic beverage may be acquired at a time.
- v. Alcohol not consumed by the end of the event must be left at the alcohol service center. The alcohol must be locked up for the night and may be claimed the following day by the people who brought it to the event. All remaining alcohol left after that time will be discarded.
- vi. During the last 45 minutes of an event, alcohol service must stop.

- 9. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).

- 10. Common sources of alcohol, (including punch, kegs, members/non-members serving individuals in private residences/spaces, etc), including bulk quantities, which are not being served by a licensed and insured third-party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

11. Open Parties, meaning those with unrestricted access by non-members of the chapter(s), without specific invitation, where alcohol is present, are prohibited.
12. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal drinking age).
13. The chapter, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter premises or at any activity or event sponsored or endorsed by the chapter. Arkansas State University is a smoke/tobacco/e-cigarette-free campus.
14. A chapter must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event. This event must be closed to the public.
15. A chapter may not co-sponsor, co-finance, attend, and/or participate in an event where alcohol is purchased or subsidized by any of the host chapters, councils or other sponsoring organizations.
16. Any event or activity related to the new member joining process (e.g., recruitment intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the activity or event is related to new member activities, meetings, or initiation into the organization, including but not limited to "bid night," "Big/little" events or activities, prior to/after "Neo Shows/Probates," "family" events or activities, and any ritual or ceremony.
17. The chapter, members, or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

II. Event Guest List

1. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system. 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 carded and provided a wrist band at the door. If needed, wrist bands may be obtained from the Office of Greek Life upon submitting the guest list.**

Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter premises or host venue. 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, (electronic sign-in of guests is allowed). Only initiated members may serve as Guest List Monitors. Anyone not listed on the previously 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; new members who are not, yet, initiated are prohibited from serving as social monitors/guest list monitors/BYOB station monitors, etc.*
 - Monitors should not also serve as Designated Drivers, as monitors are needed to remain inside the residence to properly monitor the party. Designated Drivers should be volunteer and *initiated* members.
 - Following a social event, each member and security individual will complete a Campus Security Authority form, stating if any incidents were encountered and handled during the evening. These forms must be submitted to the Office of Greek Life, alongside the post-party guest list, the next business day after the social event.
 - Some of the monitors' responsibilities include, but are not limited to:
 - i. Controlling entrances and exits,
 - ii. Seeing that the event is in constant compliance with the ASU Greek Life Risk Management Policies and Social Survival Guide Policies.
 - iii. Verifying the identity of guests and strictly following the guest list,
 - iv. 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. The lights must turn on at 1:30am, with all guests cleared out by 2am.
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, unless provided through a third-party vendor.
6. Guests are not allowed to bring beverages/cups, (alcoholic and non-alcoholic), inside an event. Trash receptacles should be placed at the check-in area for guests to properly dispose of any outside beverages prior to entry.
7. A tub of bottled water and non-alcoholic beverages, (canned soda, sports drinks, etc), 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.
8. The chapter on-campus venue must be *completely cleaned* by 7:00 a.m. on the morning after the event.
9. 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 of 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, 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.
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 Guidelines & Policies. 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

So What Can We Drink?

> or < 15% ABV Resource

The following is a list of alcoholic beverages that are commonly either greater or less than 15% ABV. However, please always check the label to ensure an item is at 15% ABV or lower.

COMMONLY BELOW 15% ABV:

- Beer (some craft beers are often above 15% ABV)
 - Wine (most standard red or white wines)
 - Champagne, Prosecco, Asti, Cava
 - Malt Beverages (i.e. Bacardi Silver, Mike's Hard Lemonade, Zima, Smirnoff Ice, etc.)
 - Cider (i.e. Angry Orchard, Stella Artois, Woodchuck, etc.)
 - Hard Seltzer (i.e. White Claw, Truly, Spiked Seltzer, Barefoot Spritzer, etc.)
 - Pre-Mixed items (i.e. Bud Light Ritas, Skinny Girl Margarita, ELS Iced Coffee/Iced Chocolate, etc.)
 - Liqueurs (i.e. some brands of triple sec, some Schnapps [Sour Apple, Buttershots, Island Punch, Crème de Cassis])
 - Sake (low alcohol and normal versions at 5-15% ABV)

COMMONLY ABOVE 15% ABV:

Note that this is not an exhaustive list (percentages are averages)

- Some Sake (undiluted versions like Genshu) (16-20% ABV)
- Some Liqueurs (i.e. Bailey's, Kahlua, Midori, etc) (17-20% ABV)
- Some Port, Sherry, and Dessert Wine (16-24% ABV)
- Brandy (40-45% ABV)
- Bourbon (51-79% ABV)
- Gin (37.% ABV)
- Rum (37-57% ABV)
- Tequila (40-50% ABV)
- Vodka (35-50% ABV)
- Whiskey (40-53% ABV)
- Cognac (40% ABV)
- Grain Alcohol (75-95% ABV)

Note: Although Four Lokos often will have an ABV that is lower than 15% ABV, they also contain caffeine and when consumed at one time can have the effects of four shots of vodka. Please discuss with your organization/campus to determine if Four Lokos are a permitted alcoholic drink.

Fraternity & Sorority Life Registered Social Event Checklist

Below is a three-stage checklist that will be used by any active Interfraternity Council (IFC) chapter that plans to host an on-campus registered social event in a privately owned chapter house. The host organization's executive board will work with the IFC executive board, mainly the Vice President of Health & Safety to ensure every step on this list is completed. Chapters will not be allowed to host an on-campus registered event until they have met each criterion set forth in stages one and two of this list. If chapters follow this step-by-step list and adhere to the systems they will implement, they will maximize their chances of hosting a successful on-campus registered event.

