

IFC Social Events Training

This training is for the social chairs of each IFC chapter that plans to host Spring 2024 Social events.



Please sign in and grab the handouts.

BEFORE WE GET STARTED

There are three (3) training requirements that must be met this semester before any events will be registered. Paperwork maybe turned in after this training (pending all TiPs forms submitted).

It will not be processed unless it is complete, and the chapter meets all training requirements.

FSP Trainings

- Social Chair Training
- President/Risk Manager Training
- Facility Walk Throughs

TiPS Certifications

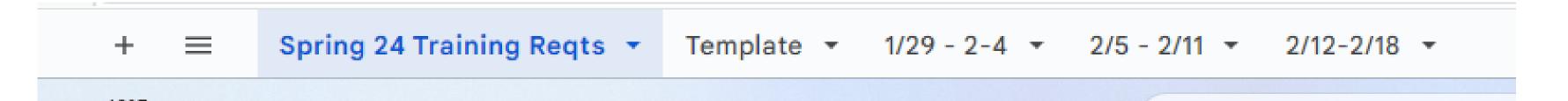
- Chapters that can host on-campus social events will be required to submit proof of TiPS training of eight (8) members.
 - 1. President
 - 2. Social Chair
 - 3. Risk Manager
 - 4-8. Additional Members
- Proof of completion must be submitted every semester, even if the eight (8) members are the same as fall semester.

HQ Alcohol Education & Risk Mitigation Training

- An alcohol education and risk mitigation training facilitated by headquarters personnel must be completed with the chapter by February 14th, 2024.
- This is five (5) weeks after the start of the semester.
- This training is meant for the entire chapter; chapter leadership and headquarters personnel will determine the required percentage of attendees.



Chapter	Council	All Completed Email Sent	FSP Social Training - President	FSP Social Training - Risk Manager	FSP Social Training - Social Chair	HQ Training Form Submitted/ Accepted	TiPS - President	TiPS - Risk Manager	TiPS - Social Chair	TiPS - Addt 1	TiPS - Addı
Alpha Gamma Rho	IFC										
Delta Chi	IFC						Braeden Keunke 12/27	Ricky Main 1-3	Jeremy Barkley 1/4	Leo Wang - 1/7	Jr Chavarri 1/6
Delta Kappa Epsilon	IFC					Plans to do asynch.					
Kappa Alpha Order	IFC										
Kappa Sigma	IFC										
Phi Delta Theta	IFC									Chris Masuda 1/6	JOsh Bronki 1/6
Phi Gamma Delta	IFC										
Pi Kappa Phi	IFC										
Sigma Alpha Epsilon	IFC						N/A	N/A	N/A	N/A	N/A
Sigma Alpha Mu	IFC										
Sigma Chi	IFC										
Sigma Nu	IFC							Connor Chase 1-6		Caleb Mancester 1/7	Ben Lemong - 1/7
Sigma Phi Epsilon	IFC										
0! T O	IFA										4 6



- Tracking sheet on the events google sheet
- Shout out to Delta Chi, Phi Delt Theta, Sigma Nu, & Theta Xi for having some TiPS submitted





WHAT TO EXPECT

- Who's Who
- FSP Priorities and Limits
- Community Trends & History
- Overview of Policy/MOU
- Registering an Event
- After the Event
- Cancelling Events
- Important Dates, Due Dates, & Business Days
- Submitting Paperwork
- Google Sheet
- Resources
- Wrap Up



Jason Love

- •
- FSP Risk Mitigation Intern
- Paperwork
- UAPD Requests

Greer Vinall

- FSP Assistant Director
- CC'ed on cancellation emails
- Contacted when Jason brings me in or when you need chapter action/culture help

Melissa Valenzuela

- •
- UAPD, Special Events Coordinator
- CC'ed on cancellation emails
- UAPD/FSP Liaison
- Processes payments

Lt. Steve Mendoza

- UAPD
- CC'ed on cancellation emails



WHY FSP EXISTS

Fraternity & Sorority Programs exists to develop innovative approaches that empower fraternity and sorority members to tackle their greatest challenges, create change for the common good, and realize their full potential.

