Introduction

Implementing social events is a detailed process that necessitates the balancing of many components: event planning, policy adherence and application, processes and procedures, mitigating power dynamics, promoting safety and risk management, wanting members and guests to have fun, communication with off-campus venues, and collaboration with Washington University staff. This document outlines requirements and policy for implementing social events that chapters will be held accountable for.

The content and expectations of this document are informed by the Fraternity/Sorority Life (FSL) community's six Guiding Values, created in partnership between Campus Life staff and FSL council and chapter leaders. These Guiding Values are listed below and accompanied by context for how they promote Campus Life’s Social Event Management (SEM) priorities.

1.) Well-being: The safety and well-being of chapter members and guests is of paramount concern to Campus Life staff. Campus Life’s expectation is that every decision chapters make in the planning, implementation, and communication of/about their events centers safety and well-being. This means events are planned with risk management practices that focus on keeping members and guests physically safe, and reaching out to appropriate on or off-campus resources who can help in situations where safety has been compromised (e.g., EST, WUPD, 911, hired security staff, venue staff).

2.) Belonging: Social events should be fun and safe simultaneously. This document is written to allow for this synergy to occur in a way that brings students together and contributes to their sense of belonging – both in and outside of FSL.

3.) Social Justice: Events should be planned with emotional safety in mind, which means considering and respecting members' and guests' range of identities and experiences, as well as dynamics of privilege and oppression, when choosing an event’s theme, location, and promotion. Focusing on these aspects will support the mitigation of power dynamics at social events, which has been highlighted as a key issue for our FSL community by students and staff alike.

4.) Responsibility: In the planning and hosting of social events, chapters are responsible for knowing, understanding, and implementing the policy in this document, as well as federal, state and local laws. Campus Life also expects chapters to understand and follow Washington University's Housing policies and the Student Code of Conduct.

5.) Self-Governance: In order to implement policies and expectations that support our Guiding Values and strong partnership between chapters, councils and Campus Life, we highly value open, candid and constructive dialogue between chapter and council members, and Campus Life staff. We also seek to continuously improve our policies and practice to better support students’ lived experiences, which consists of empowering students to give feedback that is always considered and relied upon in the updating of this document. The key students in ensuring a policy marked by self-governance are our community’s council leaders and the Social Event Management Advisory Board they oversee; it is expected that these groups will seek out and take an active role in the continued updating and improvement of this policy.

6.) Personal Growth: Through planning and implementing social events while using this document, chapter members (e.g., Social Chairs, Event Captains) will have ample opportunity to develop numerous leadership, communication, collaboration, and risk management skillsets.
Social Event Management Education and Trainings

The following SEM training expectations apply to all chapters:

1.) Social Event Management Policy online comprehension quiz
   - **Who partakes?** Presidents, Social Chairs, Risk Managers, House Managers, Event Captains
   - **When is it due?** January 19, 2020 at 9am
   - **What happens if not completed?** Chapter unable to host social events. Returning and new Social Chairs who have not completed this may not partake in the social event draft.

2.) Social Event Management Policy and Guidance training
   - **Who partakes?** New President, Social Chairs, Risk Managers, House Managers, Event Captains (optional for returners)
   - **When is it?** January 19, 2020; 11am-12pm
   - **What happens if not completed?** Chapter unable to host social events. New Social Chairs who have not completed this may not partake in the social event draft.

3.) Event Captain (EC) Training
   - **Who partakes?** New Event Captains
   - **When is it?** February 1, 2020; 12-4:30pm
   - **What happens if not completed?** Chapter unable to host social events if minimum of 3 do not partake

4.) Responsible Contact Training
   - **Who partakes?** 80% of each chapter
   - **When is it due?** February 17, 2020
   - **What happens if not completed?** Chapter required to have security at registered dry mixers

Registered Event Policy

1.) The following details the four types of social events that can be registered through Campus Life as dry or with alcohol provided by a third-party vendor service: (1) On-Campus Invite, (2) On-Campus Mixer, (3) On-Campus Sister/brotherhood *event for and attended by 50% or more of the chapter*, (4) Off-Campus
   - Any chapter activities that occur outside of these four categories and their corresponding registration process are considered unregistered. An unregistered social activity is any event that utilizes the sister/brotherhood’s social network or name, is sponsored or endorsed by the chapter, and has not been registered through Campus Life. Additionally, if an event is registered as one type (e.g., Mixer) and implemented as another event type (e.g., Invite Event), it will be treated and adjudicated as an unregistered event because the type of event that was actually implemented would not have been registered.
   - Events may be held in one of three venue types: (1) on-campus chapter facility, (2) on-campus reserved space, or (3) off-campus venue that has agreed to all terms of Campus Life’s Off-Campus Event Agreement and any of its corresponding addendums. IFC Fraternities that have a non-University owned off-campus chapter house are prohibited from hosting registered, or unregistered, social events/activities in their chapter house. Like all chapters without University housing, these fraternities may host registered events at off-campus venues or in approved on-campus spaces.

