



Alpha Chi Sigma Fraternity
Professional in the Chemical Sciences

**PHILOSOPHY, POLICY,
AND EVENT PLANNING GUIDE**



HEALTH AND SAFETY PHILOSOPHY

Adopted by Supreme Council Proposition 4913 passed on July 11, 2022

The goal of the Philosophy, Policy and Event Planning Guide is to help you think critically around event planning. Prior to planning an event, we encourage you to review the Health and Safety Philosophy and Policy of Alpha Chi Sigma and campus expectations, so you have a full understanding of the policy and expectations around event planning.

For any questions around event planning, policy clarification, contract review, etc. please reach out to your District Counselor or the National Office for further assistance.

Alpha Chi Sigma is the professional fraternity specifically for individuals in the chemical sciences. Our membership is comprised of individuals who make some aspect of the chemical sciences their life's work. We promote and live by the Three Objects of Alpha Chi Sigma, which are:

- To bind its members with a tie of true and lasting friendship
- To strive for the advancement of chemistry, both as a science and as a profession
- To aid its members by every honorable means in the attainment of their ambitions as chemists throughout their mortal lives

Membership is for life.

We promote and encourage character development, service to the community, academic achievement, professional networking, and social experiences and events.

Our Fraternity values its members and endeavors above all else to keep them safe. Alpha Chi Sigma is opposed to any activity that could be considered mentally, physically or emotionally unsafe. Our Fraternity believes very strongly in promoting the development of healthy relationships and social environments.

The Fraternity strongly believes in protecting the health and safety of our members, pledges, and guests. The following statements further define the Fraternity's philosophy on the following areas:

- Alcohol
- Illegal Drugs and Other Controlled Substances
- Hazing
- Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking



Philosophy of the Fraternity on Alcohol

Alpha Chi Sigma Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences. The Fraternity believes that alcohol abuse prevents individual members from realizing their full potential and from exemplifying these characteristics of brotherhood.

While the moderate and legal consumption of alcohol, in and of itself, does not constitute a problem, the illegal use and abuse of alcoholic beverages is widely recognized as a major problem in our society. Seeking to be a responsible member of the higher education community, Alpha Chi Sigma is highly concerned about alcohol abuse. Our organization upholds the following philosophy specifically related to alcohol:

- The Fraternity expects that our members, pledges, and guests comply with all federal, state, and local laws.
- The Fraternity supports and enhances the missions of the institutions where we are present.
- As a subset of the campus community, the Fraternity collaborates with the host institution to address the problem of alcohol misuse.
- The Fraternity works to address the negative behaviors associated with alcohol misuse and abuse, and not simply the location of those behaviors. As such, Alpha Chi Sigma addresses these behaviors with a comprehensive educational approach.
- The Fraternity expects personal responsibility from its members and accountability through local self-governance.
- The Fraternity follows a consistent and progressive discipline strategy with our chapters.
- We are concerned for the safety and well-being of our members.



Philosophy of the Fraternity Regarding Illegal Drugs and Other Controlled Substances

Alpha Chi Sigma Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship and social experiences. The Fraternity believes that drug use prevents individual members from realizing their full potential and from exemplifying these characteristics of brotherhood.

Seeking to be a responsible member of the higher education community, Alpha Chi Sigma is highly concerned about drug use and abuse. Our Fraternity believes very strongly in the betterment of individuals through our chapters.

Our organization upholds the following philosophy specifically related to illegal drugs and other controlled substances:

- We are concerned about the impact that drugs and other controlled substances not prescribed by a licensed physician and taken as prescribed have on the safety and lifelong well-being of our members, the member experience and the reputation of our Fraternity.
- The Fraternity expects members, pledges, and guests to follow all applicable local, state and federal laws regarding illegal drugs and controlled substances.
- As a subset of the campus community, the Fraternity collaborates with the host institution to address the problem of drug use and abuse including leveraging campus and community resources to assist the membership.
- Alpha Chi Sigma expects personal responsibility from its members and accountability through local self-governance.
- Alpha Chi Sigma will hold chapters accountable for the choices they make through a progressive discipline strategy.