OUR PRIORITIES

Safety and Harm Prevention

We want our fraternity and sorority members to have a fun, memorable, and safe experience. Through training, education, and coaching, we provide the necessary tools chapters need to create a safe, healthy, and responsible environment that allows all members to be successful in their daily endeavors.

WE WILL NOT TOLERATE

- Anything that puts health & safety at risk
- Anything that would embarrass FSP/DOS/UArizona
- Being lied to/forgeries
- Lack of accountability /being the scapegoat
- Violations of the Student Code of Conduct, Social Events Policy, NIC/your HQ policy, etc.



Community Trends & History

- Paperwork was late, incomplete, and forged.
- Events violated multiple policies and created dangerous environments.
 - Hard alcohol
 - Not enough security / sober monitors
 - New Members acting as event monitors or being sent to get alcohol
 - Alcohol at dry events
- Chapter officers and members were rude and entitled.
- Guests who had been overserved were abandoned and left/put in dangerous situations
- Chapter officers lied about interactions with UAPD or event happenings.
- FSP was blamed for chapter problems.



Last year was better....

Let's keep it up!



IT'S GOTTEN BETTER

- Your predecessors did A LOT of work to be better partners in the process
- Do your paperwork early
- Talk to other social chairs and chapters
- Educate your chapter on polices and expectations
- Talk to leadership in PHC chapters if guests become a consistent risk
- Remind your treasurer to pay invoices immediately when they come in
- Reach out when you are running into issue
- Use your resources
- Email me when something happens at your event
 - In addition to your advisors and HQ

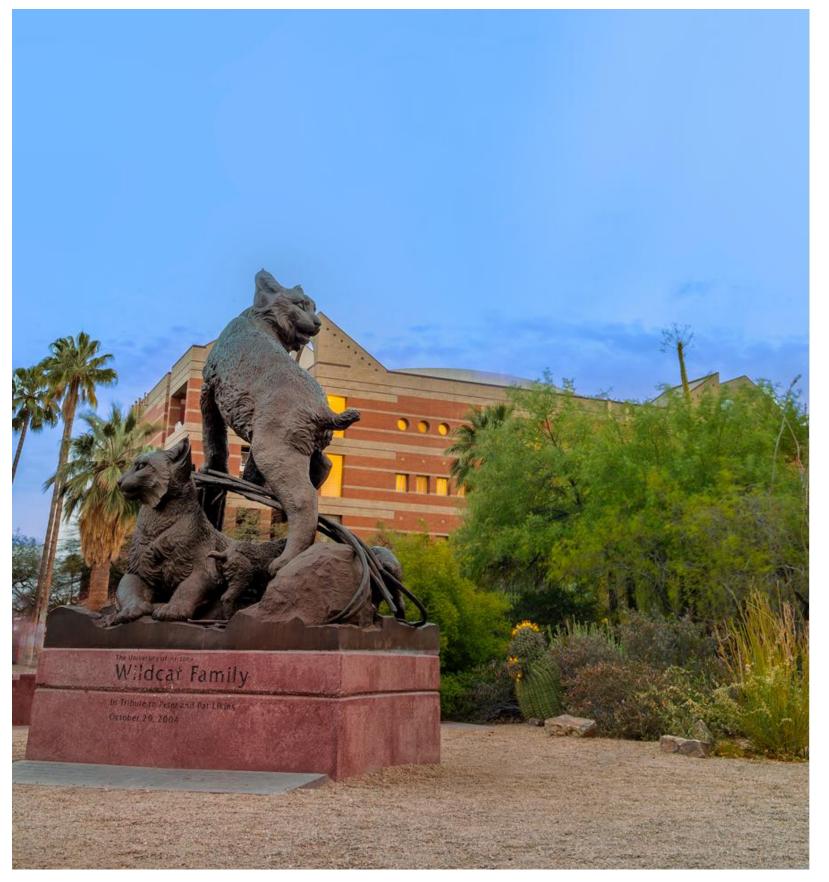


It takes time for change to be instituted and trusted.



Do not let the hard work 2023 officers did be for nothing..

