



Risk Management Policy

Philosophy Statement

This policy supplements FAU Regulations 4.006 and 4.007, which govern events hosted by student organizations, as well as FAU Policy 5.5, Alcoholic Beverages, and requires all events sponsored by social fraternities and sororities at Florida Atlantic University to be registered with the Office of Fraternity and Sorority Life.

The Office of Fraternity and Sorority Life believes that creating safe, values-based experiences is a shared responsibility among students, advisors, campus partners, and the University. Effective risk management extends beyond compliance with policies and laws. Rather, it is an educational process that develops leaders who exercise sound judgment, demonstrate personal accountability, uphold the values of their organizations, and foster environments where every member and guest can safely participate in the fraternity and sorority experience.

This policy establishes the expectations and standards for planning, hosting, and participating in fraternity and sorority events at Florida Atlantic University. These standards are rooted in federal, state, and local law; University regulations and policies; inter/national organization requirements; and recognized best practices within the fraternity and sorority profession. Through education, coaching, and partnership, the Office of Fraternity and Sorority Life seeks to cultivate a community where safety, responsibility, accountability, and student self-governance are fundamental components of the fraternity and sorority experience. Chapters, and their members, must always adhere to local, state, and federal laws, in addition to compliance with this policy.

Purpose

The purpose of this Risk Management Policy is to establish clear standards and expectations for fraternity and sorority events at Florida Atlantic University. This policy promotes safe, responsible, and values-based experiences while ensuring compliance with applicable laws, University regulations and policies, and inter/national organization requirements.

Terms and Definitions

For the purposes of these standards, the following definitions apply:

Attendance List: electronic list that includes the names of all members and non-members who are invited to and/or are present at an event.

Pre-Attendance List: an electronic sheet that details the anticipated guests for the event and includes the attendees' names, if they are over/under 21, if they are an FAU student, and their chapter affiliation, if applicable.



Post-Attendance List: an electronic sheet that details the actual guests for the event and includes the attendees' names, if they are over/under 21, if they are an FAU student, and their chapter affiliation, if applicable. This file cannot be edited after the conclusion of the event.

Bar/Club (also known as a Tavern): an establishment generating equal to or more than half (50%) of annual gross sales from alcohol.

Bring Your Own Beverage (BYOB): A controlled and secure alcohol management system through which guests who are of legal drinking age may check alcoholic beverages into and out of an event in accordance with these standards and applicable university policies.

Chapter Member: any individual who is deemed active by the chapter and listed on the chapter's official roster or any individual who is going through the new member/intake process.

Co-sponsor: any entity who provides assistance, financial or otherwise, to support an event.

Event: a gathering of chapter members and their guests, including, but not limited to:

- a. If the event is announced at a chapter meeting.
- b. If t-shirts are made for the event(s).
- c. If officers of the organization have knowledge or have planned the event.
- d. If it takes place before or after an official chapter event.
- e. If it takes place at an establishment that is associated with the chapter.
- f. If it is a recruitment event.
- g. If pictures are found on the internet (Facebook, Instagram, Snapchat, etc.), suggesting chapter involvement.
- h. If planning occurred in a chapter group chat.
- i. If there is a clearly followed theme to the event which suggests coordination.

Guest: any individual attending an official Fraternity and Sorority Life event, including alumni, invited guests, and approved visitors.

Local, State, and/or Federal Law: includes but is not limited to the laws of the United States, the State of Florida, Palm Beach County, the City of Boca Raton, and any other applicable local ordinance or law relative to the location of the event. Organizations who host events outside of Palm Beach County and/or City of Boca Raton are responsible for knowing applicable laws and/or ordinances of that area.

Hired Security: a licensed and insured security professional contracted by the host chapter to assist with access control, guest management, and safety monitoring

Minor: an individual who is less than twenty-one (21) years of age and unable to purchase, possess, or consume alcoholic beverages.

Safety Monitor: initiated and active Chapter Member designated to oversee compliance with all university, local, state, federal, and inter/national organization policies and laws during an event. Safety Monitors are responsible for monitoring event operations, facilitating the safe distribution of food and



beverages, identifying and addressing safety concerns, supporting emergency response procedures, and promoting a safe, orderly, and inclusive environment for all attendees.

Social Host Training: educational presentation hosted by Fraternity and Sorority Life and/or Owls Care Health Promotion staff or other approved designees that reviews policies, procedures and best practices for hosting events with alcohol.

Third Party Vendor: a licensed and insured party that provides a service. Examples include, but are not limited to, catering, alcohol services, or other provided services.

Third-Party Vendor Event: any event, on or off university property, in which a licensed and insured bartender/establishment is serving the alcohol.

Third-Party Venue: any establishment that is properly licensed (locally and with the state), and insured, where events are hosted.

