



Interfraternity & Panhellenic Shared Social Events Policy

Part A. Social Events

- A. Purpose Statement. The purpose of this document is to outline the standards, regulations, and registration process for social events that involve alcohol within the University of Wisconsin-Madison Interfraternity Council (IFC) and Panhellenic Association (PHA). The goal of this policy is to create a safe, healthy, and vibrant social environment for all members.
- B. Legality. It is our expectation that all members of fraternities and sororities will abide by Federal, State, and local laws, University of Wisconsin-Madison policies, the Student Organization Alcohol Policy (SOAP), and their respective international/national chapter policies, regardless of location of the event.
 - a. All Federal, State, and local laws and University of Wisconsin-Madison policies included laws and policies pertaining but not limited to: underage drinking; excessive intoxication; use of illegal substances; serving intoxicated individuals; having open containers in public; or the sale of alcoholic beverages at events. All relevant and required permits from university or government agencies must be secured by the member organization hosting the event and be made available at the event.
- C. Compliance. Any and all chapters found not to be in compliance with the IFC & PHA shared social event policy and SOAP, will be sent to the IFC or PHA Judicial Board appropriately.
 - a. In addition, the chapter's national headquarters may be notified if deemed necessary.

Part B. Requirements to Host Social Events

- A. In order to register social events, chapters must complete the following including but not limited to:
 - a. Submit all required documentation each semester (ie. Chapter Social Inquiry Form)
 - b. Chapter President, Social Chair(s), and Risk Management Officer must attend the IFC/PHA harm prevention training and complete online Social Event Registration training.
 - c. Chapter must be in good standing with the University, Office of Fraternity & Sorority Life, and perceptive council. Refer to council bylaws for good standing approval expectations.
 - d. Attending or co-sponsoring events involving unrecognized organizations is prohibited.

Part C. Social Event Level Classification & Guidelines

- A. Level of Events Requirements
 - a. **Level One Events:** Level one events are deemed the manageable events for organizations, the ability to keep members safer.
 - i. All semester risk management requirements must be completed in order to host an event. ie. Harm Prevention and Social Event Registration Training, Chapter Social Inquiry.

- ii. Social event registration must be completed 7 days before the event.
 - b. **Level Two Events:** Level two events are deemed to be more risky and less manageable than level one requiring additional expectations.
 - i. All semester risk management requirements must be completed in order to host an event. ie. Harm Prevention and Social Event Registration Training, Chapter Social Inquiry
 - ii. Social event registration must be completed 7 days before the event.
 - iii. Complete an environmental scan of the event's location (ie. chapter facility, 3rd party venue)
 - 1. Chapter facilities environmental scans (ie. risk assessment) once a semester and 3rd party venues a scan each time the venue is used.
 - iv. Security is recommended but not required when attendance exceeds chapter facility capacity.
 - c. **Level Three Events:** Level three events are deemed to be most risky and least manageable compared to level 1 and level 2 events requiring additional expectations.
 - i. All semester risk management requirements must be completed in order to host an event. ie. Harm Prevention and Social Event Registration Training, Chapter Social Inquiry
 - ii. Complete an environmental scan (ie. risk assessment) of the event's location (ie. chapter facility, 3rd party venue)
 - iii. Complete social event registration must be completed 14 days before any level three event outside of Dane County and 7 days before events within Dane County.
 - iv. Headquarters and advisor approval needed for out of town events.
 - v. Complete a post event report within 7 days after the event.
 - vi. Due to no party monitoring at level three events, any filed reports will be viewed in a more serious light than for a level one or level two.
 - d. Unregistered events: An event not registered or approved by IFC/PHA is prohibited and if held organizations will be referred to council's process.
- B. Event Timelines
 - a. Events can begin after the established date determined by the IFC/PHA executive boards.
 - b. Events can be held up until the last day of classes.
 - c. All social events are prohibited during summer/winter academic breaks.
 - d. Weekends designated as "high risk" (i.e. Halloween, Mifflin Block Party, etc.) will be limited to the following:
 - i. This is subject to discretion of the City of Madison, City of Madison Police Department, and UW-Madison.
 - ii. Events may only be held at third party vendors on Friday.
 - iii. No events may be held on Saturday.

