

# Social Events Training

Spring 2025

Please complete this Qualtrics form to receive attendance credit.



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# Today's Agenda

- Introductions
- Why FSP Exists
- Community Context
- Who's Who
- Paperwork Policy Changes & Clarifications
- Policy Points to Know
- How to Register a Social Event
- No Event Dates & Due Dates
- Resources



# Introduction

- Greer Vinall
- Associate Director - FSP
- Supervises Risk Mitigation Intern/Social Event Registration process
  - I am leading because Abbie has class right now.
  - Abbie should be your first point of contact with questions.



# 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.

TLDR- we're here to help.

## 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 /FSP being the scapegoat
- Violations of the Student Code of Conduct, Social Events Policy, NIC/your HQ policy, etc.



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The Past.  
The Present.  
The Future.



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# Community History – 2022 and before...

- Paperwork was late, incomplete, and forged.
- Events violated multiple policies and created dangerous environments.
  - Hard alcohol present at events.
  - 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.



It got so bad that 2022 ended  
with a social moratorium of  
on-campus events.



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# 2023 and 2024

- 2023 officers worked incredibly hard to change these behaviors... and they did.
- 2024 officers continued the hard work and success...mostly





# What Changed?

- Trainings
  - Walk-Throughs
  - HQ Training
- More intentional partnerships with UAPD & URM
- Panhellenic was brought more into the conversation and expected to be an active partner in the process.
- Open and honest communication.
- Your predecessors showed up.



# Keep it up...

- Do your paperwork early
- Communicate with other social chairs and chapters
- Educate your chapter (frequently) on policies and expectations
- Talk to PHC chapters if guests become a consistent risk
- Remind your treasurer to pay invoices **immediately** when they come in
- Use your resources
- Reach out ASAP when you are running into an issue
- Communicate when FSP, your HQ, your advisors, when something happens at your event



# Spring 2025

- Remember, it takes time for change to be institutionalized and trust rebuilt...
- This is a job. Be prepared to work hard and held to a high standard.



# A Note on Communication...

- I get near daily reports from UAPD.
- It is *ALWAYS* better for me to hear it from you first.
  - Include what happened and plans to avoid it in the future
  - Or ask for help if you need it!
- It is also always better for your advisor/HQ to hear it from you.
- Be honest. Nobody is looking for perfection.
- If you need help, ask for it. You have support.



# Who's Who

- FSP

- Abbie – [REDACTED]
- Greer – [REDACTED]

- UAPD

- Melissa – [REDACTED]
- Lt. Mendoza (Steve) – [REDACTED]

- IFC

- IFC is a great resource but remember, the policies and procedures around social events are not theirs.



# Who's Who (cont.)

- \*As a reminder, we are a SMALL part of UAPD's job... it is rare you should reach out to Melissa first.
- This is Abbie's entire job and a good chunk of mine.
- **Abbie should be your first point of contact.**
- It is rare you will reach out to UAPD but when you do, always include your name and chapter.



# Policy, MOU, Paperwork, & UAPD Payments

- <https://greek.arizona.edu/fsp/social-events-policy>
- Nearly everything you will need for this process, is on the FSP website.
  - Excluding the Google Sheet
- Did not print copies of the policy/resources because they usually get left behind.



# Policy Points to Know

*Aside from all of them...*



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# General Policies

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.



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# General Policies

Section D. Alcoholic beverages must either be:

- a) **Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or**
- b) **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.**
- c) **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.**



# General Policies

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 at social events 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. **All social events must utilize a guest list system.**

- a) Guest lists must be numbered and include the full name, if they are affiliated, and if they are over 21 years old of all attendees (guests and members)
- b) Guest lists must be turned in to the FSP office within three (3) business days after the social event



# General Policies

Section J. **All events with alcohol and events with performers/live entertainment 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.



# General Policies

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.



# How to Register a Social Event



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# How To Register a Social Event

- Trainings
- Dates to Know
- Paperwork & Google Sheet
- UAPD Staffing
- Guest List
- Cancelling an Event



# Training Requirements

- FSP Training\*
  - Walk-Throughs
  - This !
- TiPS University Certificates submitted\*
- HQ Alcohol Education and Risk Mitigation

\*Must be completed/scheduled before paperwork can be submitted.

