

Party Registration Policy and Guidelines

of the Interfraternity Council, the Panhellenic Council, and the United Sorority & Fraternity Council at California Polytechnic State University, San Luis Obispo.

This policy expects members to abide by all federal, state, county, and local regulations governing the use, distribution, and consumption of alcohol. It shall become effective for and enforced by all members and chapters of the Interfraternity Council (IFC), Panhellenic Council (PHA), and United Sorority & Fraternity Council (USFC) at California Polytechnic State University, San Luis Obispo as of February 12, 2014.

The Party Registration Policy and Guidelines aims to provide the safest possible social atmosphere for the members of the Greek Community and their guests, while allowing attendees to exercise the personal responsibility expected of students at Cal Poly. The following objectives are essential to achieving this aim:

- To encourage social responsibility in all members;
- To encourage responsible alcohol use and thereby reduce the risks associated with alcohol misuse at social events;
- To increase the safety of everyone in attendance at chapter-sponsored social events;
- To decrease legal liability for chapters, their officers, members, members' parents, advisors, house corporation boards, and Inter/National organizations;
- To support the ideals and values on which our fraternities and sororities are founded;
- To practice self-governance as a Greek Community;
- To educate the general membership of the Greek Community about the importance of risk management.

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Events with alcohol should adhere to the Dean of Students Greek Life Alcohol and Drugs Policy found at the link below. If a chapter's National/International Organization's policy is different from that of the University prescribed policy, the chapter will be expected to abide by the stricter policy.

http://studentlife.calpoly.edu/greek/info_resources/policies.asp

ARTICLE I – What defines a party?

- A. In keeping with the Dean of Students Greek Life Alcohol and Drugs policy, one or more of the following points will define an alcohol related social event:
 - i. The event occurs while at a chapter facility or satellite house.
 - ii. During a fraternity or sorority event.
 - iii. In any situation sponsored or endorsed by the chapter.
 - iv. At any event an observer would associate with the fraternity or sorority.

ARTICLE II – Locations

- A. All off-campus parties must be held at either the chapter facility, registered satellite house, or a contracted third party venue.
 - i. Note: A satellite house is any residence where the majority of occupants are members of the chapter for the purpose of this policy.
- B. For all parties that are located at a third party venue, a copy of the contract with the chapter and event management company or third party venue must be submitted with the party registration.

ARTICLE III – When a party can be hosted

- A. In a quarter where there is a formal recruitment period as defined by the respective Greek Councils, there shall be no “signature” or large annual parties hosted one week prior to the first day of classes of the quarter until the recruitment period is over.
 - i. Chapters can host closed parties at an off campus third party venue, where no potential new members can attend, including but not limited to “Exchanges”.
 - ii. A large party would be defined as an event with more than 200 individuals in attendance at one specific time for the purpose of this policy.
- B. No parties shall be permitted during finals week. For the purpose of this policy, finals week will begin on the Sunday before final exams at 5:00pm and end at noon on Friday of final exams.
- C. Night/evening parties are permitted only on days when school is not in-session the following day and must end by 1:00am.
- D. Day parties are permitted only on days when school is not in-session and must end by 8:00pm.
- E. Parties may not exceed a 5 hour duration.
 - i. Alcohol may not be served or new alcohol containers opened an hour prior to the end of the event.
 - ii. Sober monitors are responsible for preventing open containers from leaving the facility.
- F. Chapters may request this section to be waived for a special event and the appropriate Cal Poly Official shall make this determination.

ARTICLE IV – Sources of Alcohol

- A. Per Cal Poly Risk Management Guidelines, no alcoholic beverages may be purchased through or with chapter funds.
- B. Alcohol present at parties must strictly adhere to BYOB or licensed 3rd party vendor guidelines.
- C. Common sources of alcohol are strictly prohibited.
 - i. Common sources of alcohol include but are not limited to: kegs, handles, cases, and other large volumes.

