

**Panhellenic & Interfraternity Council
Risk Management Policy
Drake University**

1. Scope

- 1.1. The members of the Interfraternity Council (IFC) and the Panhellenic Council (CPH) at Drake University use this document as a reflection of the high standards we uphold. We place high value and esteem on the Fraternity and Sorority Life (FSL) Community and thus respect each member's individual chapter, its property, and its members' safety. We understand the right for each member to take responsibility for his/her own actions and understand every individual is a representation of the Fraternity and Sorority Life (FSL) Community as a whole.
- 1.2. This document is an addition to each chapter's national/international policies, the laws of the state of Iowa, and of Drake University.
- 1.3. All chapters and colonies recognized by the IFC and CPH fall under the jurisdiction of the FSL Risk Management Policy and are expected to abide by its regulations.
- 1.4. Forms, as referred to in this Article, may be found in the Social Responsibility Training PowerPoint or on the Fraternity and Sorority Life (FSL) website made available and updated each semester by the Interfraternity and Panhellenic Councils.

2. Definition of Terms

- 2.1. The term "event" or "chapter function" will be interpreted as any function sponsored by, or that could be deemed by a bystander, as sponsored by a Drake University recognized chapter.
- 2.2. Any event that is associated with the name of a chapter and/or if a member or guest would associate the event with the chapter (philanthropy events).
- 2.3. Commonly, the "duck" rule will be utilized. If it looks like a chapter event, and the individuals and premises act like it is a chapter event, then it is probably a chapter event.
- 2.4. The term "social event" will be interpreted as any "chapter function" where alcohol is present (Crush parties, date parties, formals). Unless stated as a "social event without alcohol."
- 2.5. The term "premeditated" will be interpreted as planned or deliberated.
- 2.6. The term "policy" will be interpreted as the Interfraternity and Panhellenic Council Risk Management Policy.
- 2.7. The term "closed" will be interpreted as having restricted access to non-members of the organization or those without specific invitation.
 - 2.7.1. Opposite of the term "closed" would be "open."

3. Event Types

- 3.1. All premeditated, social events of a single chapter with a third-party vendor (e.g., after hours, house party, pre-football or sporting event activities, etc.).

- 3.2. All premeditated, social events including multiple chapters (no more than four (4) at an exchange) with a third-party vendor (e.g., after hours, house party, pre-football or sporting event activities, etc.).
- 3.3. All premeditated social events without a third-party vendor where alcohol is present (e.g., after hours, house party, pre-football or sporting event activities, etc.).
- 3.4. All events for philanthropic or community service projects.
- 3.5. All premeditated social events where alcohol is not present.
- 3.6. All pairing events including, but not limited to, those associated with Homecoming, FSL Week, and Relay's Week.
- 4. Registration of Social Events
 - 4.1. All events where alcohol is present shall be registered with the Executive Vice President of the Interfraternity Council (IFC) or the Panhellenic Council (CPH) and the Director of Fraternity and Sorority Life. Event forms shall be submitted by three (3) pm fourteen (14) calendar days before the event to the Director of Fraternity and Sorority Life by email. The respective Executive Vice President will review the registration forms and approve or deny the event.
 - 4.1.1. All events that fall on a weekend (Saturday or Sunday) will need their paperwork and forms submitted by the Friday before said event, at three (3) pm at least fourteen (14) days in advance.
 - 4.2. Each chapter sponsoring the event shall individually register group or combined events. Registration forms are available online on the Fraternity and Sorority Life (FSL) website.
 - 4.3. Chapters must create a guest list for each social event using the IFC/PHC approved guest list format provided by the respective Executive Vice President.
 - 4.3.1. Guest lists are due by twelve (12) pm the week, seven (7) days, prior to the social event to the Director of Fraternity and Sorority Life by email. For weekend events, the guest list is due by twelve (12) pm the Friday the week prior to the event.
 - 4.3.2. The guest list must be fully completed. Edits will only be allowed with the approval of the Director of FSL & the Associate Dean of Students.
 - 4.4. Social events held by a single chapter with a third-party vendor shall be registered with the Interfraternity and Panhellenic Council Form "A". Social events held by multiple chapters with a third-party vendor shall be registered with the Interfraternity and Panhellenic Council Form "B". Social events without a third-party vendor shall be registered with the Interfraternity and Panhellenic Council Form "C".
 - 4.5. Events registered with alcohol using Form "A" or "B" shall have the vendor's valid liquor license, a copy of the vendor's certificate of insurance, and a copy of the transportation company's certificate of insurance.

