



IT'S PARTY TIME!!

**RISK MANAGEMENT POLICIES & BEST PRACTICES FOR HOSTING
CHAPTER SOCIAL EVENTS**

GOVERNING COUNCILS RISK MANAGEMENT POLICIES

PURPOSE

The philosophy of these policies is to reduce risks involved with social activities within social fraternities/sororities and define regulations set forth by the fraternity/sorority governing councils. The policies should be used to plan an event along with individual Chapter and inter/national policies and procedures, be in compliance with Oregon State University's (OSU) Code of Student Conduct, and follow any Federal, State, and Local laws. If there is ever a conflict between policies, the more restrictive policy should be followed.

[Excerpts from the Shared Social Policy found here on the CFSL website](#)

WHAT IS A CHAPTER EVENT?

Event Definition

Any activity or event sponsored or endorsed by the organization, including those that occur on or off property owned or controlled by the chapter (Including live out).

Live-out Property (governing council bylaws):

IFC – *property controlled by three (3) or more active members of the fraternity.*

Panhellenic – *any residence where two (2) or more members of fraternities and sororities reside. This may be comprised of multiple organizations.*

SOCIAL EVENT POLICIES

1. The chapter/organization will comply with all federal, state, provincial, and local laws and will require that its members and guests comply. The chapter/organization will not provide alcoholic beverages to anyone under the legal drinking age. Chapter/organization will not permit anyone under the legal drinking to possess or consume alcoholic beverages.
2. The chapter/organization will comply with the federal law regarding illegal drugs and controlled substances and will require that its members and guests comply. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational property or at any activity or event sponsored or endorsed by the chapter/organization.
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.*

**Recommendations for compliance can be found in the “Best Practices” section of the Shared Social Event*

SOCIAL EVENT POLICIES

4. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited at any event, except when served by a licensed and insured third-party vendor. **(No individual(s) can bring hard alcohol for BYOB events)**
5. Common sources of alcohol, 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).
6. 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.).
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only. The chapter/organization must utilize a guest list system and attendance at events must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. No more than five (5) chapters may co-host any one event.

SOCIAL EVENT POLICIES

10. The chapter/organization will require Event Monitors (in the ratio of at least one event monitor for at least 30 individuals present) at all social events where alcohol is present. The chapter/organization will require that all Event Monitors will have refrained from the consumption of any alcohol or other drugs prior to the event and for the full duration of an event.
11. 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 event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to any “bid day,” “jump day,” “new member presentations,” “big/little” events or activities, “family” events or activities, and any ritual or ceremony.
12. The chapter/organization must not permit, encourage, coerce, glorify or allow members or guests to participate in any activities involving the rapid consumption of alcohol, such as drinking games.
13. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that does not follow the above policies.

ADDITIONAL RISK MANAGEMENT POLICIES

All are adopted from OSU Code of Student Conduct

Sexual Misconduct

- The chapter/organization and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct. Sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, non-consensual sexual activity, sexual exploitation, intimate partner violence, and stalking are considered sexual misconduct and are prohibited.

Hazing

- All forms of hazing are strictly prohibited. Participation or cooperation by the person(s) being hazed does not excuse the violation

Weapons

- Prohibited on university or chapter owned or controlled property and at university or chapter sponsored activities, unless expressly authorized by law and applicable policies.

Retaliation

- Any intentional, adverse action taken by an individual or allied third party against or toward a participant, witness, or other party who is, or is perceived to be, engaged in an investigation, a report, or a hearing or administrative process relating to the behavior or conduct is strictly prohibited.

WHERE CAN I FIND THE POLICIES?

The screenshot shows the Oregon State University website. At the top left is the OSU logo and name. Below it is the text "Office of the Dean of Students » Center for Fraternity & Sorority Life". A navigation menu includes "ABOUT US", "START - HOW TO JOIN", "COUNCILS & COMMUNITIES", "CHAPTER PROFILES", and "RESOURCES" (which is highlighted with a red box). Below the menu is a "Resources" section with a grid of icons and labels: "ACADEMIC RESOURCES & REPORTS", "ALL-UNIVERSITY SING", "ALUMNI", "SERVICE & PHILANTHROPY", "GREEK AWARDS", "GREEK WEEK", "LEADERSHIP DEVELOPMENT", and "RISK MANAGEMENT" (which is highlighted with a red box). A vertical scrollbar is visible on the right side of the grid.

Overview

The philosophy of these policies is to reduce risks involved with social activities within social fraternities/sororities and define regulations set forth by the fraternity/sorority governing councils. The policies should be used to plan an event along with individual Chapter and inter/national policies and procedures, be in compliance with Oregon State University's (OSU) Code of Student Conduct, and follow any Federal, State, and Local laws. If there is ever a conflict between policies, the more restrictive policy should be followed.