Part D. Social Event Types & Other Definitions

- A. All events meeting this definitions must be registered:
 - a. Event: Any activity where the number of people in attendance from any given chapter would lead a reasonable person to believe that said activity was planned, sponsored,

hosted, promoted or funded by a chapter where alcohol and current non-members* (ie. parents, alumni, guests) are in attendance.

- b. Promotion includes, but is not limited to: utilizing any form of social media, print materials, or campaigning to advertise, market, invite or otherwise encourage members and nonmembers to attend an event.
- c. Funding includes, but is not limited to: payments made from chapter dues, the chapter bank account, a collection of funds from chapter members, or an individual member.
- d. Co-sponsored Event (*Level Two Event*): Is a social event that is hosted in partnership with at least one other organization, but can include more than two organizations.
 - i. All types of events can be co-sponsored events.
 - ii. Any co-sponsored events are Level Two Events.
- e. Member organizations are not allowed to benefit financially, including for philanthropic causes, from a 3rd party venue through the connection to alcohol.

B. Types of Events:

a. **Level One Events**

- i. **Local 3rd party venue event** - venue is within Dane County and transportation is not needed; *within walking distance with what reasonable personal would walk*
 - 1. Event hosted at a local 3rd party venue that has:
 - a. Class B Liquor license.
 - b. Being classified as a restaurant or if classified as a Tavern must also have an 18+ Entertainment License. The list of approved third party venues will be provided at the Risk Management
 - c. All registered events at a third party venue, must be hosted at pre-approved venues, as established by IFC and PHA.
 - d. Cash Bars and alcohol minimums are prohibited and should not appear on contracts with third party venues.

b. **Level Two Events**

- i. **Local 3rd party venue event** - venue is within Dane County and *transportation* is needed to get to the venue
 - 1. Event hosted at a local 3rd party venue that has:
 - a. Class B Liquor license.
 - b. Being classified as a restaurant or if classified as a Tavern must also have an 18+ Entertainment License. The list of approved third party venues will be provided at the Risk Management
 - c. All registered events at a third party venue, must be hosted at pre-approved venues, as established by IFC and PHA.
 - d. Cash Bars and alcohol minimums are prohibited and should not appear on contracts with third party venues.
- ii. **Organizational Property Party** - any property that is owned or primarily occupied by active chapter members. (ie. Satellite house/apartment)
 - 1. Is a social event that is hosted in partnership with at one other organization at fraternity facility (ie. theme social)
 - 2. Social event hosted by fraternity inside their facility.

- iii. **Outdoor Events** - including tailgates, events on the lakes, on chapter facility or satellite properties
 - 1. Use of outdoor chapter facility space (has to include to the outdoors but is not limited to the outdoors)
 - a. I.e., yards, decks, docks, roofs, patios, bodies of water.
 - iv. **A-Bar (After Hours)** - gathering at chapter facility following a previous chapter member event or activity.
 - 1. Due to no party monitoring at A-bar events, any filed reports will be viewed in a more serious light.
- c. **Level Three Events**
- i. **Overnight/Out Town Event**- Any event where the chapter travels outside the Dane County area or an event that is hosted overnight whether in or outside of Dane County.
- d. **Post-Registered Events**
- i. For impromptu events at chapter facilities, fraternities will have 24 hours after the conclusion of the event to complete event post-registration form. There is a limit of 2 post-registered events per semester.
 - ii. Level Three Events are not eligible for post-registered events
 - iii. Due to no party monitoring at post-registered events, any filed reports will be viewed in a more serious light.
- C. Bring your own Beverage (BYOB): One six-pack of 12-ounce canned beverages (7% ABV or less).
- D. Guest: an individual who is invited by the host chapter or any of its members.
- E. Member: an individual who is considered an active/new member, or associate in accordance with the chapter's or inter/national policies.
- F. Social Event Registration: a form that is filed online that covers event specifics including but not limited: date and time of event, location, participating chapters, event type, expected attendance, chain of command, use of transportation and security, theme and names of sober monitors.
- a. Social event registration must be submitted at least seven (7) days before the event.