FSP CANNOT MAKE YOU CARE



Overview of Policy/MOU

- Social Events Policy
 - Article I. General Policies
 - Article II. On-Campus Events with Alcohol
 - Article III. Off-Campus Events with Alcohol Policies
 - Article IV. Alcohol Free Social Events Policy
 - Article V. Policy Violation
- FSP & UAPD MOU
 - Partnership between UAPD & FSP



GENERAL POLICIES

Most of this section in the Social Events Policy is a copy & paste from the North-American Interfraternity Conference Alcohol and Drug Guidelines

Meaning your HQs require you to do these things

••••••

Will review a few on the next slides, but you can find them all on the FSP website https://greek.arizona.edu/fsp/social-events-policy

It is your responsibility to educate your chapter members on the ENTIRE policy.



Section B.

The chapter/organization, members and guests must comply with all federal, state, county, and local laws.

No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.

Section C.

The chapter/organization, 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/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.



Section D.

- Alcoholic beverages must either be:
 - Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - Brought by individual members and guests through a bring your own beverage ("BYOB") system. 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
 - For on-campus social events, drinks must be served in a pre-portioned and sealed container (for example aluminum cans). There may be no cups or communal drink/pour stations.

Section F.

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.).

Section I.

Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system.

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/organizational premises or host venue.



Section J.

All events with alcohol are closed events, thus there must be no flyers, banners or anything else created or distributed advertising the event.

Section K.

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 "bid night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.



Section L.

The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Section O.

All on-campus events, regardless of the presence of alcohol will require both private security guards and roving UAPD patrol.



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All on-campus events, regardless of the presence of alcohol will require both private security guards and roving UAPD patrol.

- FSP handles the UAPD request
- UAPD works with other local law enforcement agencies to secure staffing
- UAPD officers work these shifts on a volunteer basis
 - Not guaranteed
 - Overtime (double time pay)



REGSITERING AN EVENT

- Events cannot be held on-campus on Sunday, Monday, or Wednesday
- Tuesday, Thursday, & Friday events 10:00 pm 1:30 am
- Saturday events -1:00 5:00 pm 0R 10:00 pm 1:30 am
 - Only one "shift"
 - Indicate change or cancel preference on paperwork
- Always check no-event dates or number of event limitations

- You can register as early as you'd like, but excessive cancellations will result in UAPD not staffing the event
- Registration is never guaranteed.



REGSITERING AN EVENT

What You Need:

- Completed physical paperwork, minimum 10 business days before the event
 - Due at 12:00 pm (noon)
 - Weekender or performer? Don't forget HQ acknowledgement!
 - Check the days/times
 - Can be done by looking at the FSP website or the google sheet
 - Make sure you have the correct # of NDEM
 - No NMs!
- Security contract
 - Check the # of guards needed in the policy
 - Double for performers!



Security & NDEM Requirements

Security Requirements by attendees:

- * Doubles for performers
- Attendees = guests AND members
- 0-200 3 guards
- 201-400 4 guards
- 401-500 5 guards
- 501-600 6 guards

Event Monitors

- Event with Alcohol
 - 1 NDEM per 25 attendees
- Dry Event
 - No minimum, same ratio recommended



HQ Acknowledgement

NOT AN APPROVAL

- A copy of an email that states HQ knows about the event and it is within policies.
- Must be headquarters staff, not advisor
- Does your HQ have a policy that they don't tell you what events you can or can't have?
 - Include that email!



Once Completed Paperwork is Submitted

- Jason will update the Google form and complete the UAPD request
- You will be notified by UAPD if the event is staffed or not
 - If staffed, Jason will update the Google sheet
 - If not, it is a case-by-case basis
 - Always recommended to get it written into your contract the ability to move locations or reschedule without penalty
- If you have not heard anything, do not reach out to UAPD



AFTER THE EVENT

Guest list turned in three business days after the event

- Numbered
- First and last name
- Are they Greek affiliated (yes or no)
- Are they over or under 21

Template on FSP website if you need one Google forms is a great option too



	First and Last Name	Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
1		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
2		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
3		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
4		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
5		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
6		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
7		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
8		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
9		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21
10		Are you a member of a fraternity/sorority? Yes No	Circle One: Under 21 Over 21



AFTER THE EVENT

President & Treasurer will get UAPD invoice

- Two weeks to pay without consequence
 - Can be paid online or by check
 - Details in email
- Chapters with outstanding invoices to UAPD cannot host events
 - 15-30 days 15 % late fee
 - 31-45 days 25 % late fee
 - 46-60 days 35 % late fee
 - 61 + days 45% late fee
- Consistent late payments may result in the inability to host events



CANCELLING AN EVENT

- Three (3) business days to avoid fees/being charged
 - 12:00 pm (noon)
- Email the following people:
 - Jason
 - Greer
 - Melissa
 - Lt. Mendoza
- Include the following information
 - Name
 - Chapter
 - Date/Time of event you are cancelling
- Emails must include ALL information to ALL people.