SHARED SOCIAL EVENT & RISK MANAGEMENT

- › [Shared Social Event & Risk Management Policies](#)
- › [Shared Social Event & Risk Management Best Practices](#)
- › [Shared Social Event Resource Sheet](#)

REPORTING PROCESS

It is best to set a date for an event as far in advance as possible to allow for ample time for planning and organizing the event details. Chapters/organizations are responsible for reporting their Social Events, of any kind, to their respective council. Event Reporting Forms for social events are due by

REPORTING FORM PROCESS

Event Reporting Forms for social events are due by 11:59 pm on the TUESDAY prior to the organization's event

- Forms located on your council's website

All chapters participating in the social event must submit a form

Late Reports

- Evaluated by officers
- Chapters can receive one written warning before Council Judicial Process (Panhellenic policy)

Failure to Report

- All parties are automatically sent to the Council Judicial Process

Corvallis Police/Fire Department

Corvallis Police Department – Michael Hinckley

Michael.Hinckley@corvallisoregon.gov

- Sound Permit
- Greek Liaison program

Corvallis Fire Department

- Event Registration Process
- OSU Congregate Living Event Checklist

PARTY PLANNER GUIDE

Develop your Event

- **Execute Administrative Tasks/Processes**
- **Create a Master Plan**
- **Do the Work**
- **Evaluation**

DEVELOP YOUR EVENT

- **Review your Organization's Social Policies and Guidelines**
- **Establish Event Goals and Objectives**
 - Date, Location, Attendance, BYOB or Third-Party Vendor and Venue
 - Think about Risk and Liability
- **Identify Party Theme & Co-Host**
 - Cultural Misappropriation
 - Student Organization Status



EXECUTE ADMINISTRATIVE TASKS

- **Complete all Event Requirements**
 - Fill out your council's reporting form before the deadline
 - Fire Dept. Party Registration (Party Permit)
 - Complete Corvallis Police Department sound permit (if event is hosted on chapter property)
 - Contracts (Venues, security, vendors)
 - Receive Approval from Inter/national Organization
- **Contact Police Liaison and Neighbors**
- **Create To do List of Next Steps**



MASTER
PLAN:
PARTY
CHECKLIST

- **Party Checklist for event**
 - Guest List for Party Attendance
 - Name and Birthdate
 - Non-adjustable Wristbands for 21+ & BYOB Persons (events hosted on chapter property, unless third party vendor is hired)
 - Punch Cards for BYOB
 - (Name, birthday, type of beverage, date of event)
 - List of Party Monitors for event and contacts

BYOB – *Bring Your Own Beverage (21+)*

MASTER PLAN

- **Logistics**
 - Assign Chapter members Roles and Responsibilities
 - Develop Emergency Protocol plan
 - Collect all necessary Materials (Wristbands, Guest list, etc.)
 - Create a Diagram with specific locations for party monitors, entry/exit, bar area

MASTER PLAN: ALCOHOL

- Beer & Wine only for BYOB events and events not at third party venues
 - 6 (12 ounce) cans/bottle of beer (pour into a cup)
 - Wine/malt beverages
- No Cases, No Kegs or Hard Alcohol
- No Shots or Drinking Games
- Stop serving at least 30 minutes before the end of the event



MASTER PLAN: ALCOHOL

- One Centralized Location
- One Drink at a Time
- Attendees must present punch card, show wristband, and return empty container for BYOB
- Provide attractive non-alcoholic beverages and food in a separate location



MASTER PLAN: THIRD PARTY VENDOR

- **Working with Third party vendor on your property**
 - Provide your contact information
 - Explain Party monitor role and responsibility
 - Explain your own policies and procedures

IT'S TIME TO WORK

- **Meeting Prior to the Event**
 - Include party monitors, chapter support members, third party vendors (if applicable)
- **Entrance**
 - Well Lit, controlled and monitored by members (or Security)
 - Party Monitors/chapter members checking guest list, IDs, wristbands
 - Guests with Alcohol are required to show proof of legal drinking age
 - No outside beverages allowed
- **Designated Bar area for BYOB**
 - Apply a mark on wristband to keep track of servings





IT'S TIME
TO WORK

- **Party Monitors**

- Create Buddy system
- Designate areas for them on the diagram
- 2 (1 from each hosting Org) monitor per 10 guests
- Charged with regulating party
- Monitors are NOT to consume alcohol before or during the party
- Specialty clothing should be worn to set them apart from the rest of the attendees
- Monitors have the right to deny access to anyone who is too impaired to attend the event (even if they are on the guest list)

EVALUATION

What went well?

What could be improved?

What were things we missed?

How was the event successful?

RECOMMENDATIONS



Post Event Evaluation



Create a Health & Safety Plan of Action



Monthly Topics about Risk Management & FIPG



Work with Risk Management Council Officers



Inform your chapter advisor about events

RESOURCES

RISK MANAGEMENT: <https://studentlife.oregonstate.edu/cfsl/risk-management>

PANHELLENIC COUNCIL RISK MANAGEMENT:

<https://clubs.oregonstate.edu/panhelleniccouncil/risk-management-social-event-hosting>

INTERFRATERNITY COUNCIL RISK MANAGEMENT:



QUESTIONS?