Note: If your chapter has any questions on clarification of certain rules or guidelines refer to the: Arkansas State University Greek Life Risk Management Policies & Social Survival Guide

Stage 1: Pre-Event

- Submission of proper forms to the office of Greek Life at least ten business days before the social event.
- Meeting with Office of Greek Life

Items that need to be submitted at least ten days prior to the social event

- Social Event Planning Form
- Any promotional material including videos, graphics, or apparel that will potentially advertise the event
- List of event monitors, there must be at least one monitor per 50 people expected to be in attendance
- A layout of the BYOB system that will be used at the event
- A drafted drawing of any structures that will be constructed to help the flow of traffic and prevent individuals from sneaking in

Does your organization plan to host a band/artist or is your organization dealing with a third-party venue they have not done business with in the past 365 days?

- Yes
- NO

If checked yes the following need to be submitted and reviewed by the Office of Greek Life at least 10 business days prior to the social event

- A contract between the participating organization and outside agency

Meeting with the Office of Greek Life

Two days prior to a social event select members of the host organization(s) must meet with the office Office of Greek Life, a representative from university police, and select IFC executive board members.

Below is a list of criteria that the sponsoring organization needs to provide to the office of Greek Life at this meeting.

- A detailed time-line of set-up, execution, and tear down of the event
- A guest list that includes chapter members, and non-members that plan to attend (during the event maximum capacity must not exceed fire code)
- A drawn layout of what the house will look like during the event contains the following:
 - Location of Entrance / Exit Point
 - Location of Trash Cans
 - Location and traffic flow of BYOB station
 - Location of non-alcoholic beverages will be stationed
 - Locations of Event Monitor Stations
- Security for the event:
 - At least Two at the event entry
 - At least one at the event exit
 - At least one at the event's alcohol service center
 - At least one monitoring crowd control
 - At least one at any hallway entrances

Note: There must be at least two licensed and bonded security officers or a chapter advisor present to monitor these stations. The more licensed security present the better.

- A list of security responsibilities must include the following:
 - Scanning all event attendee's I.D upon entry to the event
 - Overwatch of the alcohol service center
 - Overwatch of event entry and exit
 - Overwatch of any hallway entrances
- A detailed description of event monitors duties, and an example of what monitors will be wearing
- System that will keep track of how many individuals come in and out of the event
- Proof that bartenders have been hired to work the alcohol service center (members are restricted from working the alcohol service center)
- System that will be implemented for alcohol distribution must include the following:
 - How bartenders will identify the number of drinks given to an event attendee. (refer to the Arkansas State University Greek Life Risk Management Policies & Social Survival Guide for the number of drinks that can be received)
- System that will be implemented so the bartender, monitors, and security can properly identify the following:
 - Who is of legal drinking age
 - Who is not of legal drinking age
 - Who has hallway access (only house residents, no non-members, or non-residents will be allowed into hallways during the event)

- Photographic evidence of any structures built for the event

Provisions by the Office of Greek Life Prior to the Event

- Student I.D Scanner
- Devices to keep up with how many individuals are in the venue

Stage 2: Day of the Event

Below are the criteria that need to be met on the day of an in-house registered event. The organization's leadership will work with the Office of Greek Life and the VP of Health and Safety to ensure these criteria are met.

Organization Day of Event Checklist

- All event structures are constructed in a secure manner
- Purchase non-alcoholic beverages and place them in their designated location
- Provide signage that lets event attendees know where non-alcoholic beverages are located as well as entrance and exit points
- Double Check with event monitors and designated drivers, making sure they are still able to fulfill their duties and make sure they are aware of them as well.
- Have copies of the guest list prepared at the event entrance
- Double Check with hired bartenders that they are aware of their responsibilities and are under contract
- Optional: Make sure the Student I.D scanner is functioning
- Make sure entrance security is equipped with I.D scanners
- Have wristbands that distinguish if an individual is 21
- Purchase a large number of disposable cups

Pre-Event Walk-Through

Two hours before the event the VP of Health and Safety and Office of Greek Life will facilitate a walk-through of the event venue two hours prior to the event. In this walk-through, the organization will show they have met all the criteria for the event.

Walk-Through Check List

- Show The Entrance and Exit points of the event
- Inspection of the BYOB system and a demonstration of the distribution system
- Check each monitor and make sure they are wearing the designated attire so event attendees will be able to recognize them
- Check Individual rooms to make sure no alcohol is present
- Ensure there are ways of transportation for attendees age 21 and above that become inebriated during the event
- Double-check event structures that they are safe

After the in-house walk-through if the VP of Health and Safety and the Office of Greek life determine the organization(s) have adequately met the designated criteria the event can proceed.

Stage 3: Execution of Event & Post Event

Below is a list of criteria that organization(s) must adhere to regarding the shutting down and post-event process

Shutting Down the Event

- Must stop serving alcohol 45 minutes prior to the end of the event
- Turn lights on at 1:30 a.m
- Make sure no one leaves with alcohol
- Ensure that there is an adequate amount of Designated Drivers to take attendees from the event
- Make sure all guests are cleared from the residence by 2:00 am
- After the event, the host organization(s) will work with event security to complete a campus security authority form
- Make sure the on-campus venue is completely cleaned by 7:00 am the next day
- Make sure structures built are broken down and off the on-campus property within 48 hours of the event's completion

Meeting With IFC Exec & Office of Greek Life

The week following a registered social event select members of the host organization(s) is to meet with the IFC executive board and Office of Greek Life.