

Baker University Registration Form Fraternity Social Events

Event Approval Section
(Office Use Only)

Today's Date: _____

Location of Event: _____ *

Fraternity: _____

Expected # of Attendees: _____
(Cannot exceed ratio stated in chapter risk management policy, or three times the chapter membership)

Event Name/Theme: _____

Description of Name/Theme: _____

Non-Alcoholic Drinks: _____

Date of Event: _____, 2012

Alcoholic Drinks (circle one):*
BYOB **3rd Party Vendor** **Non-Alcoholic**

Time: Begins _____ **Ends** _____

Food Served: _____ *

***NOTE ON EVENTS WITH ALCOHOL:** Must follow IFC Social Event Policy and National Risk Management Policy (see back of this sheet). Must be approved a minimum of 2 business days in advance. Some non-salty food must be served. It is strongly recommended that events with alcohol occur at a 3rd-party vendor location.

Names of Members/Police Officers Providing Security:

- | | |
|----------|----------------------------|
| 1. _____ | Shift Time: _____ to _____ |
| 2. _____ | Shift Time: _____ to _____ |
| 3. _____ | Shift Time: _____ to _____ |
| 4. _____ | Shift Time: _____ to _____ |
| 5. _____ | Shift Time: _____ to _____ |
| 6. _____ | Shift Time: _____ to _____ |

One security member must be at each entrance/exit, the sign-in table, and making rounds throughout the event location.

Social Chair: Printed Name: _____ Signature: _____
 Cell Phone: _____ Email: _____@stu.bakeru.edu

Risk Manager: Printed Name: _____ Signature: _____
 Cell Phone: _____ Email: _____@stu.bakeru.edu

Chapter President: Printed Name: _____ Signature: _____
 Cell Phone: _____ Email: _____@stu.bakeru.edu

By signing this form, the above members have read and understand the IFC and Baker University policies associated with social events listed on the back of this form. All members of the organization are responsible for the activities that occur during the event and will be held accountable for any violation of this request, Baker University Policy, Baldwin City Ordinances and/or Kansas State Law. Events with alcohol at Fraternity Houses must follow a pertinent **Bring Your Own Beer (BYOB)** process. Fraternity members (Individually and collectively) cannot purchase alcohol for their guests or members with chapter funds or by "Pass the Hat" collections. It is recommended that legal-age guests who bring their own beer to the event check it in with the security at a security/sign-in table. Only members/guests who are issued wristbands are permitted to consume alcoholic beverages.

Interfraternity Council Policies for Social events:

Baker University shall hold non-alcoholic Rush events.

Each individual member, who is of legal age, is encouraged to make a responsible decision about alcohol use, and that all members respect such decisions. Every member considers the impact that his decisions and his actions have on his chapter, his fraternity, and on the Greek-letter image at Baker University. Each fraternity, under the leadership of its President, is required to include alcohol awareness education as part of their training program, and that the Interfraternity Council shall host at least one alcohol awareness program per year. Each fraternity hosting a planned social event where alcoholic beverages are present are required to submit a party registration form in the Office of the Dean of Students. It will not be necessary to register Mixers (where no alcohol is present). Fraternities should register all other parties (Date parties and parties with a guest list).

Neither direct nor implied reference of any kind to the intended presence of alcoholic beverages may be made in any publicity for the activity. Social chairs of all fraternities are required to meet with the Dean of Students at least four days prior to a registered social event. For Greek-only parties, each fraternity must obtain an updated listing of Greeks from the Office of Student Life to utilize at the door of the event. In addition to the list of Greeks, a list of 50 additional guests may be obtained at the door. The number present must never exceed three times the total membership of the house. This will help to guarantee that fire code limits are not to be violated. The fire code limit is usually provided by fire inspectors/officials and must be on file in the Office of Student Life. Possession of, or serving of alcohol, from a common source at an event sponsored by any fraternity (including but not limited to a beer ball, pony or beer keg, mixed punch or other communal dispensers) is prohibited at all times, unless served by an IFC approved 3rd party vendor. The use of grain alcohol is prohibited. The use of alcohol that jeopardizes or endangers the welfare of oneself or others, or contributes to inconsiderate, irresponsible or offensive behavior, is a violation of the policy.

Students and or fraternities may not sell alcoholic beverages, nor may they charge admission or accept donations for alcohol at the activity where alcoholic beverages are present. All guests must sign in and produce a valid driver's license at each registered social function. A member or guest must be wearing a wristband in order to consume alcohol. (Wristbands can be obtained in the Office of Student Life.) Party monitors must be present at all entrances to a party and his/her function is to guarantee that those entering the party are banded appropriately. Monitors are to be supplied and named by the fraternity when a party is registered. One monitor per twenty-five guests should be supplied.

IFC recognizes that University officials reserve the legal right to enter any University-owned or University-sponsored property (non-University owned fraternity houses) at any time to determine whether or not a violation of University policy or local or state law has occurred. This check is usually reserved for public areas unless there exists a reasonable cause to believe that violation may exist or has occurred in a private room or area. The IFC Judicial Board will review violations by chapters of the Interfraternity Council. It should be noted that if hosts have taken reasonable steps to comply with the above policies (banding, entrance monitors, guest and number limitations) underage IFC alcohol violations are the responsibility of the individual involved.

*** Location of Event** must specify exact location of the social event (I.e. Basement, Living Room, Side yard, etc.) Location can not just say "House". If event is hosted at a 3rd party vendor, please list name of vendor and address.

Security can only be active members who have not consumed any alcohol before or during their shift. Off-duty police officers are also acceptable, but active members should also assist with security.

FIPG, INC. RISK MANAGEMENT POLICY (Recommended Guidelines)

The Risk Management Policy of FIPG, Inc. includes the provisions which follow and shall apply to all fraternity entities and all levels of fraternity membership.

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All rush activities associated with any chapter will be a DRY rush function.
9. No member shall permit, tolerate, encourage or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.