2.) A chapter hosting an event must be eligible to host the type of event they are planning, register the event, and take responsibility for implementing it in accordance with applicable policies and laws. **When chapter headquarters and University policy differ, the chapter is always to follow the more stringent rule.** For mixers, these expectations apply to both hosting chapters. No more than two chapters may host a mixer.

3.) For off-campus events, chapters must provide bus transportation that meets the following: (1) reserved through a University approved company, (2) picks up and drops off exclusively on-campus at either Simon Lot, Alumni Lot, or Steinberg Circle, (3) each bus staffed with at least one Event Captain or Responsible Contact, and one security guard if required for the event.

4.) University-approved security is required at events with alcohol, dry on-campus invite events, and dry on-campus mixers if 80% of chapter has not completed its yearly Responsible Contact training. Dry off-campus events may require security based on Campus Life and WUPD’s discretion. Event Captains and Responsible Contact must meet with hired security 30 minutes prior to every event requiring guards.
5.) Each event type requires a specific number of Security Guards, Event Captains, and Responsible Contacts
   - **Security Guards**
     - On-campus with alcohol = 3
     - On-campus dry invite = 1
     - On-campus dry mixer = 1 if Responsible Contact training not completed
     - Off-campus with alcohol = 2 entry/exit, 1 alcohol distribution point, 1 rover per 100 attendees, 1 per bus (if buses are only making one trip to and from venue, chapter can use those guards as the rover/s. If buses are shuttling, guards must stay with bus)
     - Off-campus dry - Consult with Campus Life staff to determine what guard staffing may be needed
   - **Event Captains (EC) and Responsible Contacts (RC)**
     - On-campus invite with alcohol = 2 ECs; 6 RCs
     - On-campus mixer with alcohol = 1 EC per chapter; 5 RCs per chapter
     - On-campus sister/brotherhood with alcohol = 1 EC; 2 RCs
     - On-campus dry invite = 1 EC; 6 RCs
     - On-campus dry mixer = 1 EC per chapter; 5 RCs per chapter
     - On-campus dry sister/brotherhood = 1 EC; 2 RCs
     - Off-campus with alcohol = 2 ECs; 6 RCs
     - Off-campus dry = 1 RC; 3 RCs

6.) All Event Captains and Responsible Contacts must remain sober and free of all alcohol or drug substances during the entire duration of their assigned event

7.) Social events may only occur on Thursday, Friday and Saturday nights, as designated by the FSL social event calendar. The only exception to this is that events may be registered the Sunday following the last day of classes.

8.) No event is ever permitted to last past 1:30am. All outdoor amplification must be turned off by 12:00am on Friday and Saturday, and 10:00pm on Sunday and Thursday. Any outdoor amplification must first be approved by Campus Life staff. Music may remain on inside an event until 1:15am or fifteen minutes prior to the event’s scheduled ending time. If anyone playing music at an event is being paid to do so and providing their own equipment, they must be insured, and approved through the University.

9.) There may be no more than three (3) on-campus and three (3) off-campus events on any night that social events are permitted.

10.) Chapters must sign the University’s Fire and Electrical Rules and Campus Life’s Social Chair Event Registration Agreements at the start of the semester in order to host events

11.) Only one point of entry/exit that are the same may be used for all events

### Alcohol and Drugs Policy

For any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1.) The organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.

2.) Organizations, 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 University or organizational premises or at any activity or event sponsored or endorsed by the organization.

3.) Alcoholic beverages must be provided and sold on a per-drink basis by a licensed, insured, and University-approved third-party vendor (e.g., restaurant, bar, caterer, etc.). Beer and wine only are permitted at these events, and must only be served from 1 point of distribution
   - Beer must be no higher than 5% ABV and served in containers no larger than 12 ounces
   - Wine must be no higher than 12% ABV and served in containers no larger than 5 ounces

4.) Hard alcohol, including but not limited to, grain alcohol, punches and mixed drinks are never permitted at any events or activities.
5.) Common sources of alcohol, including bulk quantities, which are not being served by a licensed, insured and University-approved third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event including but not limited to handles, punch, kegs, boxed wine).

6.) Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., social fee, admission fees, cover fees, collecting funds through digital apps, etc.).

7.) An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.

8.) An organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.

9.) 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 induction ceremony.

10.) Organizations, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

**Guest Management Policy**

1.) For mixers and sister/brotherhood events, only members of the hosting organization(s) may attend

2.) For any invite and off-campus event, only members of the hosting chapter and guests on the guest list provided to Campus Life through event registration may attend
   - One non-WashU guest per hosting chapter member is allowed at invite events only. A non-WashU student guest, and their host, must sign the Guest Liability Waiver and return it to the Associate Director for Camps Life – Fraternity/Sorority Life at least 24 hours prior to the event.