University Policy: policies, rules and regulations adopted by Florida Atlantic University and/or its Divisions or Departments, including but not limited to FAU Policy 1.2, FAU Regulation 4.006, FAU Regulation 4.007. www.fau.edu/regulations; www.fau.edu/policies

Event Classifications

Open Event: Unrestricted access by members or non-members, alcohol-free, and may require the maintenance of a guest list. Examples include, but are not limited to, Meet the Greeks, IFC, PHA, UGC, NPHC, recruitment/intake events, chapter philanthropy events, brother/sister/siblinghood events, etc...

Closed Event: A closed event where alcohol may be present, maintains a guest list, and can be held on or off campus. The ratio is three (3) guests to one (1) active/new member (3:1). Examples include, but are not limited to, special events, anniversary events, etc. This event can only be hosted by one single organization.

Social: A closed event between at least two (2) on-campus recognized Office of Fraternity and Sorority Life organizations where alcohol may be present and maintains a guest list that contains only members from said organizations. Exceptions include a council-wide event with pre-approved permission by the respective council advisor.

Date Function: A closed event with a 1:1 ratio of one (1) active/new member to one (1) guest. Where alcohol may be present and maintains a guest list, these events may have contracts signed to use a particular venue or where food/alcohol may be part of a contract/event. This event can only be hosted by one single organization.

Special Events:

- a. Formal/Semi-Formal: Any function where a contract is signed to use a particular venue or where food/alcohol may be part of a contract, and maintains a guest list.
 - i. Contracts include, but are not limited to, hotels, restaurants, bars, clubs, etc.
 - ii. The ratio for this event aligns with the Date Function classification.



- iii. Alumni do not count as Active Members. They can only attend as dates, unless noted otherwise by inter/national offices.
- b. Anniversary events: Any event that celebrates a charter date, special celebration, or significant year. Anniversary events are not held annually.
 - i. The ratio for this event aligns with the Closed Event classification.
 - ii. The potential guest list is due 30 business days before the event. This is to be submitted through Owl Central.
 - iii. Chapters will meet with the Office of Fraternity and Sorority Life staff throughout the various planning processes to ensure all events are aligned with FAU, FSL, and Inter/National Headquarters policies.
- c. Tailgate/Official Tailgate: a fraternity or sorority event sponsored by an organization that has been registered in Owl Central, includes a tent larger than 10x10 ft or occurs in an equivalent amount of space, acknowledged by the Office of Fraternity and Sorority Life, and is held prior to a university-approved event.
 - i. Tailgates must comply with the Fraternity and Sorority Life Tailgating Standards. Please refer to that document for questions on Tailgating policy.

Risk Management Policies

The following policies and procedures reflect compliance with best practices and regulations established by the National Panhellenic Conference, North American Interfraternity Conference, National Pan-Hellenic Conference, and other national umbrella organizations and associations, and shall apply to all social fraternities and sororities at Florida Atlantic University. **NOTE:** A chapter's inter/national organization may have policies that are different from those listed below; **the chapter should remain compliant with whichever policy or operating procedure is stricter**, unless otherwise stated by the Office of Fraternity and Sorority Life. Contact a Fraternity and Sorority Life staff member if you have questions regarding these policies.

- A. Once each academic year, organization(s) must send a current Certificate of Insurance and Chapter Emergency Procedures or Crisis Management Plan to the Office of Fraternity and Sorority Life.
- B. Hosting organization(s) must have completed Social Host Training and Game Day Ready Training within the last calendar year to host an event with alcohol. The attendance expectations will be sent out to chapters no later than three (3) weeks prior to each training.
- C. Each chapter's President, Risk Manager, Risk Management Team, and Health and Wellness-related officers, must attend one (1) meeting each semester to review relevant policies and procedures with the Assistant Director of Risk Management, Health, and Well-Being or designee. Advisors, New Member Educators, and Social and Formal Chairs are encouraged to attend.
 - A. Chapters may not hold events with alcohol unless the appropriate officers have completed the training.
- D. All philanthropic activities and events must be alcohol free.



