

Social Events Training

Fall 2026

Print your name CLEARLY on the attendance sheet next to
your chapter/position.

If you are an alternate, put your name next to “other”.



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Today's Agenda

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



Introduction

- Laura John
 - Assistant Director - FSP
 - Supervises Student Worker/Social Event Registration process
 - Though I supervise our Student Worker, Addison, **I am not who you should be reaching out to with questions. Addison is!**
- Addison Ashley
 - Student Worker - FSP



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.

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



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2025 Was Rough

- Incorrect paperwork
- Poor communication from chapters
- Chapters asking for special treatment
- We were asked questions that the answer was on the FSP website
- Late payments



Spring 2026

- Late payments
- Increased visibility
- Higher expectations
- Experience brings accountability



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Fall 2026

- It is time to lock in.

- Read your emails fully.
- Use the MANY resources available to you.
- Be prepared to work a little harder at your events this fall
- You can be tired, don't be lazy
- Reminder: you owe your successor an AMAZING transition



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We've Made Changes Over the Years

- 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.



How to Be Successful

- Do your paperwork early
- Communicate with other social chairs and chapters
 - **Especially regarding your artist parties**
- 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



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
 - Addison – [REDACTED]
 - Laura – [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 Addison's entire job.
- **Addison 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, & Resources

- Copies of policies and resources are on the social events page of the FSP website.
 - <https://greek.arizona.edu/fsp/social-events-policy>
 - Social Events Policy
 - FSP/UAPD MOU
 - HQ Training Proof of Completion
 - TiPS Certificate Upload Form
 - Paperwork
 - Guest List Templates
 - Important Dates
 - Due Dates
-
- Did not print copies of the policy/resources because they usually get left behind.
 - The google sheet will be sent out by Friday and is never available on the website.



Policy, MOU, Paperwork, UAPD Payments “Changes/Clarifications”

- No policy changes
- MOU changes were clarifying or putting practice into policy
- No paperwork changes
- No changes to UAPD payment process
 - Treasurers will have a separate training late Sept./early October.
 - Details TBD



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Policy, MOU, Paperwork, UAPD Payments “Changes/Clarifications”

Page 2 General Guidelines & Paperwork Section

- **Removed:** UAPD will not staff events for chapters who have outstanding invoices until that invoice has been paid in full or chapters that have three (3) instances of late payments.
- **Updated:** UAPD reserves the right to decline staffing for chapters with repeated late payments, unregistered events, or behavior that creates safety or compliance concerns.



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Policy, MOU, Paperwork, UAPD Payments “Changes/Clarifications”

Page 2 – Event Timing

- **Removed to keep the document 2 pages and because it is already included in Social Events Policy.**
 - No event shall be held on Sunday, Monday, or Wednesday.
 - Events held during the week must begin at 10:00 pm and conclude by 1:30 am
 - Events held on Saturday must begin at 1:00 pm and conclude by 5:00 pm OR begin at 10:00 pm and conclude by 1:30 am



Policy Points to Know



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Policy Points to Know

- All of them!
- We are going to discuss a few right now
- It is your responsibility to read the policy & MOU.



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.**



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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



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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.



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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.



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How to Register a Social Event

How To Register a Social Event

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



Training Requirements

- FSP Training
 - Today's Social Events Training*
 - New Member Safety Stroll
- 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 November 4th or no events registered**
- Fall 2026 New Members
- HQ personnel **MUST** submit the form
- Allowed one Campus Health presentations per calendar year



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Training Requirements

New Member Safety Stroll

- Thursday, October 1st
- Facilitated by Office of Public Safety
- Three (3) new members must attend



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HQ Training Deadline and Extensions

- Asynchronous (self-paced) or Campus Health presentations require pre-approval
 - One person from the chapter should reach out to Laura to begin that process.
- Fall 2024 & 2025 chapters abused the flexibility of FSP when it came to completing this requirement by the deadline, resulting in fewer extensions being granted.
 - Plan early and communicate early any issues you are running into, so you don't have to cancel any events.