IMPORTANT DATES

Check your email and the FSP website.

- February 1st
 - First night for social events
- February 9th, 22nd, and 23rd
 - Limit three (3) chapters
 - NO PERFORMERS
- February 14th
 - HQ Alcohol Education and Risk Mitigation form due
- February 27th
 - NO EVENTS
- March $1^{st} 10^{th}$
 - NO EVENTS
 - FSP CLOSED/NOT BUSINESS DAYS
- March Madness (next slide)
- April 30th
 - Last day for social events

** Once Spring Fling dates are published there will be limitations around those.

Spring Fling is typically in April.



March Madness

■ NO PERFORMERS

- If U of A hosts any portion of the NCAA March Madness tournament, these will become no on-campus event dates.
 - Chapters may submit to host events on the dates below but must be prepared to cancel the event if UA hosts any portion of March Madness.
 - No on-campus performer paperwork will be accepted for events on these dates.
- Tuesday, March 20th
- Thursday, March 21st
- Friday, March 22nd
- Saturday, March 23rd
- Thursday, March 28th
- Friday March 29th
- Saturday, March 30th



- Business day = a day the university is open
 - Typically, Monday Friday
 - EXCLUDING SPRING BREAK
- All event registration paperwork is due 10 business days before the event.
 - 12:00 pm (noon)
 - Missing something? You will not be included on the UAPD request.
- Guest lists are due 3 business days after the event
- Friday and Saturday due dates are the same
- Spring Break
 - Does not count as business days.
 - No paperwork is accepted during those days.
 - PLAN AHEAD



- Your event is on February 15th
 - When is your paperwork due?
 - What is the last day you can cancel without late fees?
 - When is your guest list due?

Paperwork is due by 12:00 pm (noon).

February 2024

		Marc	th 20	124		
Mo	Tu		Th	Fr	Sa	Su
26	27	28	29	1	2	3
4	5	6	7	8		10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	S e Cdenda-12.com

- Your event is on February 15th
 - When is your paperwork due?
 - Feb 1st
 - What is the last day you can cancel without late fees?
 - Feb 12th
 - When is your guest list due?
 - Feb 20th

Paperwork is due by 12:00 pm (noon).

February 2024

		Marc	th 20	1214		
Mo	Tu		Th	Fr	84	Su
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	256	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31		2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	©Cdenda-12.com

- Your event is on April 20th
 - When is your paperwork due?
 - What is the last day you can cancel without late fees?
 - When is your guest list due?

Paperwork is due by 12:00 pm (noon).

April 2024

		Ma	y 200	24		
Mo	Tu		The	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8		10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	288	29	340	31	1	2.0

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	9 Cdenda-12 com

- Your event is on April 20th
 - When is your paperwork due?
 - April 5th
 - What is the last day you can cancel without late fees?
 - April 16th
 - When is your guest list due?
 - April 24th

Paperwork is due by 12:00 pm (noon).

April 2024

		Ма	y 200	24		
Mo	Tu		The	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8		10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	288	29	30	31	1	2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	O Cdenda-12.com

SUBMITTING PAPERWORK

- FSP Office (SUMC 411)
- By 12:00 pm (noon)
- Timestamp (only top sheet)
- Completed colored half-sheet
- Staple everything together
- Put in basket on the wall
- Do not leave caps off pins
- Do not staple more than one event together
- Do not use painters' tape to tape paperwork together if staples are empty



Submitting event registration paperwork? Grab one of these, fill it out, staple it to your time-stamped paperwork.

	er:
ype	f Event:
	On-Campus Event WITH Alcohol
	On-Campus Alcohol-Free Social Event (Dry)
	Off-Campus Event WITH Alcohol (3rd Party)
aper	vork being submitted includes:
	Paperwork (Event Planning form)
	 With Social Chair signature/initials on all 3 pages
	 With President signature/initials on all 3 pages
	 With Advisor signature/initials on all 3 pages
	Security or Venue Contract
	HQ Acknowledgement (Performers and weekenders only)
	HQ Acknowledgement (If your event is not a performer or weekender, skip this section.) o Why:
0	
0	o Why:

Guest lists are due three (3) business days after the event. If your guest list is not submitted no events will be registered for the chapter.

