

SOCIAL SURVIVAL GUIDE

2009-2010

**Greek Life Office
Arkansas Union A687
575-5001**

PROCEDURES FOR REGISTERING SOCIAL EVENTS

According to the Greek Standards of Operation:

Social functions held during the week are strongly discouraged. Social functions in which the new members sponsor or participate (including chapter, affiliate groups, etc.) are restricted to no more than five mid-week (Sunday evening through Thursday evening) and 4 weekend functions each semester for groups on no kind of probation.

Social function: A function, event, or gathering hosted by any registered Greek organization that is inclusive of members of another Greek organization and/or is inclusive of non-Greek participants for any purpose(s) other than that of community service or official business.

According to the University Code of Student Life, the definition of an Activity Related to an Organization is as follows: An activity is considered to be related to an organization when one of the following circumstances exists:

- a) The activity being sponsored was planned in an official meeting of the organization
- b) The activity is a registered event with the Office of Greek Life
- c) The context of the activity indicated that it was the product of the organization, per se. This includes, but is not limited to: the activity was held on chapter property, the presence of one or more of the group's officers, the presence of eight or more of the group's members, promoting or financing the event, or the presence of organized entertainment.

**ALL SOCIAL EVENTS MUST BE REGISTERED WITH THE GREEK LIFE OFFICE!
FAILURE TO DO SO WILL JEOPARDIZE YOUR PRIVILEGE OF HAVING FUNCTIONS.**

Any social function held at a fraternity/sorority chapter house or on University property (includes Hall Party).

Any mid-week social function (on or off campus). Functions that are scheduled to end at 8:00 p.m. must be registered, but are not considered as one of the five social functions for the semester.

All walkouts! Walkouts must take place on a Thursday evening or weekend in order not to be considered a chapter function.

"Informal" events such as Hall Parties are to be registered since they take place at the chapter house.

All coke dates should be registered with the Office of Greek Life after the chapter presidents or new member educators have reviewed the terms of the function. Chapters are allowed to have one coke date a week. These coke dates DO NOT count towards the number of social functions you can have for the semester.

Completed registration/notification forms must be turned in at least **7 FULL BUSINESS DAYS (168 hours)** in advance in order to be approved.

REGISTRATION FORMS are used for **ALL** functions.
NOTIFICATION FORMS are used for all walkouts & off campus functions. **STRUCTURES** will be evaluated on a semester basis.

SOCIAL CHAIRMAN INFORMATION 2009-2010

As Social Chairman you have one of the most challenging responsibilities... to ensure your members and invited guests have a good time in a safe environment while adhering to the University and National policies.

Is that possible? It has to be or your chapter is at risk of being on probation or losing its charter or recognition.

Proper Procedure for Registering Social Events

All on campus events must be registered **7 BUSINESS DAYS PRIOR to the event.**

All off campus events must be registered **7 BUSINESS DAYS PRIOR to the event.**

All coke dates must be registered **5 BUSINESS DAYS PRIOR to the event.**

Fraternity Houses with neighbors (both on or off campus) must notify their neighbors of a party at least 5 business days in advance (i.e. e-mail, flyer, or face-to-face).

If two groups are co-sponsoring an event only one group needs to register the event but it will count as a function for both.

If two groups co-sponsor an event, each group is responsible for providing Party Marshals.

All social events must have the signature of one of the advisors, the president, and the social chairperson, which acknowledges their responsibility for the function. A sober advisor must be present at all social events.

Your chapter must first complete the social registration form in the Office of Greek Life. Then you also have the obligation to call the UAPD two days (48 hours) prior to see if an officer has been assigned to your social event. The Office of Greek Life informs the UAPD of your social event, but it is YOUR RESPONSIBILITY to make sure that an officer will be present at your event.

ANY PARTY WORTH HAVING IS WORTH PLANNING IN ADVANCE!!!

Groups that are not on any type of probation are permitted to have a **maximum of five (5) mid-week social functions per semester (those that are held on Sunday through Thursday and last or begin past eight p.m.) and a maximum of four (4) weekend functions.** If you are on probation your events need to be approved in advance, prior to booking bands, etc.

Prior to your first on campus party each semester, the social chairman must meet with Parice Bowser or Mary Chu to review plans.