Part E. Process for Social Event Registration & Approval

- A. For each event a sorority or fraternity organization endorses, sponsors, or participates must submit a social event registration form meaning all participating organizations must complete social event registration.
- a. Events are considered registered once it has been approved by the IFC and PHA VPs of Risk Management.
 - b. The IFC and PHA VPs of Risk Management reserve the right to request more information as needed.
 - i. All social event registration forms must be completed seven (7) days before the event.
 - ii. All late submissions will result in a \$25/day fine.
 - 1. No social events can be registered later than noon on the day before the event takes place.

- iii. Knowledge of any visiting chapter members that plan to attend the event must be expressed in the social contract.
 - c. For co-sponsored events all organizations must submit a social event registration form.
 - i. The information on all registration forms must match.
 - d. Only Chapter Presidents, Social Chairs, or Risk Management Officers may submit a social event registration form.
- B. Completed Social Event Registration must be filed thoroughly and accurately, and include all requested information.

Part F. Social Event Policies

- A. All events involving fraternities or sororities shall subscribe to the IFC/PHA social policy outlined in this document.
- a. If one member organization has a local, regional, or national policy that is more restrictive than the other cosponsoring organization's policies, it is understood that that the more restrictive policy will take precedence.
- B. All members participating in activities related to the registered or unregistered event, whether preceding, during, or following the event, shall be subject to the rules of this social policy.
- a. This includes, but is not limited to: pre-bar or pregaming and after-bar or after-hours (a-bars) events.
- C. Bottled water and unsalted foods must be easily accessible to all individuals throughout the duration of the event. Chapters must provide:
- a. One bottle of water per individual on the guest list
 - b. \$50 worth of food for the first 100 individuals and \$15 per additional 25 individuals on the guest list
- D. Events can be longer than 4 hours beginning no later than 9:00 PM and must conclude by 1:00 AM.
- a. After-bar events cannot begin until 12:00 AM and can go no later than 2:00 AM.
- E. Events must have only one entrance and all other entrances must be sectioned off or marked.

Part G. Sober Monitoring

- A. Sober Monitors
- a. Sober monitors must be present and completely sober for the entirety of the event.
 - b. Each sponsoring organization must provide one (1) sober monitor per 25 individuals on the guest list.
 - c. New members or first semester affiliated members are not eligible to serve as Sober Monitors.
 - d. Half (50%) of the sober monitors from each sponsoring organization must be in an officer/executive position or have been a member for over one academic year.
 - i. At least one sober monitor from each sponsoring organization must be at or above the minimum legal drinking age.
 - e. All sober monitors must complete online training and complete the quiz with a score of 90% to serve in this role. Each individual is provided three attempts.
 - i. This training is good for one year from the date the training was successfully completed.
 - ii. Training can be found at guide.cfli.wisc.edu.

- B. Sober monitors are responsible for the following:
 - a. Monitoring the overall safety and wellbeing of all individuals at the event.
 - b. At least one sober monitor from each sponsoring member organization must be present at the main entrance to the event at all times.
 - c. Ensuring that all other entrances not designated as the main event entrance and exit of the event are secure and only used in an emergency situation.
 - d. Post safety signs provide by IFC and PHA which included the following information:
 - i. Event address
 - ii. Licensed taxi services (phone number)
 - iii. Police (phone number for emergency and non-emergency line)
 - iv. Fire Department (phone number)
 - v. Safe Walk (phone number)
 - vi. Rape Crisis Helpline (phone number)
 - e. Preventing any individuals from leaving the event with alcoholic beverages.
 - f. Remain available throughout the party to escort individuals home, if needed.