ARTICLE V – Bring Your Own Beverage (BYOB)

- A. Only those of legal drinking age in California may bring and consume alcohol.
- B. Permitted alcohol can only be made available in one designated space.
- C. Individuals of legal drinking age may bring beer totaling no more than 72 oz (equivalent to a six pack of 12oz beers) or one bottle (750ml) of wine to the event.
- D. No hard alcohol, squeeze bottles, water bottles, beer bong, party bong, party balls, pitchers, tumblers, or other containers are permitted. No glass is permitted other than glass bottles of wine (750ml) in size or less.
 - i. If a chapter has different guidelines than this section the more restrictive of the two shall be enforced.

ARTICLE VI – Third Party Vendor

- A. A third party vendor is a business licensed to sell alcohol, with a current California ABC license.
- B. Alcohol may not be served an hour prior to the end of the event.
- C. Third party vendors shall only serve alcohol to individuals of legal drinking age.
- D. Third party vendors shall not serve inebriated individuals.
- E. Third party vendors must have current liquor liability insurance.
- F. A copy of the contract with a third party vendor must be submitted with the party registration.
 - i. The contract must state that the third party vendor is required to have a valid California ABC license for the party.

ARTICLE VII – Guest Lists

- A. All parties must be closed events with a guest list.
- B. There shall be no advertising of a party that would encourage uninvited guests to attend, including flyers, banners, or other media.
 - i. Advertisements that obviously and clearly state that the party is closed and will have a guest list are excluded from this provision.
- C. Guest lists must be typed and finalized no later than 24 hours before the party.
 - i. Chapters may request this section to be waived for a special event and the appropriate Cal Poly Official shall make this determination.
- D. Chapters must have a way of screening guests and requiring all guests to show proof of age and identity upon entering.
 - i. Guests shall be marked off on a copy of the guest list when they arrive.

- ii. No one under age 18 may be permitted, even if they are the relatives of a chapter member. Only currently enrolled students who are under the age of 18 may enter the event by showing a current university ID.
 1. Exception: Parties during Parents Weekend, Open House, and other similar weekends may have under age attendees present who are relatives of a chapter member's family, and must be accompanied at all times by the legal guardian of the minor(s) to ensure safety and accountability.

ARTICLE VIII – Risk Reduction

It should be noted that the terms “sober monitor,” “risk manager,” and “risk management team” are used interchangeably in the following section. These terms refer to one group of people for each party who are to remain sober before and during the party itself.

- A. A sober executive training is to be completed by the chapter's executive board and any member holding a position that plans events. This training will take place within thirty (30) days of the board member taking office and will be led by the Coordinators of Fraternity and Sorority Life in consultation with Safer, RISE, and the Cal Poly Title IX office. The trained sober executive board members must appropriately train any chapter member who will act as a sober monitor for an event no more than one-week prior. The curriculum will include, but is not limited to, the following points:
 - a. Fraternal Information Programming Group (FIPG) Risk Management Practices
 - b. How to register an event
 - c. Responsibilities of different event coordinators
 - d. Policy coverage
 - i. Amnesty policy
 - ii. Title IX investigation process
 - iii. Guest list policies and accounting for both genders equally
 - e. Extensive sober monitor duties and expectations including:
 - i. Bystander intervention
 - ii. Symptoms of alcohol poisoning
 - iii. Identifying and responding to red flag situations
 - f. Review quiz
- B. The risk management team will include at least one executive board member who will act as the team's leader as well as an appropriate percentage of the chapter.
 - a. The event will have, at minimum, one sober monitor per 30 guests.
 - b. It is recommended that risk managers are not first-years or members of the newest pledge class. First-years should, however, be required to shadow the risk management team before serving as a sober monitor.
- C. Each member of the risk management team shall be delegated a responsibility prior to the start of the event. It is recommended that this responsibility extend through the entire duration of the event. Each individual's role will be specified in the Party Registration process. These responsibilities should include, but are not limited to:
 - a. Sober Executive: The sober executive will oversee all risk management procedures for the chapter's event and step in where he or she feels it is necessary.
 - b. Entrance Security: This team of sober monitors will oversee access controls. This includes verifying who is allowed to enter the event and controlling the event's wristband procedures. This procedure is explained in detail in Article IX, Point C. There will be a minimum of two sober monitors at the event's entrance and exit, and one stationed at any part of the house or venue that is restricted to guests.