Alcohol Policy:

J. STUDENT ORGANIZATION RESPONSIBILITIES FOR ALCOHOL AND OTHER DRUGS

The University of Arkansas Alcohol and other Drug Policies are consistent with the educational and non-punitive philosophy that governs the *Code of Student Life*. The *Code* emphasizes personal responsibility and is intended to facilitate individual student growth and development.

To help reduce the incidence and prevalence of alcohol use that may adversely affect the quality of an individual's experiences at the University of Arkansas, abstinence is expected. No alcohol may be brought to any event on campus or in organized student housing. All open containers must be emptied and/or disposed of prior to entering a public area on campus or in organized student housing. Kegs and other containers used for distributing alcoholic beverages are not permitted anywhere on campus or in organized student housing. Alcohol may not be distributed on campus or in organized student housing. Persons of legal age as prescribed by state law regarding alcoholic beverages may possess and consume the beverages in the privacy of their own rooms. Students of legal age who choose to drink, either on or off campus, are expected to handle alcohol in a low risk manner and behave responsibly.

The following procedures have been established to emphasize the shared responsibility of the host organization and individuals attending social events or activities related to an organization. These procedures are intended to reduce risks associated with social events and to assure compliance with University policies as well as state and local laws concerning the use of alcohol and other drugs.

1. Registration

Any social event that is to be held on University property or in organized student housing by one or more student organizations must be registered. Student organizations other than living groups will register social events through the Center for Leadership and Community Engagement. Living groups (Residence halls and Greek houses) will register events through University Housing or the Office of Greek Life, respectively.

All social events must be registered at **least seven full business days** prior to the date of the event. Student organizations will have a designated faculty advisor or authorized sponsor present at the event. In addition, a representative from the registering office will meet with the organization leader(s) to plan procedures in accordance with these guidelines for the event. **Social events will not be permitted unless complete compliance with these procedures, University policies, and state and local laws can be assured to the best of the ability of the hosting group(s).**

2. Policies for Events in Greek Houses

a. Guest List

All social events, other than events for members and dates, will be restricted to individuals on the guest list. A guest list must be present at the entrance at all times and the names of those entering the event must be confirmed and marked on the list. **The guest list should be no more than 3times (3x's) your chapter membership *in addition* to your chapter members. (Example: Alpha Nu Omega has a chapter membership of 50. $50 \times 3 = 150$. There may be no more than 150 guests/non members + Alpha Nu Omega's 50 members in the house/at the party *at the same time*. If 10 guests leave, 10 more may re-enter. Exceeding guest list totals will be dealt with on a case-by-case basis. Please contact Parice if guest list increase is desired for a larger than average event.** When registering for a social event you must also supply a guest list to the Greek Life Office. The only reason that you do not have to turn in a guest list is if the social event is for ONLY your fraternity members and their dates. Guest lists will be kept in the Greek Life Office a week after the chapter's event.

b. Banners

Banners may only be displayed the day of a social event. Any banner displayed before the day of an event must be removed immediately. Banners should not advertise an "Open Party." Additionally, banners should not include the word "Party."

c. Themes

Themes for all social functions 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 functions and t-shirts 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.

d. Maximum Occupancy

The maximum number of individuals permitted to be in attendance at a particular event at any one time must be determined prior to the registration of the event and in conjunction with the University personnel registering the event. The host group(s) will be responsible for keeping an accurate count of the number of individuals in attendance at any one time. **(Please see "a" above for more information).**

e. Entrances and Exits

The number of permissible entrances for a registered social event will be determined at the time the event is registered and by the office registering the event. Likewise, the number of exits (along with the appropriate requirements for staffing them) will be determined by the registering office at the time the event is registered and will be based on appropriate fire codes and safety requirements. **You are only allowed to have one entrance!**

You MUST have a trash can at exit doors!

f. Outdoor Activity

Outdoor activities are permitted; however, the hosting group or groups are reminded that alcoholic beverages are not permitted in any public area of the living units or on the University campus.