You can always check the first sheet on the Google sheet for details on who has submitted what so far.



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# Training Requirements

## TiPS University Certificates

- President
- Risk Manager
- Social Chair
- Five (5) additional members
- Each person must complete the form
- Must upload certificate each semester

## HQ Alcohol Education & Risk Mitigation Training

- **Due by March 19<sup>th</sup> or no events registered**
- Spring 2025 entire chapter
- HQ personnel **MUST** submit the form
- Campus Health presentations do not meet the requirement and are not accepted



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# HQ Training Deadline and Extensions

- Fall 2024 chapters abused the flexibility of FSP when it came to completing this requirement
- Extensions will still be given, but not as easily as before



# Dates to Know - Paperwork

- Paperwork is always due by **12:00 pm (noon)** 10 business days before event
  - Saturday events have the same due date as Friday events
  - Spring Break does not count as business days
- Guest lists are due 3 business days after the event
- No event dates
- April 22<sup>nd</sup> is the last day to submit social event paperwork for spring events.



# Dates to Know - Paperwork

- Please reference the “Spring 2025 Paperwork Due Date” document.



# Dates to Know - Events

- No on-campus events Sunday, Monday, Wednesday
- Tuesday, Thursday, & Friday events – 10:00 pm – 1:30 am
- Saturday events – 1:00 – 5:00 pm -OR- 10:00 pm – 1:30 am
  - Only one “shift”
  - Indicate change or cancel preference on paperwork
  - Easier to get Saturday afternoons staffed (pending no basketball game)
- Always check no-event dates or number/timing of event limitations



# Things to Know – Event Limitations

- Max 8 events per day/night
- No more than two performers per night
- Max 3 events on nights with a basketball tipoff at/after 8 pm
- No performers on nights with a basketball tipoff at/after 8 pm



# Things to Know – Event Limitations

- Staffing basketball games is always UAPDs priority
  - If there is a game during a time events are submitted, number of events may be limited



# Dates to Know

- Thurs., Feb 6<sup>th</sup> – First day for social events
- Sat., Feb 8<sup>th</sup> – Midday tipoff
  - Late tip-off
  - Max 3 events/no performers
- Sat., Feb 15<sup>th</sup> – Midday tipoff
- Sat., Feb 22<sup>nd</sup> – Tipoff TBD
- Tues., March 4<sup>th</sup> – Safe Spring Break – NO SOCIAL EVENTS





# Dates to Know

- Fri., March 7<sup>th</sup> – Sun., March 16<sup>th</sup> – Spring Break
  - NO SOCIAL EVENTS
  - FSP office closed
  - NOT business days
- Wed., March 19<sup>th</sup> – HQ Training Completion Form Due
- Sat., April 12<sup>th</sup> – Admitted Students' Day
  - NO AFTERNOON/DAYTIME SOCIAL EVNTS
- Tues., May 6<sup>th</sup> – Last day for social events



# Paperwork

- On-Campus Event with Alcohol (BYOB/Wet)
- On-Campus Event without Alcohol (Dry)
- Off Campus/3<sup>rd</sup> Party event
  - For example: formal at Playground/ hotel ballroom
- Weekender/Overnight – “*new*”



# Paperwork

- Always use the version on the FSP website
- Paperwork must be complete and correct and include your security contract
  - \* And HQ acknowledgment if applicable
- NDEM & security ratios are the most common mistakes
  - Ratios are calculated by number of attendees (guests & members)
- Staple events individually
  - Print security contract multiple times if it has multiple dates
- Time stamp and make sure there is a yellow half sheet stapled to the TOP of your paperwork



# Paperwork – HQ Acknowledgment

## NOT AN APPROVAL

- A copy of an email that states HQ knows about the event and it is within policies – printed and turned in with paperwork
- Must be HQ staff, not an advisor
- If your HQ has a policy that states they don't tell you what events you can or cannot have, that is what the email needs to say.