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
 - Nov. 11th the University is closed, not a business day
 - Thanksgiving break the University is closed, not a business day
- Guest lists are due 3 business days after the event
- No event dates
- November 13th is the last day to submit social event paperwork for fall events.



Dates to Know

- Because Nov. 11th is Veteran's Day and a university closure, it does not count as a business day.
- Events on/after Nov. 12th have a “shifted” due date.
 - These dates are highlighted in pink/purple on the due dates sheet.
- **Please reference the “Fall 2026 Paperwork Due Date” document.**
- The last day to submit paperwork for the fall semester is Friday, Nov. 13th.



Things to Know – Event Limitations

- Max 8 events per day/night*
- No more than two performers per night
- No performers the night before/day of a home football game
- No events after the conclusion of a home football game
- Events must end 2 hours before kick off on home football game days
- 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

* HoCo & Parents Weekend = no limit



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Dates to Know - Events

- Always check no-event dates or number/timing of event limitations
- 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”
 - Easier to get Saturday afternoons staffed (pending no basketball game)
 - Indicate change or cancel preference on paperwork

If your event is on a Saturday and UAPD is being requested for the other time, you will:

☐ We will move our event to the other time.

☐ We will cancel our event.



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Dates to Know

- Dates may be added or changed based on campus events/happenings.
- Be intentional with any October/November/December contracts. You should always get a reschedule or relocation clause written into your contract.
- Your advisors/HQ should be able to help you figure out contracts.



Dates to Know

- Saturday, Sept. 26th – Red/Blue game, max 4 afternoon on-campus events, no performers
- Wednesday, Oct. 14th – Greek Speak
- Wednesday, Nov. 11th – Veteran's Day
- Friday, Nov. 20th - Saturday, Nov. 21st – GREAT Greek Weekend
- Monday, Nov. 23rd – Sunday, Nov. 29th – Thanksgiving closure

Subject to change.



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Paperwork/Types of Events

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

** On-campus refers to a chapter facility recognized by the university, location of the facility does not matter.*



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Paperwork

- Always due by 12:00 pm (noon) 10 business days before the event.
- Business Day = a day the univ. is open
 - Typically, Monday-Friday
- You have document that tells you the due dates. Please use it.



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

- Should include details of the event (date, time, performer name, etc.)
- A printed 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
• Doubles for performers	



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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
- 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 (3rd 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, Addison 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 (Thursday)
 - 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

- Addison sends UAPD request – only includes events with completed paperwork
- UAPD will communicate if it is staffed or not
 - Email Addison 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



After the Event



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After the event

- Communicate issues to appropriate parties, begin steps to correct issues
- Turn in your guest list
- Make sure your treasurer pays UAPD invoices as soon as they receive them



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.



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



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 (3rd Party)

Does your guest list have the following on it:

- ☐ Chapter Name
- ☐ Date of Event



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Paying UAPD

- Presidents & Treasurers will have a training with UAPD to learn how to pay invoices
 - Details TBA.
- Invoices are sent 2-3 weeks after the event
- They are sent to the President & Treasurer
- Details on how to pay will be included



Paying UAPD

- Unpaid invoices means UAPD will not staff your event
- If UAPD will not staff your event, FSP will not register it



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):
 - Addison – [REDACTED]
 - Laura – [REDACTED]
 - Melissa – [REDACTED]
 - Lt. Mendoza (Steve) – [REDACTED]
- Include the following information:
 - Name
 - Chapter
 - Date/time of event cancelling
- Excessive cancellations (3+) will result in UAPD not staffing events for the semester
 - Again, if UAPD won't staff your events, FSP won't register them.



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.**



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



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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 an **ON DUTY** medical professional.



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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 questions 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 FSP, 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

- Social Chairs - Email Addison ([REDACTED]) and introduce yourself:
 - Name
 - Chapter
 - Position
- **One person** (anyone)- Email Laura ([REDACTED]) the anticipated date of your artist party and name of artist.
 - Include your name, position, and chapter.
 - If you do not know which artist yet but you know the date, let me know that.
 - This email does not count as registration or save a spot or anything like that.
 - It allows me to give UAPD a heads up.