- E. No chapter may sponsor, co-sponsor, attend, or participate in an event with an alcohol distributor, charitable organization or bar at which alcohol is given away, sold at a discounted cost and/or to benefit the organization(s), or otherwise provided to those present.
- F. Events with alcohol may not take place during University Reading Days, final exams, and during the first ten calendar days prior to the first day of classes of any academic semester (including summer), including First Year Move In.
- G. All activities associated with recruitment/intake and pledging/new member activities must be alcohol free. No recruitment/intake or pledging/new member activities may be held at or in conjunction with a bar or alcohol distributor. This includes, but is not limited to, activities associated with “bid day/night,” “big brother/big sister day/night,” initiation, and or line/new member presentations.
- H. An organization is limited to hosting, or co-hosting, two (2) alcoholic events per month, unless permission is granted by the Office of Fraternity and Sorority Life.
- I. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.
- J. All events must refrain from advertising alcohol, ex: listing prices, specials, names/locations, and any other wording that implies alcohol being a feature or sole purpose of the event.
- K. The possession, sale, or use of any illegal drugs or controlled substances during a chapter event, or at any event that an observer would associate with the chapter, is strictly prohibited.
- L. A hosting organization’s President, Risk Manager, and Event Chair must schedule a meeting with the Assistant Director of Risk Management, Health, and Well-Being, or designee, at least five (5) business days prior to any event with alcohol to discuss the policies and procedures pertaining to the event.
 - A. If additional questions need to be answered and/or follow-up items need to be submitted, the Office of Fraternity and Sorority Life reserves the right to give preliminary acknowledgement of the event pending these items. The Office of Fraternity and Sorority Life can rescind acknowledgement if they are not submitted by the deadline(s) provided.
- M. All events with alcohol must have non-salty foods and non-alcoholic beverages available for all attendees, at no cost. The listed items must be provided by the host organization utilizing chapter funds.
- N. Registered events where alcohol will not be present may not exceed a block of six (6) hours. Special considerations will be reviewed on a case-by-case basis. All requests for special consideration must be submitted at the time of registration of the event.
- O. Events with alcohol must not exceed a four (4) hour maximum timeframe, and alcohol sales/distribution must end a minimum of 30 minutes prior to the end of the event (see FAU Policy 5.5). In all circumstances, alcohol sales/distribution must end no later than 2:00 a.m.
- P. There must be one (1) Safety Monitor per fifteen (15) attendees. A list of Safety Monitors must be included in the Pre-Event Attendance List submitted to the Office of Fraternity and Sorority Life by 5:00PM the business day before the event, and any changes to this list must be communicated in advance of the event (i.e., a Safety Monitor becomes ill.)



- Q. Attendance Lists must include the following information: full legal first and full last name, if they are over or under 21, chapter affiliation (if applicable), if they are a non-Florida Atlantic University student, and check in/check out times.
- R. The number of people attending a social event cannot exceed the fire code occupancy for the premises.
- S. 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.
- T. The presence of alcohol products above 14% 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.
- U. 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.
- V. The Office of Fraternity and Sorority Life will not acknowledge events taking place on, or near, bodies of water. If chapters seek to host an event on, or near, a body of water an organization's respective inter/national headquarters must acknowledge the event in writing.
- W. Alcohol may never be sold or distributed except through a Third-Party Vendor. Charging admission to an event with alcohol and/or selling cups at the event is prohibited and is seen as sale of alcoholic beverages at a chapter event.
- X. Alcoholic beverages may not be purchased with chapter funds. Members and/or guests may not collect, pool, coordinate, or otherwise use funds to purchase alcohol in the name of or on behalf of the chapter.
- Y. Alcoholic beverages must be dispensed in individual serving sizes. The purchase or sale of a bulk quantity or common source(s) of alcoholic beverages is prohibited. Common sources of alcohol (i.e. kegs, jungle juice, pallets, bulk containers of alcohol) are never permitted.
- Z. BYOB social events allow each Chapter Member and, non-member, who are of legal drinking age, to bring a maximum of six (6) 12oz. cans of beer OR four (4) 12oz. wine coolers OR one (1) 750mL bottle of wine. Glass bottles are not permitted; wine or wine coolers are to be poured into a plastic cup. All containers must be closed upon arrival.
- AA. Host chapters must hire and retain licensed and insured Hired Security, who must remain on-site for the entire duration of the event.
 - A. Hired Security must support access control, perimeter security, guest management, and emergency response.
 - B. Hired Security must cooperate with all University Officials and emergency responders.
 - C. Failure to maintain required security staffing may result in immediate corrective action or suspension of the event.
 - D. All guests consuming alcohol must present valid government-issued photo identification verifying they are at least 21 years of age to Hired Security.
 - E. Hired Security must manage the distribution of wrist banding and/or other over-age distinctions.



- BB. Events taking place outside of the state of Florida and/or are overnight will require a letter from the Inter/National organization/headquarters stating the event is acknowledged and insured through the organization's general liability insurance.
- CC. Under no circumstances should a venue's safety cameras and their views be obstructed (whether the venue is on campus, a private residence or a Third-Party Vendor).
- DD. Chapters must retain their Attendance Lists for at least three (3) years in their chapter files. A Pre-Event Attendance List must be submitted by 5pm the business day before the event (ex: event is Sunday, list is due 5pm Friday), and a Post-Event Attendance List must be submitted within 48 hours of the event.

This policy is reviewed annually by a committee comprised of Office of Fraternity and Sorority Life staff, campus partners, and fraternity and sorority student leaders to ensure it remains relevant, effective, and reflective of evolving best practices within higher education and the fraternity and sorority profession.

The Office of Fraternity and Sorority Life reserves the right to deny, suspend, or revoke acknowledgement for any event that fails to comply with these standards or applicable university policies.

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