- 4.5.1. Transportation to and from the event, including insurance, is only required if said event is located greater than one (1) mile from the Fraternity and Sorority Life (FSL) Community on 34th Street.
 - 4.6. Events registered using Form “C” shall have a copy of the transportation company’s certificate of insurance if applicable.
 - 4.6.1. Transportation to and from the event, including insurance, is only required if said event is located greater than one (1) mile from the Fraternity and Sorority Life (FSL) Community on 34th Street.
 - 4.7. Failure to properly register an event, or violations of the event registration procedures will have repercussions
 - 4.7.1. Repercussions for IFC are as follows, 1st infringement: no penalty 2nd infringement: \$25 fine 3rd infringement: \$50 fine. If a form is 3-4 days late the event is at risk of being postponed depending on the schedule of events during that time. If the event is still able to go on, fines will start at the first infringement. If a form is more than 4 days late the event will not be approved and must be rescheduled. Infringements will be reset after each semester.
 - 4.7.2. Repercussions for PHA are subjected to fines for late/missing paperwork. The first offense results in a \$25 fine and the second will result in a \$50 fine.
 - 4.8. Failure to properly adhere to the procedures contained herein may result in further measures put in place to ensure the safety of future events, including the denial of future events, and/or referral to the appropriate council’s Judicial procedure.
 - 4.9. Any suspected violations of provisions of the Code of Student Conduct will be investigated, adjudicated, and sanctioned according to the procedures set forth in the Code.
 - 4.9.1. University Administrators have the right to deny approval, cancel or modify any previously approved event. In those cases, the University will provide written communication of their decision and the rationale for such decision to the chapter
 - 4.10. All chapters shall host at least one (1) event without alcohol each semester.
5. Requirements for All Social Events
- 5.1. Binge drinking, kegs, hazing, peer pressure, or drinking games are strictly prohibited.
 - 5.1.1. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating one’s age, beer pong, century club, dares, or any activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

- 5.2. All social events must be either a closed function that is bring your own beverage (BYOB) or using a third-party vendor to handle the alcohol. Open social events are prohibited.
- 5.3. Each named chapter sponsoring any activity regardless of location shall be held responsible for any and all persons attending.
 - 5.3.1. Each chapter sponsoring an event must have an equal, or as close to equal, amount of sober monitors.
- 5.4. Each named chapter sponsoring any activity regardless of location should do their best to ensure the safety of its members and their guests.
- 5.5. No alcoholic beverages may be purchased through or with chapter funds or coordinated by any member in the name of or on behalf of the chapter. The purchase of bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- 5.6. The unauthorized possession, sale, and/or use of any illegal drugs or controlled substances is strictly prohibited.
- 5.7. No chapter shall sponsor an event with an alcohol distributor or establishment where fifty (50) percent (%) of their proceeds come from alcohol.
- 5.8. The event's theme shall not have any suggestion of being racial, alcoholic, sexist, dangerous, or insensitive to any group.
 - 5.8.1. In reference to the Religious Accommodation Policy, no social events should be held on the pre-approved list of religious holidays.
- 5.9. Before hosting an event, the President, Risk Manager, Social (Programming) Chair(s), and New Member Educator shall complete IFC/PHC Social Responsibility Training. Failure of these officers to be present will result in the chapter being prohibited from hosting any event.
- 5.10. The total number of persons present may not exceed three times the membership (1 member plus 2 guests) of one host organization
 - 5.10.1. Exceptions may be made on a case-by-case basis and must be reviewed in consultation with the Director of Fraternity and Sorority Life (FSL) or his/her designee at least ten (10) days before the event is to take place.
- 5.11. The number of people at the event must not exceed fire-code or guest-to-active ratio as defined by an individual chapter's (inter)national association.
- 5.12. All registered events must end by two (2) am (if in a chapter house) and not last longer than 5 hours. The yard must be cleaned up by twelve (12) pm (noon) the following day. Events with alcohol may only occur on a Thursday, Friday or Saturday.
- 5.13. All recruitment activities associated with any chapter will be non-alcoholic.
- 5.14. No alcohol shall be present at any pledge/associate member/new member activity or ritual of the chapter. This includes but is not limited to activities associated

with “bid night,” “big brother-little brother” events or activities/ “big sister-little sister” events or activities, “family” events or activities and initiation.

- 5.15. All events with alcohol are closed events and cannot be widely promoted/
Examples: Public Facebook groups, posting fliers on campus