Paperwork for performers or weekenders must include HQ acknowledgement of event.



Turning in your guest list? Grab one of these, fill it out, staple it to your time-stamped paperwork.

Chapt	ter:
	of Event: On-Campus Event WITH Alcohol On-Campus Alcohol-Free Social Event (Dry) Off-Campus Event WITH Alcohol (3rd Party)
Does :	your guest list have the following on it: Chapter Name Date of Event



Using the Time Stamp

You only have to slide the top page in. It will do the rest.

It's [probably] not broken.

If it is broken, have an FSP staff member date, time, and initial.

If the date or time is ever wrong, let Jason or Greer know.



The Google Sheet

- Will be shared after this presentation with notes.
 - Bookmark it. Do not share it out publicly.
- It is YOUR responsibility to check the sheet regularly.
- If there is a mistake on the sheet, email Jason (include your chapter and the date of the event where it seems to be wrong).

Α 🕶	В	С	D	E	F	G	Н	1	J	κ	L	M	N	0
BYOB/ DRY/ 3rd	UAPD Req.?	Registration (PW - Sec)	Security Comp.	Guestlist (Y/N)	Registered (Y/N)	Date (Day, MM/DD/YY)	<u>Chapter</u>	<u>Location</u>	Start/ End Time	Est. Attendance	President Phone	Social Phone	Advisor Phone	<u>UAPD</u> <u>Contact</u>
ВУОВ	Υ	Y - Y	Alpha		TBD	Thursday, 2/1/24	Sigma Chi	1511 E 1st	10:00 PM - 1:30 AM	500				
DRY	Y	Y - Y	Wild West		TBD	Friday, 2/2/24	Sigma Phi Epsilon	1614 E 1st	10:00 PM - 1:30 AM	500				
3rd	Y	Y - Y	United Shadows		Y	Saturday, 2/3/24	Alpha Delta Pi	121 E Congress St	3:00 - 7:00 PM	450				NA

<u>Day</u>	<u>Date</u>	<u>Notes</u>				
Monday		NO ON-CAMPUS EVENTS				
Tuesday		NO EVENTS				
Wednesday		NO ON-CAMPUS EVENTS				
Thursday		First day for events				
Friday						
Saturday						
Sunday		NO ON-CAMPUS EVENTS				

