

Sacred Heart University Student Organization Events Involving Alcohol

For all social events involving alcohol (i.e., socials, semi-formals, formals), the event must be submitted through the event registration system as an off-campus event at least **45 days** in advance. Additionally, the student organization president and the individual responsible for planning the event must meet with the Director of Fraternity & Sorority Life (FSL) no later than **14 days** prior to the date of the event. At the time of the meeting, documentation related to the Risk Management Checklist (forms A-E) must be completed and signed by all of the required individuals and written approval from the National HQ or Advisor Board must be submitted. Failure to complete these requirements within the **14 day** deadline will result in cancellation of the social event.

Further, failure to provide an alphabetized list in an excel spreadsheet, **three weekdays** from the event will result in cancellation of the event. Policies are subject to change at the discretion of the Department of Student Life.

Risk Management Information

General Expectation & Information

- Executive board members will role model mature behavior and hold members accountable for inappropriate actions and decisions.
- Members are responsible for the actions and behaviors of their dates/guests.
- No underage drinking will take place and the student organization will take all necessary measures to guarantee and ensure that underage drinking does not occur.
- The organization hosting the function must appoint **Social Event Managers (SEM)** at a ratio no smaller than **one SEM for every 20 attendees**.
 - If the National Headquarters required a stricter ratio, that policy will be followed.
- No exceptions will be made regarding the time frame for planning an event involving alcohol. Not adhering to the 14 day deadline will result in cancellation of event and possible forfeiture of facility deposit and/or additional expenses.
- Events require an official bus loading time, start time and end time. The event starts upon departing from campus and ends when all participants are safely returned to campus.
- The location for events must be closed to the public – only Sacred Heart University students and approved guests are permitted.
- A third party vendor is required to serve alcohol. The vendor must complete and adhere to expectations outlined in **Form B**.
- Participants violating University policies, state or federal laws will be subject to University conduct sanctioning and chapter sanctioning if applicable.
- Final signatory approval for the event is at the discretion of Student Life staff.

- All National Headquarters' risk management procedures, as well as University Policies will be respected and adhered to at all times.
- The host organization's insurance will be the primary policy to respond to any insurance claims.
- An e-mail from the National Headquarters or Advisory Board must be sent to the Director of Fraternity & Sorority Life indicating approval/authorization of the event.

Transportation

- Transportation must be provided to all attendees to and from the event. Under no circumstance can an individual drive their own vehicle. There must be enough buses to provide a seat for every attendee to the event and the home from the event. Buses cannot loop to and from the event and campus.
- Buses must be paid in full either upon or before arrival to campus and can be booked through the University Student Union.
- There must be **at least two designated SEMs per bus** from the host organization. SEMs and the individual planning the event should arrive 20 minutes early to assist in loading the buses.
- Buses will pick-up members on campus.
- SEMs will be responsible for checking all bags and purses prior to individuals loading buses.
- Members who have been consuming alcohol prior to the event will not be allowed to attend the event.
- Water bottles, unless sealed, will not be permitted on the bus.

Identification and Lists

- An excel spreadsheet must include an alphabetical list, by last name, of all members and their guests attending the event. Attendees serving as SEMs must also be identified on the guest list. Birthdates must be provided for all individuals age 21 and over. Guest List is due to the Office of Fraternity & Sorority Life **three (3) week days prior to the event.**
- The host organization is responsible for keeping a roster of emergency contact information for each member and their guest if an incident were to occur leading up to or at the venue.
- If changes to the roster are made before the event a new roster must be sent to OFSL.
- Alumni are only permitted to attend if they are listed on the guest list as the guest of a member of the organization. Alumni are required to take the bus transportation to and from the event.
- Members must present two (2) forms of identification to third party vendor, bartender, and/or venue staff if purchasing alcohol.
- The facility is expected to check two (2) forms of identification at **all** times.
- Those 21 and over must be wrist-banded by the venue. If the venue will not provide wristbands, the host organization is responsible for the purchase and distribution of wristbands for the venue staff to disseminate to 21+ attendees.
- The venue must have a separate area for the bar in which only members and guests who are 21+ can enter. Alcoholic beverages may not leave the designated bar area.

At the Event

- Shots and open bar are strictly prohibited.
- Individuals may only purchase one drink at a time.
- Executive board members, SEMs, the organization's advisor, as well as facility personnel, will monitor the event.
- In the event of an incident, an **Incident Report Form** must be completed by an executive board member, SEM or chapter advisor and submitted to the Office of Fraternity & Sorority Life detailing what occurred.
- Members and dates will be sent home at their own expense should they act inappropriately. Individual health and safety are of utmost importance in these situations.
- Non-alcoholic beverages and food must be provided.
- If it is deemed a student be transported to the hospital, the student will be responsible for their own transportation back to campus and any incurred costs.
- The host organization is expected to follow all staffing and safety policies outlined by their National Headquarters and the venue holding the event.