- c. Event Management Security: The event security team will be in place to monitor guests and to be alert to risky situations. If anyone under the age of 21 is found to have received alcohol from someone of legal drinking age, the event security team will force both guests to leave immediately. The team will immediately contact emergency services if a guest is causing danger to him or herself or to other guests.
- D. Each co-hosting chapter, when applicable, will have an equal number of sober monitors responsible for monitoring their chapter's membership.
- E. Sober monitors will be easily identifiable to guests in a way that is standardized among all chapters.
 - a. Sober monitors will be provided black shirts from their respective councils with "SECURITY" printed on the back.
 - b. This point does not apply to events at third-party vendors with hired security.
- F. The event's risk management team will establish a group messaging system, a walkie-talkie system, or equivalent to ensure a timely response to risky situations.
- G. The chapter will provide equal amounts of individual bottled waters as there are guests. Additionally, chapters should provide ample non-salty foods and equally attractive non-alcoholic beverages in a visible location, the purpose of which is to shift the focus away from primarily alcohol consumption.
- H. There will only be one available entrance and exit, not including mandated emergency exits, throughout the duration of the event. Sober monitor(s) will be stationed at any entrance and exit, as specified above.
- I. The chapter's risk manager must complete a post-event review, which is to be submitted to the respective Judicial Council by 12:00 Noon the Wednesday following the event. All sober monitors and sober executive members will contribute to this review. For events where there may be more than one chapter acting as the event's host, each chapter must complete a post-event form. This form will address the following points:
 - a. Were the objectives of the event met?
 - b. What went well at the event?
 - c. What can be improved upon?
 - d. Incident reports.
 - e. Room for additional comments.
- J. Each Council's Risk Management Committee shall hold quarterly Risk Management roundtables to facilitate discussion between each chapter's Risk Management chairs. This will be a time to share best practices between chapters and collaborate with the goal of increasing overall safety. The roundtable will address, but is not limited to, the following topics:
 - a. Most recent update from the campus' Sexual Assault Task Force.
 - b. Practices to decrease risk at chapter events (e.g., review and critique sober monitor training programs, review trends from post-event review forms, etc.)
 - c. Practices to decrease risk at non-chapter events (e.g., current collaboration proposal with SLO Safe Ride to ensure individuals can get to and from downtown safely.)

ARTICLE IX – Risk Management

- A. No shots, drinking games, or other activities that encourage inappropriate drinking behaviors shall be allowed.
- B. Sober monitors are responsible for preventing open containers from leaving the facility.
- C. Chapters holding a party must develop a wristband system (no stamps, pens or markers) that identifies individuals who are 21 and of legal drinking age. Ascertaining proof of legal drinking age is the sole responsibility of the sponsoring chapter and any security the chapter has hired.
 - a. Chapters may not allow anyone visibly under the influence of alcohol to enter their event,

- even if he/she is 21 and of legal drinking age.
- b. It is highly recommended that the verification of those who are of legal drinking age be performed by hired security.
- D. Fraternity and Sorority Life programs will review the educational program created in house by chapters that want to host events with alcohol. This will include review of safety precautions, risk management procedures, responsible party hosting, etc, by the Coordinators of Fraternity and Sorority Life.
- a. Chapters must designate responsible individual(s) as their chapter's student- managed alcohol team to complete this training before a party with alcohol can be hosted. The student-managed alcohol team will serve as sober monitors at events with alcohol.
 - b. The responsible individual(s) must be sober, alcohol free, and on-site at the party for the entire time.
 - c. The names of those individual(s) must be included on the party registration form. For parties that are solely between two or more chapters (no non-member guests), each chapter shall provide sober monitors, who are only responsible for their own members.

ARTICLE X - Transportation

- E. If the event is away from campus and requires transportation, the chapter is responsible for the coordination and payment of transportation.
- F. It is recommended that chapters contract the transportation with a third party.
- G. No university vehicles shall be used on any off campus events with alcohol.