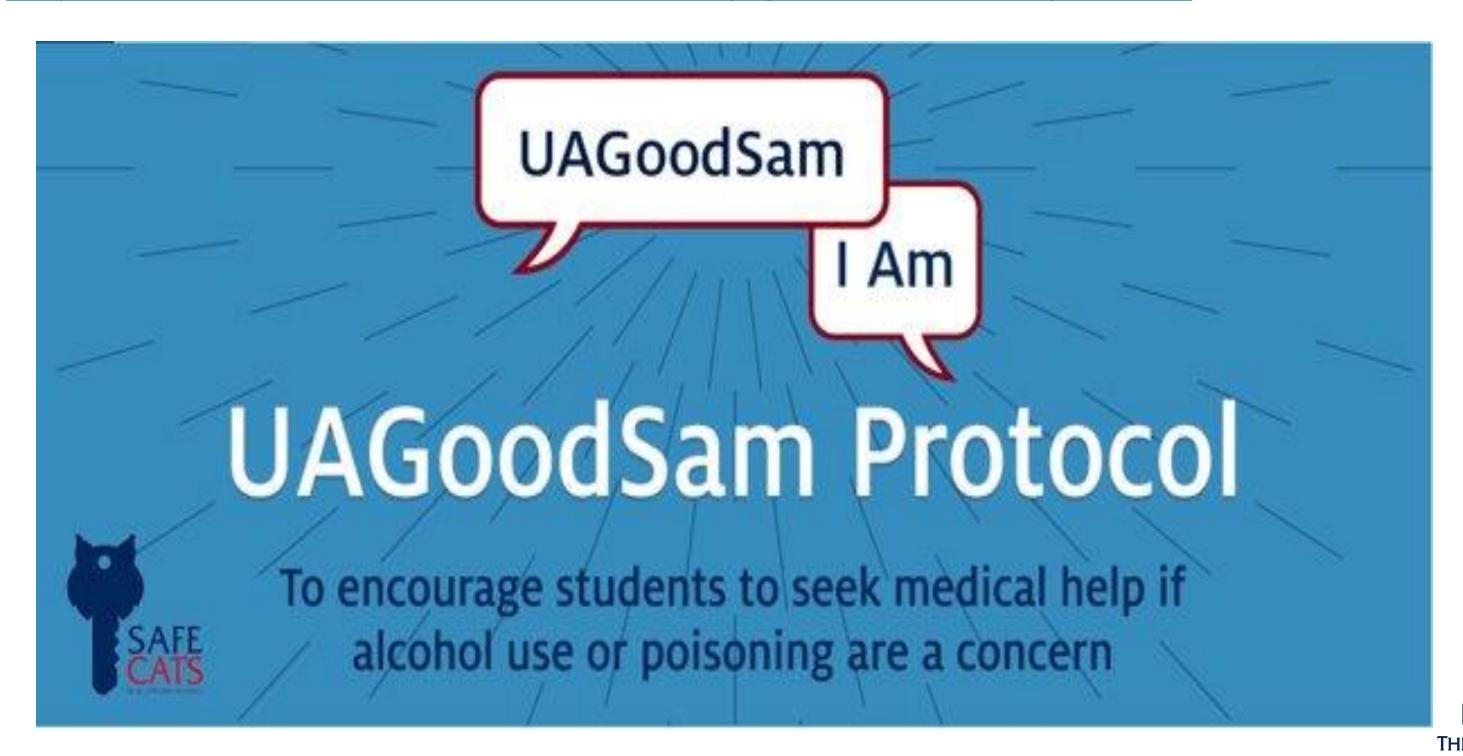


Resources



UA GoodSam

https://deanofstudents.arizona.edu/safety/good-samaritan-protocol



UA GoodSam

Examples where the Good Samaritan approach will benefit you and your friends:

- A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
- A student is reluctant to report that they were sexually assaulted because they had consumed alcohol and are under the age of 21.
- A student is reluctant to call an ambulance when another student becomes ill or unconscious following excessive consumption of alcohol at a fraternity/sorority or student organization party because the reporting student is afraid that their organization will get in trouble.

This protocol does not preclude disciplinary action regarding other violations of the Student Code of Conduct or the policies and procedures such as causing or threatening physical harm, sexual abuse, damage to property, harassment, etc.



PEER ACCOUNTABILITY

- Do you see alcohol at a dry event?
- Do you know a chapter had an unregistered event?
- Do you hear someone talking about hooking up with someone who is too intoxicated to give consent?