Philosophy of the Fraternity Regarding Hazing

Alpha Chi Sigma Fraternity is a values-based organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences. The Fraternity aims to promote fellowship and mutual trust among its members, and Alpha Chi Sigma fundamentally believes hazing prevents individual members and chapters from exemplifying these characteristics of brotherhood.

Striving to be a responsible member of the higher education community, Alpha Chi Sigma is highly concerned about any activity that could be considered mentally, physically, or emotionally unsafe. Our Fraternity believes very strongly in the betterment of individuals through our chapters.

Our organization upholds the following philosophy specifically related to hazing:

- The Fraternity is unequivocally opposed to all acts of hazing and expects our members to follow local, state, and federal laws that have made hazing illegal.
- As an organization founded on the principle of true and lasting friendship, the Fraternity expects that all members treat each other with dignity and respect, regardless of their membership classification or level of seniority within the organization.
- The Fraternity expects members, pledges, and guests to follow all applicable university, local, state and federal laws regarding hazing.
- As a subset of the campus community, the Fraternity collaborates with the host institution to address the problem of hazing.
- The Fraternity works to address the underlying causes of hazing, and not simply the observable behaviors. As such, Alpha Chi Sigma utilizes an educational approach that reinforces the Fraternity's concern for human dignity and mutual respect among its members.
- The Fraternity expects personal responsibility from its members and accountability through local self-governance within the boundaries established by Alpha Chi Sigma's Constitution, Bylaws, Grand Chapter Propositions, and Supreme Council policies and propositions.
- The Fraternity follows a consistent and progressive discipline strategy with our chapters. When a member or subordinate chapter is unable to conform to the expectations of Alpha Chi Sigma, the local chapter and/or the Supreme Council may determine that they should no longer share in the privilege of participating in the Fraternity.
- We are concerned for the safety, well-being, and dignity of our members and those who seek to join our Fraternity.



Philosophy of the Fraternity Regarding Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking

Alpha Chi Sigma Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, lifelong friendship, and social experiences. The Fraternity believes that sexual misconduct, domestic violence, dating violence, and stalking prevent all affected individuals from realizing their full potential and are contrary to both human dignity and the values of the organization.

Striving to be a responsible member of the higher education community, Alpha Chi Sigma is highly concerned about any activity that could be considered mentally, physically, or emotionally unsafe. Our Fraternity believes very strongly in promoting the development of healthy relationships and social environments through our chapters.

Our organization upholds the following philosophy specifically related to sexual misconduct, domestic violence, dating violence, and stalking:

- The Fraternity is unequivocally opposed to all acts of sexual misconduct, domestic violence, dating violence, and stalking and expects our members to follow the local, state, and federal laws that have made these behaviors illegal. Additionally, the Fraternity expects members to follow campus-specific policies that prohibit such behaviors.
- As an organization founded on the principle of true and lasting friendship, the Fraternity expects that our members treat others with dignity and respect.
- The Fraternity supports and enhances the mission of the institutions where we are present. Additionally, we encourage chapters to participate actively in local university programming and resources and to take a leadership role in initiating and supporting prevention activities.
- As a subset of the campus community, the Fraternity collaborates with the host institution to address the problems of sexual misconduct, domestic violence, dating violence, and stalking, including leveraging campus resources to educate our members and assist all parties.



- The Fraternity works to address the underlying causes of sexual misconduct, domestic violence, dating violence, and stalking. As such, Alpha Chi Sigma supports an educational approach that encourages healthy interactions among all people and reinforces the Fraternity's concern for human dignity and mutual respect.
- Through education, we help students make good choices, and to understand the consequences of their choices.
- The Fraternity expects cooperation from its members and chapters in all accountability processes.
- The Fraternity will hold members accountable for the choices they make through a progressive discipline strategy. When a member or subordinate chapter is unable to conform to the expectations of Alpha Chi Sigma, however, the conduct process may determine that they should no longer share in the privilege of participating in the Fraternity.
- We promote respectful and healthy relationships and the well-being and dignity of all people.