# Paperwork – NDEM & Security Ratio Requirements

## Non-drinking event monitors

- 1 NDEM per 25 attendees
- NDEM cannot consume alcohol or other mind-altering substances before/during the event
- New members cannot serve as NDEM

## Security guards

<u>Attendees</u>	<u>Guards</u>
• 0-200	3 guards
• 201-400	4 guards
• 401-500	5 guards
• 501-600	6 guards
• <b>Doubles for performers</b>	



# Paperwork - Security

- You are responsible for hiring security
- The company must be licensed through Az Dept. Public Safety
  - [https://webapps.azdps.gov/public\\_inq/sgrd/ShowLicenseStatus.action](https://webapps.azdps.gov/public_inq/sgrd/ShowLicenseStatus.action)
- Make sure each event paperwork has its own copy of the security contract
- Contract must include date/time of event, and how many guards





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

Chapter: \_\_\_\_\_

Type of Event:

- On-Campus Event WITH Alcohol
- On-Campus Alcohol-Free Social Event (Dry)
- Off-Campus Event WITH Alcohol (3<sup>rd</sup> Party)

Paperwork being submitted includes:

- Paperwork (Event Planning form)
  - o With Social Chair signature/initials on all 3 pages
  - o With President signature/initials on all 3 pages
  - o With Advisor signature/initials on all 3 pages
- Security or Venue Contract
- HQ Acknowledgement (Performers and weekenders only)

Of any of your items are missing please tell us why and when it will be submitted:

**\*Events are not logged and UAPD is not requested until all paperwork is submitted.**

- HQ Acknowledgement (If your event is not a performer or weekender, skip this section.)
  - o Why: \_\_\_\_\_
  - o When will it be submitted: \_\_\_\_\_
- Security/ Venue contract
  - o Why: \_\_\_\_\_
  - o When will it be submitted: \_\_\_\_\_

**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.**

# After Paperwork...

- Once your COMPLETED paperwork is submitted, Abbie will update the Google sheet and send the UAPD request.
- Always check the Google sheet to confirm it gets updated correctly
- Will be shared after this meeting
  - DO NOT share it out. This is for chapter leadership only.





# Google Sheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
<u>BYOB/ DRY/ 3rd</u>	<u>UAPD Req.?</u>	<u>Registration (PW - Sec)</u>	<u>Security Comp.</u>	<u>Guestlist (Y/N)</u>	<u>Registered (Y/N)</u>	<u>Date (Day, MM/DD/YY)</u>	<u>Chapter</u>	<u>Location</u>	<u>Start/ End Time</u>	<u>Est. Attendance</u>	<u>President Phone</u>	<u>Social Phone</u>	<u>Advisor Phone</u>	<u>UAPD Contact</u>
BYOB	Y	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	9-30	NO ON-CAMPUS EVENTS
Tuesday	10-1	
Wednesday	10-2	NO ON-CAMPUS EVENTS
Thursday	10-3	
Friday	10-4	no performers
Saturday	10-5	Home football - no evening events
Sunday	10-6	NO ON-CAMPUS EVENTS



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# UAPD Staffing

- Abbie sends UAPD request – only includes events with completed paperwork
- UAPD will communicate if it is staffed or not
  - Email **ABBIE** questions if you haven't heard anything, **NOT** Melissa
- If staffed, event will be registered
  - Officer contact will be added to Google sheet
- If not staffed, registration is determined on a case-by-case basis



# UAPD Staffing

- REMEMBER: UAPD officers pick up these shifts on OVERTIME
- Not guaranteed
- They are choosing to work on their time off
- They know which chapters are hosting events for the shifts
- Saturday events – afternoon events are easier to staff



# UAPD Staffing & Performers

- WARNING –
- We are getting REALLY close to not registering performers if UAPD cannot staff that evening
  - Too many issues in the fall.
  - This is a current problem that needs solving.
  - Work as a team to get it sorted out.



# Guest List

- Due 3 business days after the event, timestamped with BLUE top sheet
- Chapter name and date of event
- Numbered
- First & Last name
- Are they Greek affiliated (yes or no)
- Are they over or under 21
- Template on FSP website, optional.