STEP IN AND STOP IT



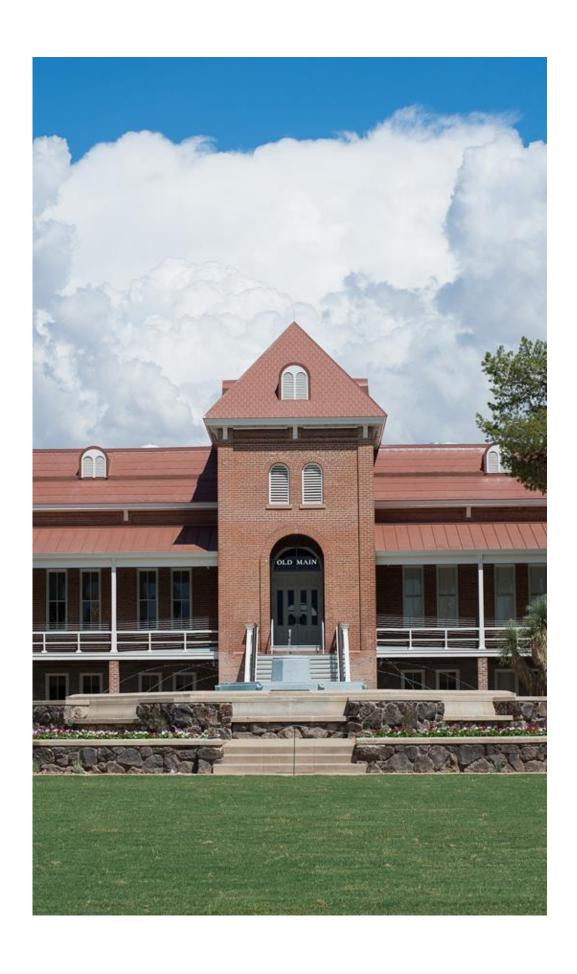
DEAN OF STUDENTS CONDUCT

- If your organization gets sent to DOS conduct for ANY reason, related to social events or not, COOPERATE.
 - o Be forthcoming. Be communicative. Be involved. Be apart of the solution.

BE A PARTNER IN THE PROCESS.

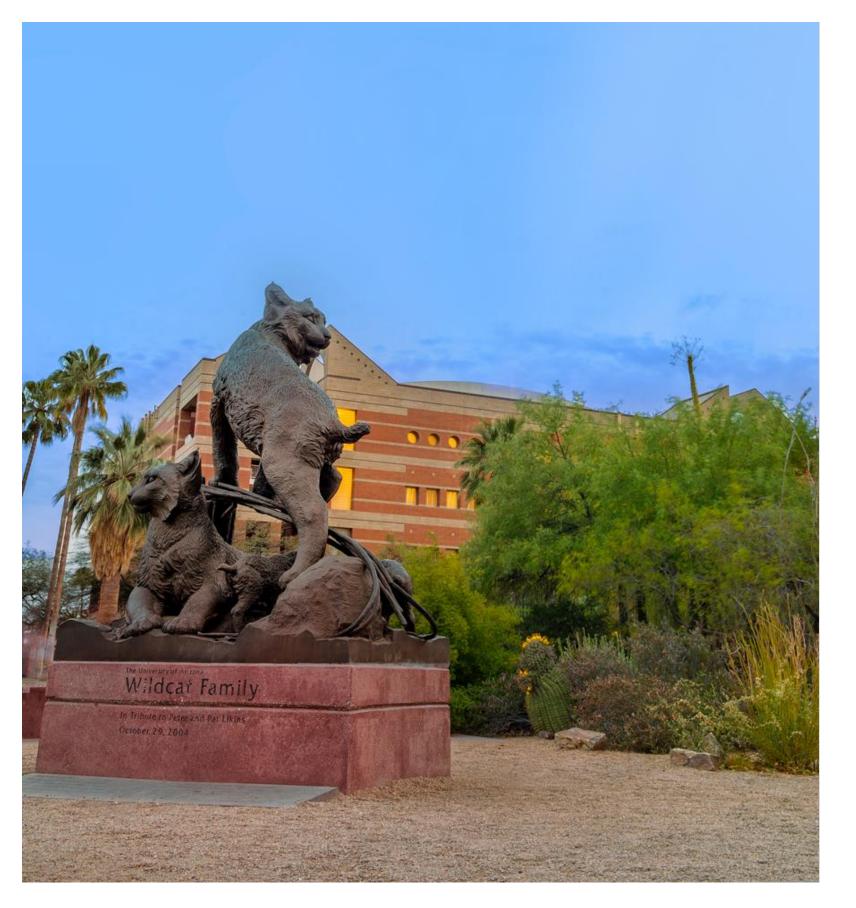
• If an individual broke the rule, don't let the chapter cover for them.





QUESTIONS?





WRAP UP

Make plans to educate your chapter on the policy, your role, event protocols, emergency protocols, and what you expect of them.

Set the expectation now so you can hold them accountable later.

Email Jason () and introduce yourself.

- Name
- Chapter
- Position

Email Melissa (
) and Lt. Mendoza

() and introduce yourself, your president, your risk manager, and your treasurer.

- Names & Positions
- Chapter

