

The procedures set forth here constitute minimum requirements that must be met to register social events. The following procedure is a notification process and **not** a means for an organization to receive approval from Fraternity and Sorority Programs to host the event.

Definitions

- A. An “event” is any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter premises:
 - a. The inter/national organization would associate it as an event.
 - b. The organization has a financial commitment to the event including using organizational funds.
 - c. Officers or members of the organization have spent time in an organization meeting planning or preparing for the event.
 - d. The event is advertised, and the advertisement makes any mention of the fraternity or sorority’s distinctive Greek letters, trademarks or trade names such as nicknames used to identify the organization.
 - e. Space is reserved, either on- or off-campus, for the event.
- B. Host and Sponsor Chapters are defined in the following manner:
 - a. Host: Chapter that primarily coordinates the event with alcohol or the chapter whose facility is the site of the event.
 - b. Sponsor: Any chapter that makes a financial (or in kind) contribution of any amount toward an event with alcohol and/ or any chapter that makes a public announcement (at a chapter meeting, gathering or house) stating their chapter is sponsoring an event with another chapter(s)/organization(s)/club(s)/outside entity(ies) or posts any information regarding the chapter’s joint sponsorship in the event with alcohol. If every attendee at an event is a member of the same chapter, that chapter is deemed a sponsor

Event Registration

- A. In order to host or sponsor events with alcohol, the chapter must attend any Events with Alcohol (EWA) related educational meetings. Chapters must complete the required education, within the time requirements set forth each semester.
- B. The following events must be registered with the Fraternity and Sorority Programs Office:
 - a. On Campus Event with Alcohol – A social event taking place at a recognized chapter facility where alcohol is present.
 - b. Off Campus Event with Alcohol – A social event taking place at a non-residential venue where alcohol is present. A third-party vendor must be utilized, and the venue is properly licensed to dispense alcohol and has licensed bartenders.
 - c. Alcohol Free Social Event – A social event taking place on or off campus with no alcohol present.
- C. The following events do not need to be registered with the Fraternity and Sorority Programs Office:
 - a. Chapter and new member meetings.
 - b. Recruitment/intake events.
 - c. Fundraising events without alcohol (non-philanthropic)

- d. Community service events.
 - e. Leadership development and educational events.
- D. Chapters must abide to the Philanthropy Advisory Board guidelines regarding Philanthropy events and any relevant council policies including but not limited to those related to Recruitment and Intake.

On Campus Events with Alcohol

Registration

- A. The host chapter(s) must file a completed hard copy Social Event Registration Form in the Fraternity and Sorority Programs Office no later than 12:00 pm (Noon)-**ten working (10) days prior to the social event**. A hard copy form is considered complete **only if all** information on the form has been filled out and submitted on time. The hard copy must be time stamped when submitted.
- B. The Fraternity and Sorority Programs Office will not register any events with alcohol for the weekend beginning with “dead/reading” day until the start of the next semester.
- C. The Fraternity and Sorority Programs Office will not register any events with alcohol for blocked weekends.
- D. The Fraternity and Sorority Programs Office will not register any events with alcohol if the University of Arizona Police Department is unable to staff the event.
- E. The Fraternity and Sorority Programs Office will not register any events with alcohol that include a live performance (i.e. bands, concerts, DJ etc.).

Security

- A. UAPD Special Event Request forms will be completed by a Fraternity and Sorority Programs staff member
 - a. The Special Event Request form will not be submitted unless a complete Social Event Registration Form is submitted no later than ten (10) working days prior to the event.
 - b. The number of officers required is at the discretion of UAPD based on factors such as expected attendance, number of events occurring at the same time, etc.
 - c. UAPD can authorize other police agencies to staff events.
- B. Events must be cancelled at least 48 hours in advance in writing. Failure to do so will result in the chapter being responsible for the cost of the officers that were scheduled. An event will only be cancelled if one of the following apply:
 - a. Activities and/or social suspension imposed by the Greek Standards Board or Dean of Students Office
 - b. Advisor discretion/advisor cancellation
 - c. Security contract is voided by security company

Pre-Event

- A. The hosting chapter(s) must attend a pre-event meeting prior to their event. A copy of the guest list should be provided.
- B. Failure to attend a pre-event meeting will automatically result in the cancellation of the event.

Post-Event

- A. The hosting chapter(s) must submit an accurate and completed event checklist with the appropriate signatures and completed guest list from the event to the Fraternity and Sorority Programs Office on the business day following their event.
 - a. The guest list must be complete with signatures and clearly written names of guests
- B. The surrounding neighborhood must be cleaned of litter and debris no later than 8:00am the day following an event.

Off Campus Events with Alcohol Registration

Registration

- A. Events sponsored by the chapter, with guests, that require hotel stays, must be registered with the Fraternity and Sorority Programs Office.
- B. The host chapter(s) must file a completed Social Event Registration Form in the Fraternity and Sorority Programs Office no later than 12:00 pm (Noon)-*ten working (10) days prior to the social event*. A form is considered complete **only if all** information on the form has been filled out and submitted on time.
- C. Any changes to the venue, date, start or end time or bus information on the registration form must be made prior to or at the Pre-Event Meeting.
- D. The Fraternity and Sorority Programs Office will not register any events with alcohol for the weekend beginning with “dead/reading” day until the start of the next semester.
- E. The Fraternity and Sorority Programs Office will not register any events with alcohol for blocked weekends.
- F. No events will be registered in locations that have current US State Department Travel Warnings.
- G. Off Campus Events can be registered with a live performance (i.e. bands, concerts, DJ etc.).
 - a. Chapters must show proof that their event is in compliance with their national/international policies and insurance requirements when completing the registration process.
 - i. Chapters may use correspondence from national/international headquarters staff to prove that the event is in compliance with their organizational policies and insurance
- H. Events sponsored by a chapter or events with a majority of chapter members attending, which include guests, that require overnight stays, or “weekenders” must follow all registration requirements.
 - a. Chapters must show proof that their event is in compliance with their national/international policies and insurance requirements when completing the registration process.
 - i. Chapters may use correspondence from national/international headquarters staff to prove that the event is in compliance with their organizational policies and insurance.

Off Campus Events with Alcohol Pre Event

- A. The hosting chapter(s) must attend a pre-event meeting prior to their event. A copy of the guest list must be provided.
- B. Failure to attend a pre-event meeting will automatically result in the cancellation of the event.

Off Campus Events with Alcohol Post Event

- A. The hosting chapter(s) must submit an accurate and completed event checklist with the appropriate signatures and completed guest list from the event to the Fraternity and Sorority Programs Office on the business day following their event.
 - a. The guest list must be complete with signatures and clearly written names of guests
- B. Failure to attend a post-event meeting will automatically result in a referral to the Greek Standards Board.

Alcohol Free Social Events

Registration

- A. The host chapter(s) must file a completed Social Event Registration Form in the Fraternity and Sorority Programs Office no later than 12:00 pm (Noon)- **(5) business days prior to the event**. A form is considered complete **only if all** information on the form has been filled out and submitted on time.
- B. The Fraternity and Sorority Programs Office will not register any events for the weekend beginning with “dead/reading” day until the start of the next semester.
- C. The Fraternity and Sorority Programs Office will not register any events for blocked weekends.
- D. Alcohol Free Social Events can be registered with a live performance (i.e. bands, concerts, DJ etc.).
 - a. Chapters must show proof that their event is in compliance with their national/international policies and insurance requirements when completing the registration process.
 - i. Chapters may use correspondence from national/international headquarters staff to prove that the event is in compliance with their organizational policies and insurance.