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

Chapter: \_\_\_\_\_

Type of Event:

- On-Campus Event WITH Alcohol
- On-Campus Alcohol-Free Social Event (Dry)
- Off-Campus Event WITH Alcohol (3<sup>rd</sup> Party)

Does your guest list have the following on it:

- Chapter Name
- Date of Event



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# 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? <u>    </u> Yes <u>    </u> No	Circle One: Under 21 Over 21

# Cancelling an Event

- Must be done three (3) business days in advance to avoid fees/being charged
- Email the following people (on a single email):
  - Abbie – [REDACTED]
  - Greer – [REDACTED]
  - Melissa – [REDACTED]
  - Lt. Mendoza (Steve) – [REDACTED]
- Include the following information:
  - Name
  - Chapter
  - Date/time of event cancelling
- Excessive cancellations will result in UAPD not staffing events for the semester





# Questions on registering events?

NOT THE END



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# Business Days/Due Dates

- Business Day = a day the univ. is open
  - Typically, Monday-Friday
- You have document that tells you the due dates. Please use it.




# Business Days/Due Dates

## FEBRUARY 2025

Your event is Feb. 22<sup>nd</sup>.

- Paperwork due?
- Last day to cancel without fees?
- When is your guest list due?

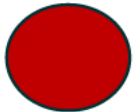



SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22 
23	24	25	26	27	28	1

# Business Days/Due Dates

## FEBRUARY 2025

Your event is Feb. 22<sup>nd</sup>.

- Paperwork due?
  - Feb. 7<sup>th</sup>
- Last day to cancel without fees?
  - Feb. 18<sup>th</sup>
- When is your guest list due?
  - Feb. 26<sup>th</sup>

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	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	1

# Business Days/Due Dates

## MARCH 2025

Your event is March 27<sup>th</sup>.

- Paperwork due?
- Last day to cancel without fees?
- When is your guest list due?

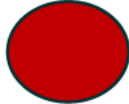



SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

# Business Days/Due Dates

## MARCH 2025

Your event is March 27<sup>th</sup>.

- Paperwork due?
  - March 6<sup>th</sup>
- Last day to cancel without fees?
  - March 24<sup>th</sup>
- When is your guest list due?
  - April 1<sup>st</sup>

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6 	7	8
9	10	11	12	13	14	15
SPRING BREAK – NO EVENTS						
16	17	18	19	20	21	22
23	24 	25	26	27 	28	29
30	31	1 	2	3	4	5

# Resources



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# Cool things y'all are doing

- Google forms for guest lists
- Having the NDEM signifier on the table when guests arrive
- Having President, RM, and/or Social Chair phone numbers posted in the bathrooms
- Having a space designated for women only
- Having female security guards





# Resources

- EACH OTHER
- Website
- HQ Training
- Peer Accountability
- URM, UAPD + UAPD Roving Patrol
- UA GoodSam
- FSP



# 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

When nobody stops the behavior, it sends the message that it's okay.



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# URM, UAPD, UAPD Roving Patrol

- Bring in URM or UAPD to a meeting
- Have them help you educate your members
- Call roving patrol or regular patrol if you need help



# UA GoodSam

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



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# UA GoodSam

If you are talking about taking shifts to stay with someone who has over consumed..

The best people to stay with them is a medical professional.



# DOS/GSB Conduct

- If your organization gets sent to DOS or GSB conduct for ANY reasons, related to social events or not, COOPERATE.
- Be forthcoming. Be communicative. Be involved. Be a part of the solution.

**BE A PARTNER IN THE PROCESS.**

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



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# A little advice....

- A lot of feedback about getting the rest of the chapter engaged. Here is my advice:
  - Be honest with them and educate them
  - Request a conduct history report from me, review with entire chapter
  - Be strategic with your HQ training
  - Bring in UAPD/URM to talk to chapter
  - Identify problem members and work with them 1:1
  - Identify stellar members and publicly praise them



# Wrap Up

- Make plans to educate your chapter on processes and policies, what your role as social chair *actually* is, emergency protocols, and what you expect of them.
- Set your expectations now so you can hold them accountable later.





# QUESTIONS?



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# Wrap Up

- Email Abbie ( [REDACTED] ) and introduce yourself:
  - Name
  - Chapter
  - Position