HEALTH AND SAFETY POLICY

Passed by Supreme Council Proposition 4914 on July 11, 2022

In any activity or event sponsored or endorsed by the Alpha Chi Sigma Fraternity or subordinate chapters or groups of Alpha Chi Sigma Fraternity, the following policies apply:

ALCOHOL AND DRUGS

1. Alpha Chi Sigma Fraternity members, pledges, and guests must comply with all federal, state, and local laws regarding alcoholic beverages. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages, even if the below rules are followed.
2. Alpha Chi Sigma Fraternity members, pledges, and guests must follow all local, state and federal laws as well as municipal ordinances and school policies related to controlled substances not prescribed by a licensed physician and taken as prescribed at any activity or event sponsored or endorsed by the chapter or group. This applies to all laws, ordinances, and policies relating to possession, use, distribution, sales, and/or manufacture of said controlled substances.
3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system. Members and guests must purchase and consume their own drinks individually, whether at a licensed establishment or other Fraternity event.
4. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited at any event, except when served at an event by a licensed and insured third-party vendor.
5. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (e.g., kegs, party balls).
6. Alcoholic beverages must not be purchased with Fraternity funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
7. A chapter or group must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity in which that group or entity provides alcohol in a way that is prohibited by this policy.
8. A chapter or group must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter or group may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.



9. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter or group must utilize a guest list system.
10. Attendance at events must not exceed local fire or building code capacity of the host venue.
11. Any event or activity related to the new member joining process (e.g., recruitment, rush, pledging, bids) must be free of controlled substances not prescribed by a licensed physician and taken as prescribed. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
12. Alpha Chi Sigma Fraternity members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games at any Fraternity event.
13. Non-alcoholic beverages and food must be available at any event where alcohol is available.
14. All contracts involving alcohol for a collegiate chapter must be reviewed prior to signing by Holmes-Murphy Fraternal Practice and signed by the Chapter Master Alchemist and/or Chapter Advisor. All contracts involving alcohol for a professional chapter must be reviewed prior to signing by Holmes-Murphy Fraternal Practice and signed by the Chapter President. All contracts are executed in the name of the local chapter for Alpha Chi Sigma Fraternity. (Example: “Alpha Eta Chapter of Alpha Chi Sigma Fraternity”)

SEXUAL MISCONDUCT

Alpha Chi Sigma and its members must comply with all federal, state, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.



BULLYING

Alpha Chi Sigma prohibits bullying of all members.

Alpha Chi Sigma defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that may include:

- Threatening, humiliating or intimidating behaviors.
- Interference/sabotage that prevents work from getting done.
- Verbal abuse.

Alpha Chi Sigma considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying. Non-verbal gestures that can convey threatening messages.
- Exclusion. Socially or physically excluding or disregarding a person.



HAZING

Alpha Chi Sigma Fraternity members, pledges, and guests must comply with all federal, state, and local laws regarding hazing. The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on Alpha Chi Sigma property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

1. Be coerced to violate federal, state, local law, or Alpha Chi Sigma policy.
2. Be coerced to consume any food, liquid, alcohol, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
3. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
4. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
5. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.
6. Be required to participate in any kind of scavenger hunt, regardless of whether photos are taken or physical objects are collected.



FIREARMS, EXPLOSIVE OR INCENDIARY DEVICES

Alpha Chi Sigma and its members must comply with all federal, state, and local laws and campus policy as it relates to firearms or explosive or incendiary devices.

RETALIATION

Alpha Chi Sigma prohibits retaliation against any individual – members and non-members – for reporting or inquiring about a violation of or cooperating with the production of a report about a violation of Alpha Chi Sigma Policy.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking such action.

POLICY DISTRIBUTION

Alpha Chi Sigma shall distribute its Philosophy, Policy and Procedures annually to all pledges, collegiate members, and active professional members. A copy of the Philosophy, Policy and Procedures is available on Alpha Chi Sigma's website.

EVENT PLANNING GUIDE

Revision 2, Passed by Supreme Council Proposition 4799 on January 18, 2020

In any activity or event sponsored or endorsed by the Alpha Chi Sigma Fraternity or subordinate chapters or groups of Alpha Chi Sigma Fraternity, the following policies apply:



WHAT CONSTITUTES AN EVENT?

Any activity or event sponsored or endorsed by the organization, including those that occur on or off chapter premises.

Determining an “Event” or “Activity” of the Chapter

The following factors are considered when determining whether an event could be considered an event or activity of the organization. Be honest and go through the list. The more your answers lean to yes, the more this is likely considered a chapter event. That doesn't mean you can't host the event, that simply means you host the event in compliance with the policy.