If you are sponsoring a social function between Monday-Thursday and have amplified sound and/or an outdoor band, they must stop playing at 9:00 p.m. Exceptions will be made if the Chapter President/Social Chair clear this with UAPD, the City of Fayetteville, and the Greek Life Office. All three areas must approve this request.

g. Marshals

Marshals **MUST** be identified by wearing a **t-shirt of the same color with Security** written on them and must be responsible for the proper management of the social event. They are expected to be on duty for the **ENTIRE** duration of a social event. Marshals will refrain from consumption of alcohol and work with the faculty advisor or sponsor and University of Arkansas Police Department (UAPD) offices, when appropriate. **Marshals are required to identify themselves to UAPD or other Police agency s officers prior to the social event. This will help the officer(s) be aware of who the contact Marshals are throughout the event.** Some of the marshal's responsibilities include but are not limited to: controlling entrances and exits, verifying the identity of guests with names on the guest list, informing UAPD of individuals with alcohol in public areas, informing UAPD of other persons displaying inappropriate behavior, assuring that no alcohol enters the social function, and making decisions regarding the continuation of an event, if necessary.

A training program is conducted for marshals at the beginning of the spring semester by the Office of Greek Life, and all potential marshals for a student organization's social events are required to attend. In addition, it is required that the organization's four major officers and activities chair-person attend for these training programs.

Failure to be clearly identified or trained as a Marshal will result in penalties for future social events. Marshals CANNOT be New Members!

Marshals - MUST be officers or upperclassmen

Designated Drivers should be different than those serving as Marshals.

Marshals need to be easily identified and obviously not drinking.

h. University of Arkansas Police Officers

The registering office of the sponsoring group(s) will determine whether the organization will need University of Arkansas Police Department (UAPD) designated officers present at the event. **The Greek Life Office will make the request for a UAPD officer.** The sponsoring organization will be responsible for employing the officers at a time and one-half rate. The number of officers employed will be determined by the Office of Greek Life and the Director of the UAPD. **Currently, each organization must ensure that at least 2 UAPD officers are employed for the event. UAPD Officers are required to be at ALL social events INCLUDING DATE NIGHTS!** The chapter hosting the social event **MUST** contact the UAPD **two days prior** to the event to make sure that an officer will be present!

i. Additional Security

The Office of Greek Life requires that the sponsoring organization will need to employ *at least one (1)* security guard/bouncer to work the guest list at the entrance door. Chapters may hire as many bouncers as desired to work other doors throughout a chapter's house. Additional security is not to interfere with any of UAPD's patrol during a party unless authorized by UAPD.

j. Non-Alcoholic Beverage Provision

A tub of bottled water must be visibly provided at every social event. While there is no designated amount of bottled water to be provided, each chapter is to provide a "sufficient" amount.

k. Structures

Due to the potential liability, the only structures that the University will permit to be constructed are fences built to insure that only invited individuals enter the event. Materials must be evaluated by the Office of Greek Life for safety. Any structure must be approved two weeks before building is to start by the Office of Greek Life. The building of structures may begin one week prior to the social event. **A deposit must be left with the Office of Greek Life. Failure to follow the structure guidelines will result in the loss of the deposit.**

Structures must be discussed in detail with Parice before they will be approved.

l. Clean-up

A clean-up committee must be identified prior to the activity. Clean up of the outside property, fences, and neighborhood must be completed immediately following the event. All materials must be removed within two days of the function.

m. Pre-Parties

Pre-parties and other spontaneous or planned events are events involving the chapter. **It does not matter where or when the events are held**—if members are present, it is a chapter function, regardless of what members might call the event. If someone else would be likely to perceive the event as a chapter event then it will be considered a chapter event. For example, if there are several members and/or new members/pledged members present, then it will be considered a chapter event.

n. Off-Campus Social Events

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.

o. Violations

If University policies, state and/or local laws are violated during or as a result of a social event, the sponsoring group(s) will be considered responsible and held accountable for the violation(s). The group must understand that other potential legal liabilities may also occur for the organization, individual students, officers, guests, and advisors. Littering, infringing upon the rights of others, and abuse of public or private property are also examples of violations of this policy. Other possible violations of University policy will include but are not limited to the following:

- a.** Failure to register functions
- b.** Construction of unauthorized structures
- c.** The failure to use required entrances and exits properly
- d.** The consumption of alcohol by individuals who are under the legal age
- e.** The providing of alcohol to any person under 21 years of age
- f.** The consumption of alcohol outside the privacy of assigned student rooms
- g.** Failure to provide adequately trained and identified marshals to supervise the event
- h.** Conducting "spontaneous" social functions, activities or events at organized student housing
- i.** Exceeding the maximum number of guests at any given time
- j.** Failure to comply with the policies regarding Sound System and Sound Ordinances
- k.** Failure to adhere to clean-up plans
- l.** Failure of responsible members to attend all training sessions

p. Sanctions

Possible penalties for violations of these regulations may include but not limited to:

- a.** Legal action, including citation or arrest.
- b.** University disciplinary action that may include but not limited to educational sanctions and/or loss, curtailment, or elimination of student social functions and notification of national organization where applicable.
- c.** Student organizations may also lose their recognition as a campus organization.

q. Certification of Agreement to Comply

These policies must be posted in a conspicuous spot for all members of the group to read. Verifying signatures of executive officers and advisors of these policies will be required as part of the registration form.

NOTE: All groups should remember that these are minimum standards of care that should be exercised in all social events. Depending on the scope of activities, additional measures may be deemed necessary by the group/university to insure a safe and enjoyable activity.

This is the policy. If you choose to deviate from what the policy states then you must be willing to accept the consequences. You are required to review the policy at the next chapter meeting.

Guest Lists are to be used for those parties other than members and another sorority. A copy of the guest list must be turned in with your registration form.

Two UAPD officers will be required for on campus events that include guests other than members and their dates. You are responsible for contacting UAPD (575-2222) to make sure officers are assigned to your social event.

Bands must stop by 1:30 a.m. on Friday and Saturday. Outdoor bands and/or other amplified sound must stop by 9:00 pm Sunday thru Thursday. Failure to comply with this may result in future non-approval of social events!

The University or your National organization does not permit open Parties; therefore blanket invitations are not permitted.

R. INTERVENTION POLICY FOR ALCOHOL AND DRUG VIOLATIONS

The following are to be utilized by the Office of Community Standards & Student Ethics in all cases involving alcohol and drugs in registered student organizations:

LEVEL	DESCRIPTION	STANDARD SANCTIONS
Level 1	1 st Alcohol Violation w/ No Associated Charges	<ol style="list-style-type: none"> 1. Alcohol/Drug Education Class/Cost of Class/On-Line Instruction for each member 2. Community Service/Campus Involvement (15 hours) per member/Organizational Community service activity 3. Organizational Reprimand 4. Fine (\$500 - \$250 payment, \$250 may be waived upon successful completion of the above listed sanctions)
Level 2	2 nd Alcohol Violation w/ No Associated Charges	<ol style="list-style-type: none"> 1. Required participation in the Student Assistance Program (SAP). Each student must pay for the cost of the SAP program 2. Six week cancellation and non approval of all social functions. This suspension will include all on and off campus functions 3. Community service (50 hours) or organizational service project approved by OCSSE 4. Organizational Censure 5. Fine (\$1000) 6. Restitution (if applicable)
Level 3	3 rd Alcohol Violation w/ No Associated Charges	<ol style="list-style-type: none"> 1. 1 Year Conduct Probation 2. Twelve week cancellation and non approval of all social functions. This suspension will include all on and off campus functions 3. Organizational alcohol program. Organization must locate and provide program for all members. Program must be approved by OCSSE. 5. Community Service (100 hours) or organizational community service activity to be approved by OCSSE. 6. Fine (\$1500) 4. Restitution (if applicable)
Level 4	4 th Alcohol Violation w/ No Associated Charges	<ol style="list-style-type: none"> 1. Suspension of RSO
		<p>** Any time there are associated charges, sanctions (disciplinary and educational) may be increased by the hearing officer or judicial board charged with adjudicating the case. The fine will remain static.</p>

A Process of progressive intervention will be followed in the event that a student group or organization is cited for violation of the University alcohol and/or drug policy. This process will be administered during a two year period beginning with the most recent policy violation and including any infractions that occurred in the two years prior to the most recent policy violation.