Event Details (Form A)

Event Name with Sponsoring Organization: _____

Name of Venue*: _____

Address of Venue: _____

Venue Contact Person & Phone: _____

Name & Purpose of Event: _____

Type of Event: ☐ Date Party or Semi-Formal/Formal ☐ Social or Co-Sponsored Party ☐ Other: _____

List type of alcoholic beverages to be present: ☐ Beer ☐ Liquor ☐ Wine

Food provided by: ☐ Venue ☐ Organization

Date of event: _____ Bus Loading Time: _____

Event Start time: _____ Event End time: _____

Number of individuals attending event: _____

Number of SEMs required (1:20): _____

Alcohol must be sold by the 3rd party vendor listed above. Vendor complete **Form B*

Name of Individual Responsible for Event & Phone: _____

Student Organization President & Phone: _____

Identification and Lists: (If co-sponsoring an event, signatures are needed by both organizations)

Attach an excel spreadsheet with a list of all student organization members, guests/dates and SEMs, including birthdates, indicating whether or not they are Sacred Heart University students. A new list must be submitted if there are changes.

I have read and understand all aspects of the Risk Management Checklist and the accompanying forms. I will ensure as the student leader responsible for this event, I will adhere to all policies outlined and will enforce these procedures with all event participants. In addition, I certify that the information provided is complete and accurate.

Signature of Individual Responsible for Event/Date: _____

Signature of Student Organization President/Date: _____

Signature of Student Organization Advisor/Date: _____

Third Party Vendor Contract (Form B)

To comply with risk management guidelines, all third-party vendors hired by the organization must complete this agreement. Compliance is achieved when the third-party vendor provides the following documentation:

1. Vendor must be properly insured with a minimum of \$1,000,000 of commercial general liability insurance, including liquor liability (if applicable), worker's compensation coverage satisfying state statutory limits and auto liability insurance with a minimum of \$1,000,000 per accident.
2. Vendor must provide a certificate of insurance naming both the organization and the University as an additional insured.
3. If hired for the purposes of serving alcohol, the vendor must accept all responsibilities that any purveyor of alcoholic beverages would assume in the normal course of business:
 - a. To be properly licensed by the appropriate local and state authorities.
 - b. To verify the age of individuals who are purchasing alcoholic beverages.
 - c. To not serve individuals who appear to be intoxicated.
 - d. To not serve individuals under the age of 21.
 - e. To maintain control of all alcohol containers.
 - f. To collect all remaining alcohol at the end of the function (no excess alcohol – opened or unopened – is to be given, sold, or furnished to members of the organization).
 - g. To serve only one drink at a time, per customer.
 - h. The event is for the organization and its guests **only**, not open to the public.
 - i. Shots and open bar are strictly prohibited.
4. If hired to provide other services (i.e. photography, DJ, inflatables, transportation), vendor understand that all campus events are subject to risk management review and may be modified or canceled in the University's sole discretion.

By signing the Sacred Heart University **Third-Party Vendor Agreement**, Vendor agrees to adhere to the above responsibilities and requirements. Vendor also understands that failure to adhere to these guidelines may impact the viability of future events.

Vendor's signature: _____ Date: _____

Vendor Information

Name: _____ Phone: _____
Name of business: _____
Address: _____

Event Information

Name of event: _____
Sponsoring organization: _____
Date of event: _____ Time of event: _____

Social Event Manager Contract (Form C)

The sponsoring organization must:

1. Have at least one (1) Social Event Manager (SEM) per 20 event attendees.
2. SEMs must travel on the provided common transportation.
3. Submit one completed Social Event Manager Contract per event with all designated Social Event Managers' information.
4. At least 50% of Social Event Managers must be of Junior or Senior status.
5. New members in their first semester of membership cannot serve as a SEM.

Duties of a Social Event Manager (SEM) include but are not limited to:

1. Refrain from being under the influence of any alcohol or other drug.
2. Monitor entrances and egresses to ensure guests list is adhered to.
3. Ensure that intoxicated individuals are not served/continue to be served.
4. Ensure that food and non-alcoholic beverages are available throughout the event.
5. Attend to safety issues immediately and seek assistance of venue staff or advisor if needed.