Event Planning

Is the event being planned by one or more members/new members?

Are the officers aware of the event being planned?

Are any officers involved in event planning?

Do the officers have prior knowledge of the event?

Is the event actively or passively endorsed by a majority of the active chapter?

Have members of the chapter lied about the event?

If no members attended the event, would the event still happen?

If a crisis occurred, would the chapter president take charge?

Is the event a chapter tradition?

Terminology

Are members attempting to rename the event in order to give the appearance that it isn't associated with the chapter?

Is the event being coined as “unofficial” or “unregistered”?

Is the event occurring before or after an event (“pre-game” or “after party”)?



Communication

Is the event listed on a chapter calendar (public or private)?

Is the event listed or advertised on the chapter website (public or private)?

Is the event listed or advertised on social media accounts
(e.g. Instagram, Facebook, Twitter, GroupMe, Google Chats, etc.)?

Do online invitations refer to the organization (e.g. Facebook events)

Will the event be announced at a chapter meeting?

Will the event be marketed over the chapter texts/list serves?

Is there a theme for the event?

If guests were stopped on their way to the event, would they say they were going to a the "XYZ" event?

If guests posted on social media, would they say they were at the "XYZ" event?

Funding

Is the event financed by the chapter?

Is the event being financed by collection of funds from a group of members?

Location

Is the event being hosted on chapter property?

Is the event being hosted in a house/apartment/chapter annex/live outs where multiple members live?

Is the event being hosted in a university provided meeting space?

Is the event being hosted in a location where you traditionally hold your events?

Attendance

Is the entire chapter invited?

Are new members invited to attend?

Are certain pledge classes invited to attend?

Is a majority of the chapter invited?

If a member/new member showed up, could they attend the event?

Will officers be in attendance?



EVENT DETAILS

1. Who is planning the event?

Organization: _____

Name: _____

Officer Title: _____

Email: _____

Phone: _____

2. Name/Theme of event: _____

3. Date of the event: _____

4. Beginning time of event: _____ AM PM

5. Ending time of event: _____ AM PM

6. Location of event:

Chapter House

University Property

Rented Facility (Hotel, Restaurant, etc.)

Member(s) Residence

Other: _____

7. Purpose of event:

Recruitment

Social/Mixer

Formal

Philanthropy

Service

Other: _____



8. Which best describes the event below? Check all that apply.

- Dry event (no alcohol)
- Member Event Only
- Fundraiser
- BYOB
- Member and Date Event
- Event with more than one fraternal organization
- Philanthropy
- Third Party Vendor at a location
- New member/Pledge/Rush event
- Sport
- Third Party Vendor at chapter facility
- Parent Event
- Event with non-fraternal organization
- Recruitment
- Service
- Event with one other fraternity / sorority
- Event with more than one other fraternity / sorority
- Event with one other non-fraternal student group
- Event with more than non-fraternal student group



9. The activities below could be considered high risk events. Does the planned event contain any of the following?

- Bring your own gun (trap/skeet shooting)
- Sky diving/ parasailing/bungee jumping
- Boxing tournament
- Building of temporary structures
- Pools
- Mechanical Bulls
- Bounce Houses/Inflatables
- Slip & Slides/Any other water feature
- Obstacle course
- Contact sports (e.g. football, rugby)
- Bonfires
- Tug-o-war
- Rock Climbing
- Team building events that include make-shift ropes courses, trust falls, blindfolded guided walks (etc.)
- Events take place at heights more than one to two feet from the ground
- Event with live animals present (e.g., rodeo, petting zoo).
- Other: _____



10. Have any written contracts or agreements been signed for any part of this event?

Y N

- Food caterer:
- Security guards:
- Bus/transportation company:
- Third party vendor:
- University facility:
- Hotel venue:
- Sports field:
- DJ:
- Band:
- Artist:
- Restroom and Waste Management:
- Other: _____



HOW WILL ALCOHOL GET TO THE EVENT?

Alpha Chi Sigma allows alcohol at Chapter events either BYOB, or through a licensed Third-Party vendor. If neither of these are used, the event must be Dry.

BYOB [Bring Your Own Beverage]

Everyone brings their own alcohol, including members, pledges, and guests who are over the age of 21

Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]

Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.