6. Requirements of All Social Events

- 6.1. No alcoholic beverages shall be purchased with Interfraternity and Panhellenic Council funds.
- 6.2. No alcoholic beverages shall be purchased through the chapter treasury or on behalf of the chapter.
- 6.3. For social events, the sponsoring chapter must have one of their 21 or older Event Monitors check the IDs of all guests. Chapters may also hire an outside security company to check IDs if they would prefer. Outside companies must be approved by FSL and be fully licensed and insured. The Event Monitor or third-party security company must cross reference the guest list ensuring only those on the list enter the event. If guests appear visibly intoxicated, they will not be served.
- 6.4. If alcohol and invited guests are present at an event that exceeds three-hundred (300) attendees, the host organization must provide a hired security guard to be present. This hired security guard may not be a current Drake University student.
- 6.5. Each event shall have 1 event monitor for every 20 guests. 50% of the event monitors must be juniors or seniors.
 - 6.5.1. Event monitors must be sober, collegiate members of their chapter, and have gone through Sober Monitor Training.
- 6.6. For all events with alcohol held off chapter property where overnight arrangements have not been made, hired transportation shall be provided for all members attending.
- 6.7. At all events involving alcohol, it is the responsibility of the hosting chapter(s) and its members to provide standardized wrist bands to all members and approved guests who are 21 years of age or older. At events being held at third party establishments, the bar or restaurant staff are also free to check identification and provide additional wristbands if needed. Organizations cannot rely solely on third party restaurant or bar staff to check IDs and provide wristbands. The Office of Fraternity & Sorority Life, Panhellenic or IFC will provide wristbands for the estimated attendance, per the event guest list. Wristbands may be picked up no earlier than 2 days before the event in the Office of Fraternity & Sorority Life. Each event will have different colored wristbands.
- 6.8. Travel Formals. All Formals or Semi Formals must be held in either Polk or Dallas county of Iowa. If the chapter or member decides to stay at a hotel the weekend of the formal, the organization is responsible for the action of their members even after the event is over.

7. Requirements for All Social Events on Chapter Property

- 7.1. Alternative Food and Beverage
 - 7.1.1. \$20 per 50 attendees of alternative unsalted food and nonalcoholic beverage shall be provided.
 - 7.1.2. Shall be in single-use containers and suited for individual use (i.e., canned soda, juice boxes, etc.).
- 7.2. Events shall have no more than one designated entrance, and all exits will be monitored by sober representatives.
- 7.3. Nonmembers shall be limited to a designated party area. Alcohol shall not be provided outside the designated area.
- 7.4. Alcohol over 15% ABV is prohibited in the designated party area, specifically a common source container (i.e. jungle juice).
- 7.5. A limit of six (6) twelve-ounce beers or one four-pack of wine coolers is allowed.
- 7.6. Door Monitor Responsibilities
 - 7.6.1. Shall be a member of the chapter sponsoring the event.
 - 7.6.2. Shall be responsible for not allowing alcohol to leave the establishment of the event.
 - 7.6.3. Shall monitor the current attendance of the party.
 - 7.6.4. Shall be responsible for making attendees aware of the BYOB drink policy
 - 7.6.5. Shall be responsible for handing out drink tickets/tabs if applicable
 - 7.6.5.1. Chapters may also use a different method and the Associate Dean of Students & the Director of Fraternity & Sorority Life must approve their chosen method at the beginning of each semester.
 - 7.6.6. The persons monitoring the entrances and exits are not permitted to consume alcoholic beverages or be under the influence of drugs or alcohol during the event.
- 7.7. Bar-back Responsibilities
 - 7.7.1. Shall be a member of the chapter that is sponsoring the event.
 - 7.7.2. Shall be 21 years of age or older.
- 7.8. Bartender Responsibilities
 - 7.8.1. Shall be a member of the chapter that is sponsoring the event.
 - 7.8.2. Shall be 21 years of age or older.
 - 7.8.3. Shall distribute one (1) beer for one (1) ticket or tab or another approved method
 - 7.8.4. Shall distribute one (1) beer at a time.
- 7.9. If alcohol content is above 15% ABV, the chapter shall dispose of the alcohol and remove it from the premises.
- 7.10. Glass bottles are strictly prohibited. Only plastic containers and 12 oz. aluminum cans are allowed.

- 7.11. The transport of any open containers of alcohol into or out of the event is strictly prohibited.
- 7.12. For outdoor events, fences must be in place to mark off the designated party area.
- 7.13. Underage persons may not bring alcohol into any social event hosted by a Fraternity or Sorority.
- 7.14. City Ordinances. Events requiring an outdoor noise permit issued by the City of Des Moines must comply with City Code. This expense will be paid for by the chapter and must be submitted 45 days in advance per City Code. Captain Mark Risvold, Drake Public Safety, serves as the University's designee for amplified sound permits. Captain Risvold can be reached by calling Drake Public Safety at 515-271-222 or via email at mark.risvold@drake.edu. For more information, please visit the city's Community Development website.
- 7.15. No alcohol outside of common spaces. Alcohol should be kept in the event spaces, common areas of the fraternity house. No alcohol should be consumed, during the event, in hallways, bedrooms or bathrooms.
- 8. Contagious Disease and Pandemic Policy
 - 8.1. In regards to a threat to public health, all FSL social events with or without alcohol are subject to rescheduling/cancelation on the basis of local, state, federal, or university rulings on the matter.
 - 8.1.1. For any clarification on current policy, consult the Director of Fraternity and Sorority Life or the Drake University Contagious Illness Protocols webpage.
 - 8.1.1.1. <https://www.drake.edu/contagious-illness-protocols/#:~:text=supplies%20are%20available,-,Testing,call%20515%2D216%2D5100>.