

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



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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.



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



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2023 and after...

- 2023 officers worked incredibly hard to change these behaviors... and they did.
- 2024 officers continued the hard work and success...mostly
- 2025...



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Fall 2025 & Spring 2026

- Spring was pretty good – a few late paperwork submissions, but not too bad.
- Lock in and stay the course for fall!



What Changed?

- Trainings
 - Walk-Throughs
 - HQ Training
- More intentional partnerships with OPS, 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
- Educate your chapter (frequently) on policies and expectations
- Talk to IFC chapter leaders if your members are becoming their problem guests
- **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



Who's Who

- FSP
 - Addison – [REDACTED] (your FIRST point of contact)
 - Laura – [REDACTED]
- PHC
 - PHC is a great resource but remember, the policies and procedures around social events are not theirs.



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>
- Nearly everything you will need for this process, is/will be on the FSP website.
 - Excluding the Google Sheet.
- Did not print copies of the policy/resources because they usually get left behind.



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

- No policy changes
- MOU changes were clarifying or putting practice into policy
- No paperwork changes



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.



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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.**



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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.



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



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How To Register a Social Event

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



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Training Requirements

- FSP Training
 - Today's Social Events Training*
 - New Member Safety Stroll
- HQ Alcohol Education and Risk Mitigation
- UAPD x PHC Discussion

*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

HQ Alcohol Education & Risk Mitigation Training

- **Due by November 4th or no events registered**
- Fall 2026 New Members (per FSP)
- Can use content from Spring 2026
- HQ personnel **MUST** submit the form
- Allowed one Campus Health presentations per calendar year



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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.



Training Requirements

New Member Safety Stroll

- Wednesday, September [REDACTED]
- Facilitated by Office of Public Safety
- Three (3) new members must attend
- Meet at [REDACTED]
[REDACTED]



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Training Requirements

PHC x UAPD Chat

- Date: Tuesday, September 15th
- Location: [REDACTED]
- Time: [REDACTED]
 - They will stay as long as you all have things to discuss.
- Officers to Attend:
 - President
 - New Member Educator
 - Risk Manager
 - If other officers want to join, they are more than welcome to! Just let me know in advance please so I have an idea of who will be in attendance



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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.



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

- Off Campus/3rd Party event
 - For example: formal at Playground/ hotel ballroom



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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 are the most common mistakes
 - Ratios are calculated by number of attendees (guests & members)
- Staple events individually
- Time stamp and make sure there is a yellow half sheet stapled to the TOP of your paperwork



Paperwork – NDEM

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**



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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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After the Event



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Guest List

- Due 3 business days after the event, timestamped with BLUE top sheet
 - Can be submitted early if you have it (PHC only)
- 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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Cancelling an Event

- Email Addison - [REDACTED]
- Include the following information:
 - Name
 - Chapter
 - Date/time of event cancelling



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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Resources

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



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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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