Dry Event [No alcohol will be present]

MAKING BYOB EVENTS WORK

(See BYOB Checklist)

1. Are there any university policies that deal with BYOB events on campus? Y N

Are there any university policies that deal with BYOB events off campus? Y N

If so, what do those policies say? [Do they require a specific check-in procedure?

Do they limit the number of drinks a guest can bring?]

2. All members and guests should be “carded” at the door to verify their age. Who is checking members’ and guests’ IDs at the door?

Chapter members (not alumni or other professional members)

Pledges [NOT recommended unless chapter members are also participating]

The campus police provide someone to check IDs

The chapter has hired a security company [see Security Vendor Checklist]

3. How are you marking the members, guests, and pledges who are of the legal drinking age [i.e. 21 and over]?

Wristbands that have been dated and marked for that event

Specific hand stamp that is unique to the event

Other [Describe]: _____



4. How many drinks will you allow each person of legal drinking age to bring to the social event?

Amounts of alcohol greater than what a reasonable person should consume over the duration of an event are prohibited by Alpha Chi Sigma Policy. In addition, Alpha Chi Sigma policy prohibits bringing alcohol products above 15% alcohol by volume ("ABV").

- Beer: # _____
- Wine Coolers: # _____
- Ciders: # _____
- Wine: # _____
- Malt Beverages: # _____
- Other: # _____

5. How will you manage the service distribution center?

Where will the service distribution center be located? _____

Common organizational recommendations suggest you establish one centralized location [not a member's room] for checking in and distributing alcohol.

How many sober members will be assigned to work the service distribution center? _____

Which best describes the sober monitors? Check all that apply:

- Chapter members
- The university provides someone to distribute alcohol
- The chapter has hired a vendor to distribute alcohol

How many drinks will a member or guest be permitted to take at a time? _____



6. How will members and guests check in and collect their alcohol?

Ticket System

Each member/guest is given one ticket per drink s/he checks in at the party.

The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the attendee is written on the tickets.

The member/guest's drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest redeems tickets [one at a time] for his/her drinks at the bar.

Punch Card System

Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.

The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the member/guest is written on the punch card.

The member/guest's drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest's ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

Other [Describe]: _____

7. How will you monitor that members, pledges, and guests are only drinking the alcohol they brought and checked in at the social event? _____

8. Will leftover alcohol be discarded or made available for pick up the next day by those who brought it to the event? _____



PLANNING A THIRD-PARTY VENDOR EVENT

What is a Third-Party Vendor?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders.

Planning the Event

1. Have you reviewed your chapter's contract with the Third Party Vendor? For any questions on contracts, reach out to the National Office for contract questions and review.

The contract should be signed and dated by both the person authorized by your respective organization (i.e. chapter officer, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Alpha Chi Sigma fraternity requirements. The District Counselor should receive a copy of the signed contract as well.

All contracts involving alcohol for a collegiate chapter must be reviewed prior to signing by Holmes-Murphy Fraternal Practice and signed by the Chapter Master Alchemist and/or Chapter Advisor. All contracts involving alcohol for a professional chapter must be reviewed prior to signing by Holmes-Murphy Fraternal Practice and signed by the Chapter President. All contracts are executed in the name of the local chapter for Alpha Chi Sigma Fraternity (Example "Alpha Eta Chapter of Alpha Chi Sigma Fraternity".)

The contract with the Vendor should follow the guidelines listed here: (https://www.holmes-murphy.com/fraternal/wp-content/uploads/sites/2/2019/06/CONTRACT-TEMPLATE-FOR-HIRING-THIRD-PARTY-VENDORS_branded.pdf)

3. All members and guests should be "carded" at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

- The Third-Party Vendor [Recommended]
- The chapter has hired a security company [see Security Vendor Checklist]
- Chapter members
- Pledges [NOT recommended unless chapter members are also participating]

4. How are you marking the guests, members, and pledges who are of the legal drinking age [i.e. 21 and over]?

- Wristbands that have been dated and marked for that event
- Specific hand stamp that is unique to the event
- Other [Describe]:



BUILDING A GUEST LIST

1. Are there any university policies that limit the number of guests per member for chapter events? Y N *If so, what do those policies say?*
2. Do the math. Suggested organizational guidelines are two to three guests per member/new member at events. Attendance at events must not exceed local fire or building code capacity of the host venue.