In all infractions, whether student or organizational in nature and depending upon the surrounding circumstances, additional sanctions may be levied. It is University's expectation that students who belong to organizations that have stricter policies than those of the University will adhere to those stricter policies.

The last day for all Greek social functions to take place in the Fall 2009 Semester is December 8.
The last date in the Spring 2010 Semester is April 29.

**FRATERNITY & SORORITY SOCIAL EVENT
ON CAMPUS REGISTRATION FORM**

All social events that are to be held on University property or in organized student housing must be registered at least **seven (7) full business days** prior to the event. **Forms turned in late will not be approved!**

Name of Sponsoring Organization	Today's Date/Day & Date of Event
Theme of Event	Time (Beginning and Ending)
Name of Advisor to be present	Phone # of Advisor to be present
Signature of Advisor to be present	# of Members
	# of Guests
	As determined by Fire Warden

Type of Event _____ **Date Party** _____ **Sorority Night** _____ **Invitational** _____

Names of officers (position) to be responsible for Risk Management:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

***Indicate person who will be in charge of the event.**

Marshals will be identified by wearing _____.

The Marshals for the Social Event will be:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Name of Additional Security firm/company hired for event: _____

Will you employ a band? _____ **Indoor** _____ **Outdoor**
(OUTDOOR BANDS MUST BE APPROVED BY THE OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP)

If so, have you completed a sound ordinance variance request? Yes__ No__

List the number and location of entrances and exits.

Briefly describe the activities planned for the proposed function (attach sketch for outdoor activity, including structure of fence, etc.)

For invitational functions you must provide a copy of the guest list when turning this form in and employ a U of A police officer.

Social Chair Name & Email

Phone #

President Name & Email

GUIDELINES/CHECKLIST FOR VERIFICATION TEAMS

FRATERNITY/SORORITY NAME _____

DATE AND TIME _____

_____ MARSHALS ARE EASILY IDENTIFIED.

_____ GUEST LISTS ARE BEING USED.

_____ ADDITIONALLY SECURITY HAS BEEN HIRED.

_____ ONLY ONE ENTRANCE AND EXIT IS BEING USED. (UNLESS OTHERWISE APPROVED)

_____ OPEN CONTAINERS ARE BEING EMPTIED AND/OR DISPOSED OF PRIOR TO PERSONS ENTERING OR EXITING THE PUBLIC AREA OF THE HOUSE. NO ONE SHOULD ENTER OR LEAVE WITH A BEVERAGE.

_____ U OF A ALCOHOL POLICY IS POSTED NEAR THE ENTRANCE.

_____ AN ADVISOR OR DESIGNATED ALUMNUS IS PRESENT.

_____ CUPS SHOULD BE AVAILABLE FOR NON-ALCOHOLIC BEVERAGES AND SHOULD BE WITHOUT LIDS. (CUPS SHOULD NOT BE AT THE DOOR)

_____ FUNCTION IS BEING CONDUCTED ACCORDING TO THE U OF A SOCIAL GUIDELINES AND ALCOHOL POLICY.

CONTACT NUMBERS:

UAPD EMERGENCY #575-2222

PARICE CELL 479-236-8746

MARY CELL 501-563-0609

GREEK LIFE OFFICE 479-575-5001

FRATERNITY & SORORITY SOCIAL EVENT NOTIFICATION FORM OFF-CAMPUS

This form is to be used for off-campus mid-week functions. Please complete this form and bring it to the Greek Life Office, AU687 Arkansas Union, no later than seven (7) business days prior to the event. Forms turned in fewer than seven (7) business days will be denied.

THEME OF FUNCTION: _____

GROUPS ATTENDING: _____

DATE/DAY OF FUNCTION: _____

TIME OF FUNCTION:
(Beginning & Ending) _____

LOCATION OF FUNCTION: _____

PERSON FILLING OUT FORM: _____

TELEPHONE NUMBER: _____

NAME OF ADVISOR TO BE
PRESENT _____

SIGNATURE OF ADVISOR TO
BE PRESENT _____

PHONE NUMBER OF ADVISOR
TO BE PRESENT _____

***Notification of mid-week functions is necessary to insure Greek organizations are in compliance with the Greek Academic Standards & IFC/Panhellenic/NPHC Social Guidelines.