Part H. Party Monitoring

- A. IFC and PHA Executive Board members, excluding the VPs Judicial Affairs, will serve as party monitors for registered events.
- B. IFC and PHA Executive Board members will enter each event to check for required documentation and compliance with this social event policy.
- C. Party monitors reserve the right to enter registered or unregistered events at any time.

Part I. Event Participants & Guests

- A. All events must have a guest list. Meaning that all open events are prohibited.
 - a. The guest list must include all information on the template provided by the IFC and PHA VPs of Risk Management.
 - b. If a majority (51%) of your guest list is composed of members from one chapter, the event is considered a co-sponsored event.
 - i. For events sponsored by four or more member organizations, each sponsoring organization is limited to no more than ten non-member guests.
 - ii. For co-sponsored events, if one participating organization does not wish to have non-member guests, no participating organization may have non-member guests.
 - c. All chapter members, whether expected to attend or otherwise, must be on the guest list along with invited non-member guests.
 - d. Guest lists must be checked at the designated entrance of the event.
 - i. Each individual entering a registered event must be on the guest list and must provide photo identification identifying legal age.
 - e. Sober monitors and/or professional security staff must deny entrance to individuals not on the guest list or unable to provide an identification card.
- B. To indicate each person's legal age at the event, chapters must do the following:
 - a. Wristbands must be provided to guests at the main entrance of the event to identify and label individuals who are of legal age to consume alcohol.
 - b. If hosting an event at a third party venue, chapters must follow the venue's protocol for identifying individuals of legal age to consume alcohol.

- C. One of the following officers, Chapter President, Social Chair and/or Risk Management Officer, must be present throughout the entire scheduled time of the event.
- D. All event guests and sponsoring member organizations must maintain a respectful manner towards all venue staff and premises.
 - a. Anyone found to be disrespecting the venue or its staff should be asked to leave the event and will be subject to consideration by their council's judicial process.

Part J. Security

- A. Any event with expected attendance of more than 200 individuals or that is sponsored by three or more member organizations must be staffed by a paid professional security company.
- B. The guidelines for hiring security are as follows:
 - b. Companies must be licensed through the State Department of Safety and Professional Services.
 - c. Companies must be insured.
 - d. Security companies must employ a system of background checks when hiring security staff.
 - e. Security staff must be trained in first aid, crowd management, defense tactics, and professional communications.

Part K. Alcohol

- A. No chapter dues or collection of funds from chapter members, guests or individual members can be used to purchase alcohol.
 - a. In the event that a chapter purchases alcohol for a co-sponsored event, all co-sponsoring chapters will also be held liable.
- B. No alcohol shall be served to or consumed by any underage individual, or individual not appropriately indicated
- C. Bring your own Beverage policy must be followed for any event not held at a third party venue.
 - a. BYOB Policy is as follows:
 - i. Each individual 21+ on the guest list can bring no more than one six-pack of 12-ounce canned beverages (7% ABV or less).
 - 1. No glass beverage containers.
 - ii. The alcohol is handed to the bartender upon arrival to the event.
 - 1. The bartender must be one of sober monitors of one of the member organizations sponsoring the event. These individuals must be of legal drinking age.
 - iii. All alcohol must be stored behind a bar or barrier in order to ensure only the acting bartender may access the alcohol. A bar is defined as any structure that is enclosed on three sides.
 - iv. The bartender must keep track of each attendee's beverages in whichever way the chapter deems best.
 - v. Alcohol is to be dispensed in a designated area for attendees of legal drinking age.
 - vi. All beverages must be individual portions.
 - vii. All beverage containers must be opened in front of the guest.
- D. All drinking games of any kind are prohibited.

E. Common sources of alcohol such as kegs, bowls, barrels, boxed wine, etc. are prohibited.