How many members/pledges do you plan to have at the event?

How many guests per member/pledge will you allow at the event?

A

X

B

=

C

This is the total number of guests you can invite to your social event.

Multiply the number in circle A by the number in circle B to get the answer in circle C.



3. Figure out how members will add names to the guest list. [see Building A Guest List]

Spreadsheet or Sign-Up List

Create a spreadsheet and allow members to add guests' names.

Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter facility.

Each member's name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member].

Numbered Invitations

Distribute numbered invitations to each member to give to his guests.

These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered.

Keep a list with each member's name on it and the numbers of the invitations they were given.

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation.

Closed Facebook Event

Create a closed [non-recurring] event with a specific start and end time.

Do NOT allow friends to extend the guest list.

Set the Privacy to "Invite Only."

A designated officer [e.g. Health and Safety Officer] should be set as the Host and administrator for the event.

Each member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

Other [Describe]: _____

4. How many hours in advance will the guest list be closed? _____

Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.



MANAGING THE EVENT

Theme

1. Does the event have a theme? Y N

If yes, what is the theme? _____

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- Does NOT rely on the stereotypes of certain groups.
- Does NOT encourage offensive dress or costumes.
- Does NOT stereotype men or women.
- Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.
- Is NOT centered on making fun of a particular group of people, culture, or organization.
- Does NOT lend itself to members, pledges, or guests taking the theme to a place that is disrespectful or degrading.

Event Monitors (see Sober Monitor Resource)

1. Who will your officer in charge be for the event? _____

2. How many event monitors will you have at the event? _____

Suggested organizational guidelines are one event monitor for every 15 attendees.

3. What is the system/process for selecting event monitors? _____

Suggested organizational guidelines utilize a fair ratio of brothers/pledges and not using pledges only.

4. List the names / phone numbers for the assigned event monitors. _____

5. How will you identify event monitors during the event so a member/guest could easily recognize them?

6. What are the responsibilities of the event monitors during the event?

- Check members' and guests' IDs at the door to verify their age
- Manage the guest list at the door
- Mark the guests, members, and pledges who are of the legal drinking age [i.e. 21 and over]
- Monitor members' and guests' policy compliance
- Other [Describe]: _____



7. Are you hiring security for the event? If so, what are their responsibilities?

8. Is the venue providing security for the event? If so, what are their responsibilities?

Transportation

1. Will you provide transportation to and from the event? Y N

If so, how?

- Licensed transportation vendor [e.g. charter bus]
- Campus safe ride program
- Pre-paid cab service
- Other [Describe]:

2. What is the process/plan to ensure members/guests utilize the method of transportation both to and from the event? _____

Construction/Decorations

1. Will there be any special construction/decorations for this event? Y N

If yes, please describe: _____

Persons and/or company performing construction and contact information: _____

Company Name: _____ Contact: _____



Prevention Questions

1. How many entrances will there be to the party? _____
It is safest to only have ONE entrance to the event. Y N
2. Is this event is planned to exceed five hours in duration? Y N
Please explain why this event will exceed five hours. _____
3. What kind of food and non-alcoholic beverages will be provided? _____
Who will provide the food? _____
4. Are glass bottles prohibited from the event? Y N
5. Will this event involve any physical activity? Y N
6. Will doors to residential living be locked / secured during the event? Y N 7. Will you stop the service of alcohol at least one hour before the event ends? Y N
8. Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? Y N
9. Will you ensure no illegal drugs and controlled substances are at the event? Y N
10. Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? Y N
11. Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur. Y N
12. Please describe any specific prevention plans for the above areas. _____



Crisis Management Plan

1. Do you have a crisis management plan in place for the event? Y N

[see Crisis Management Plan]

If yes, please describe: _____

2. Will emergency services be readily available at the event? Y N

3. Who is the chapter officer in charge to contact emergency services?

Name: _____

Phone: _____

Title: _____

Email: _____

4. If the need for assistance arises, who will be responsible for contacting:

- Emergency personnel
- Chapter Master Alchemist
- Chapter Advisor
- House Corporation President (if applicable)
- Fraternity National Office
- University Officials

Name: _____

Phone: _____

Title: _____

Email: _____