Sponsoring Organization: _____

Location and Date of Event: _____

	Name	SHU ID #	Phone Number	Initiation Semester (ex: Fall 19)	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

	Name	SHU ID #	Phone Number	Initiation Semester (ex: Fall 19)	Signature
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

I agree to be a Social Event Manager throughout the entire event. I will not consume alcohol nor use legal or illegal substances the day of the event and during the event. As a Social Event Manager, I am responsible for assisting with and ensuring that my organization conducts its event in compliance with Sacred Heart University policies and per the criteria established by the Risk Management Policy Checklist. Further, I understand the importance of my role as a Social Event Manager to ensure the safety of student organization members and invited guests. Failure to comply with this agreement will result in conduct sanctioning through the Office of Fraternity & Sorority Life and/or the University.

Events with Alcohol Advisor Agreement (Form D)

Sponsoring organization(s): _____

Location and date of event: _____

Advisor Event-Related Responsibilities:

1. An advisor is a full-time, Sacred Heart-employed faculty or staff member **OR** an area advisor appointed by the organization's Headquarters.
2. "All events with alcohol require the attendance of the club/organization advisor throughout the entire event" (SHU Student Handbook, p. 87).
3. Be knowledgeable about all University policies and procedures relating to organizations, including the Student Handbook and Risk Management Policy.
4. Assist the host organization with adherence to University policy.
5. Keep the Office of Fraternity & Sorority Life apprised of any issues, concerns, liability or risk that may arise with the organization.
6. Advisors may not consume or be under the influence of legal or illegal substances at any organization's event.
7. *The advisor present at bus-loading and the advisor present at the venue do **not** need to be the same individual.

**If there are three (3) or more organizations co-hosting an event, advisors need to be present at a ratio of one advisor for every two organizations.*

Advisor's Information:

Please list the information for the advisor that will be present at the event. If there is more than one sponsoring organization, each organization's advisor must sign off on the event and indicate whether or not they will be present. After the organization's president or event coordinator has submitted all paperwork to the Director of Fraternity & Sorority Life, correspondence will be sent to the advisor to confirm their awareness of and/or attendance at the event.

	Name of Advisor	E-mail address	Cell Phone Number	Advisor's signature	Present at Event/ Bus Loading?
1.					
2.					
3.					
4.					

Incident Report Form

To be completed by a member of the Executive Board, SEM or Chapter Advisor and submitted to Director and Assistant Director of Fraternity & Sorority Life, via e-mail, by 9am the following morning.

Type of Incident (select all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Alcohol/Medical Assessment | <input type="checkbox"/> Alcohol/Medical Transport | <input type="checkbox"/> Physical Altercation |
| <input type="checkbox"/> Disruptive Behavior | <input type="checkbox"/> Other | |

Who was Involved (Include SHU ID #, if applicable):

Details of Incident:

Was Anyone Transported to Hospital?

☐ Yes ☐ No

If yes, which hospital? _____

Was Emergency Contact Notified?

☐ Yes ☐ No

If no, why not?

Prepared By: _____

Date: _____

Signature: _____

Event Risk Assessment (Form E)

The goal for a proactive risk management approach is for student organizations to successfully host an event where all matters of safety, inclusion and responsibility are taken into consideration for the well-being of its participants. Student organizations must identify multiple risks within each risk category and identify their corresponding controls. Student organizations will consider risks in the following categories: **physical, reputational, emotional, fiscal and facility risks.**

Identify the Risks	How Will You Control?
Physical (Inclement weather, injuries, food allergies, etc.)	
Reputational (Ex. Event theme, assumptions, hazing allegations, etc.)	
Emotional (Ex. Over – competitive personalities, somber experiences, etc.)	
Fiscal (Ex. Admission prices, overprices expenses, etc.)	
Facility (Ex. Space considerations, accessibility, restrooms, misuse of furniture, etc.)	

For Office Use

Date Received in Office: _____

Received at least fourteen (14) days prior to event:

- ☐ **Form A.** Includes all appropriate signatures.
- ☐ **Form B.** Includes signature and all required third party vendor information.
- ☐ Certificate of Liability Insurance from Third Party Vendor.
- ☐ **Liquor License** from Third Party Vendor.
- ☐ **Form C.** Social Event Manager Contract with all required information from each Social Event Manager.
- ☐ Form D. Event with Alcohol Advisor Agreement with all required information completed by the Chapter Advisor.
- ☐ Form E. Completed Event Risk Assessment.
- ☐ Written approval from National Headquarters or Advisory Board approving/authorizing the event.

Received at least three (3) weekdays prior to event:

- ☐ Typed guest list in alphabetical order (last name, first name, birthday, SHU Student) attached Office of Student Life Signature: _____ Date: _____

Above signature serves as approval of social event registration with the information provided. If any information regarding the event should change from what is approved on this form, the event is no longer permitted without resubmitting.