ARTICLE XI - Registration Process

- H. Registration paperwork will include the following:
 - i. Chapter(s) hosting
 - ii. Date & Time
 - iii. Location
 - iv. Description & purpose of party
 - v. Expected number of guests
 - vi. Risk management policy
 - vii. A copy of the liquor license and liability insurance for the 3rd party vendor, if hired to serve alcohol at the event.
 - viii. Point of contact
 - ix. Any required contracts
 - x. Invited parties
 - xi. Any advertisement that may be used
- I. All parties under 100 people must be registered at least 5 business days before the date it is taking place.
- J. All parties over 100 people must be registered at least 10 business days before the date it is taking place.
- K. Registration review by the Coordinators of Fraternity and Sorority Life will be conducted in a timely manner.

- L. Any changes, updates, or revisions to the party registration requested by the University must be completed in a timely manner. Any changes not completed within 4 days of the event, will subject the party to cancellation.
- M. A follow up guest list must be submitted by Monday at 12 noon with the full names of all attendees and birthdates of all guests receiving wristbands.

ARTICLE XII - Retention Policy of Guest Lists

- N. All guest lists must be turned into the Fraternity and Sorority Life Coordinators. Lists will be kept in a confidential, locked location.
- O. All digital and physical copies of the guest lists must be destroyed within 3 months after the party or upon the close of an investigation into the specific party the guest list was for, whichever is longer.

ARTICLE XIII - Judicial

- P. The first infraction for a fraternity/sorority which does not formally register for a social event will receive a formal warning by the respective Council Judicial Board. In addition, the Dean of Students (or Dean of Students professional staff member designee) will independently review the incident, assess for a violation of the Party Registration policy, and determine the appropriate sanction(s) beyond those imposed by the respective Council Judicial Board.
- Q. The second infraction for a fraternity or sorority which does not formally register for a social event will require attendance at a meeting with the respective Council Judicial Board and the Dean of Students. In addition, the Dean of Students (or Dean of Students professional staff member designee) will independently review the incident, assess for a violation of the Party Registration policy, and determine the appropriate sanction(s) beyond those imposed by the respective Council Judicial Board.
- R. Any subsequent infraction for a fraternity or sorority which does not formally register a social event will result in immediate social suspension and additional sanctions may be imposed based upon an investigation. In addition, the Dean of Students (or Dean of Students professional staff member designee) will independently review the incident, assess for a violation of the Party Registration policy, and determine the appropriate sanction(s) beyond those imposed by the respective council Judicial Board.
- S. In order to determine the appropriate sanctions, the Dean of Students will follow the university investigation process found at the following site.
http://studentlife.calpoly.edu/greek/info_resources/policies.asp
- T. The count of infractions is reset at the beginning of every academic year.

ARTICLE XIV - Amnesty Policy

- U. Upon investigation, if it is determined that an individual did not have access to alcohol at an event and the chapter acted responsibly to ensure said individual received medical attention, the chapter will be treated as a sole entity and would fall under the amnesty policy afforded to individual students.

ARTICLE XV - Good Faith

- V. It is recognized that this policy cannot address, in specific fashion, all possible social situations that may occur. When this policy is not specific on a particular point, the Interfraternity Council, the Panhellenic Council, and the United Sorority & Fraternity Council chapters and their members are expected to conduct their Events and themselves in the spirit of social responsibility expressed in this policy.
- W. Any chapter in violation of this policy's intent will be subject to review by their respective council and/or the Office of Dean of Students Office.
- X. The Interfraternity Council, the Panhellenic Council, and the United Sorority & Fraternity Council strongly encourage all chapters to adhere to their own risk management policy.

ARTICLE XVI - Interim Policy Review

- A. The first interim party registration policy will be reviewed starting the first week in March, 2014.
- B. If there needs to be revisions by either the Greek Councils or by campus Administration, they will need to be completed by the last day of spring quarter.
- C. A final agreement must be reached prior to the beginning of fall quarter 2014. Until a final agreement is reached, this draft policy will remain in effect.
- D. In addition to these guidelines, all chapters must adhere to all university and city laws and regulations.