3.) An event guest list must:
   - Be used to ensure that only those guests on the list are in attendance at the event
   - Have every guest listed out next to the name of the hosting chapter member
   - One chapter member may not have more than 3 guests for an invite event
   - Denote if all chapter members and guests are over or under 21 for events with alcohol
     - For mixers with alcohol, chapter rosters with over/under 21 designations must be used

4.) Fire code capacity for on and off-campus events must never be exceeded by the combined number of members and guests in attendance
   - This capacity number for on-campus spaces, including chapter houses, is 150

5.) Hosting chapter members are responsible for their guests’ behavior and actions

**Medical Amnesty**

If a member or guest is in need of medical support at an on-campus chapter event, it is imperative that the chapter take the initiative to call EST (on-campus) or 911 (off-campus) immediately.

*With the exception of the below-detailed infractions, when a chapter member calls EST/911 for a student in need, violations that may result from the incident will not count towards the chapter’s status in relation to social, housing or organizational probation. This amnesty applies for the first two incidents in a semester where EST/911 is called by a chapter member, and the chapter violated policy during the incident. Following each of these incidents, the follow up intervention done with the chapter would be solely educational in nature (i.e., no fines or steps towards social, housing or organizational probation). In the event that there is a third incident in which EST/911 has been called, and policy was again violated, the chapter at that point has clearly demonstrated a pattern of high-risk behavior. As a result, the chapter would then be subject to punitive sanctions such as social, housing, or organizational probation and/or a monetary fine.*

Medical Amnesty does not apply in cases where chapters eligible for protection from conduct sanctions commit violations characterized by the following:
- Causing physical harm, Sexual assault or violence, Property damage, Distribution of drugs, Hazing, Other criminal activity
Resources

The following training, guidance and support resources are helpful tools for chapters to utilize in order to effectively and compliantly implement the policy and expectations in this document.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Services and Benefits of Resource</th>
<th>Resource Information and Contact</th>
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<tbody>
<tr>
<td>Fraternity/Sorority Life Social Event Management Guidance Document</td>
<td>This document, available online, and provided directly to FSL students, outlines important recommendations and guidance for effectively implementing the policy and expectations detailed in this document</td>
<td>Austin Sandoval-Sweeney (<a href="mailto:austin.sweeney@wustl.edu">austin.sweeney@wustl.edu</a>); students.wustl.edu/fraternity-sorority-policies-conduct-guide</td>
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| Relationship & Sexual Violence Prevention Center (RSVP)                 | • Confidential resource offered by full-time professional staff  
• Provides support for victims and survivors of interpersonal violence (counseling, advocacy, accommodations, access to medical attention, access to no contact and/or protective orders)  
• Provides violence prevention and bystander trainings  
• RSVP Center Anonymous Reporting Form: https://students.wustl.edu/relationship-sexual-violence-prevention-center-anonymous-report-form/ | Learn more and find contact information at: rsvpcenter.wustl.edu                                                                                                                                                                                                  |
| Title IX Office                                                         | • Not a confidential resource  
• Provides support for enacting the University’s accountability process related to incidents of interpersonal violence                                                                                                         | Learn more and find contact information at: titleix.wustl.edu                                                                                                                                                                                              |
| Sexual Assault and Rape Anonymous Helpline (SARAH)                      | • Confidential resource provided by trained students  
• Provides support and resources for victims and survivors of interpersonal violence  
• Provides trainings on building supportive and trauma-informed communities                                                                                                                                            | Learn more and find contact information at: sarah.wustl.edu                                                                                                                                                                                            |
| Uncle Joe’s                                                             | • Confidential resource provided by trained students  
• Provides mental health support and resources for all undergraduate students  
• Provides trainings on mental health topics                                                                                                                                                    | Learn more and find contact information at: unclejoe.wustl.edu                                                                                                                                                                                          |
| Bias Report and Support System (BRSS)                                   | • Reports may be anonymous or identifiable  
• Provides support and referrals for incidents of bias; informs University community of bias incident if reporting party so chooses                                                                                                   | Report incidents and experiences of bias on campus: students.wustl.edu/bias-report-support-system                                                                                                                                                               |
| Office of Student Conduct and Community Standards (OSCCS)               | • Not a confidential resource  
• Provides support for enacting University's accountability processes related to code of conduct violations, and no contact orders  
| WashU Police Department (WUPD)                                         | • Not a confidential resource  
• Provides support for enacting a legal investigation or protective measures  
• WUPD Silent Witness Form: https://police.wustl.edu/contact/silent-witness-form/                                                                                                                                 | Learn more and find contact information at: police.wustl.edu                                                                                                                                                                                             |
| Center for Diversity and Inclusion                                      | • Offers training resources and experiences for creating inclusive communities and environments                                                                                                                                                                                   | Learn more and find contact information at: students.wustl.edu/center-diversity-inclusion                                                                                                                                                                    |
| Peer Health Educators (PHE)                                            | • Peer to peer education addressing a variety of wellness topics, including: alcohol safety, mental health, and physical health                                                                                                                                 | Learn more and find contact information at: students.wustl.edu/peer-health-educators; Advisor: Amanda Harmel (ahoylman@wustl.edu)                                                                                           |