

**BALL STATE UNIVERSITY
GREEK COMMUNITY
RISK MANAGEMENT POLICY**

Adopted by:
Ball State University
Interfraternity Council,
Panhellenic Association,
National Pan-Hellenic Council

In cooperation and support
with:
Ball State University
Office of Greek Life

PURPOSES OF THE GREEK COMMUNITY RISK MANAGEMENT POLICY

The Greek community at Ball State University (-University) has adopted this Risk Management Policy (-Policy) in cooperation with the University's Office of Greek Life. Section I of the Alcohol and Drugs Policy and the other separate policies are based on the Risk Management Policy of the Fraternal Information and Programming Group (-FIPG Policy). This Policy is intended to apply to all fraternity entities and all levels of fraternity membership, including fraternities that are not FIPG members. Our purposes for adopting this Policy are to promote socially acceptable conduct that reflects the pride we have in each other and in the organizations to which we belong and to enhance the safety of our members and guests. For the purposes of this Policy, the term -fraternity includes sororities, and the term -member includes a fraternity's members, pledges and associates.

This Policy is separate from but complements the University's Code of Student Rights and Responsibilities (-Student Code), which sets forth standards governing the conduct of all of the University's students and sets forth procedures under which the University may initiate disciplinary actions involving individual students and student organizations. All members of the Greek community are expected to abide by this Policy, the Student Code, and other applicable University rules and regulations and federal, state, and local civil and criminal laws, regulations and ordinances. In the event of any inconsistencies, the more restrictive provisions shall apply. This Policy is applied and enforced by the Panhellenic Association (-PHA), the Interfraternity Council (-IFC), and the National Pan-Hellenic Council (-NPHC).

No policy can cover all the possible situations that may arise. When this Policy is not specific on a certain point or deferral to the FIPG Risk Management Manual (the -FIPG Manual) is insufficient, chapters are to conduct their activities in the spirit of the social responsibility embodied by this Policy. Chapters in violation of this Policy will be subject to review by the IFC, PHA and/or NPHC and the Office of Greek Life, and they may be referred to one of the Judicial Boards if appropriate.

ALCOHOL AND DRUGS

I. General Policies

- A. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable rules and regulations of the University, the provisions of this Policy and all guidelines issued pursuant to this Policy, the rules and policies of the fraternity's (inter)national organization, and the laws, regulations and ordinances of the United States of America, the State of Indiana, Delaware County and the City of Muncie.
- B. No alcoholic beverages may be purchased through or with chapter funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in

the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

- C. Open parties, meaning those with unrestricted access by non-members of the fraternity without specific invitation, where alcohol is present, are forbidden.
- D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the age of twenty-one (21).
- E. The possession, sale, or use of any illegal drugs, drug paraphernalia, or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
- F. No chapter may co-sponsor an event with an alcohol distributor or tavern (–tavern is defined as an establishment generating more than half of its annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held in compliance with the provisions of this Policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held in compliance with the provisions of this Policy.
- G. No chapter may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- H. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor.
- I. No member, pledge, associate/new member or novice shall permit, tolerate, encourage or participate in any drinking game. Examples of –drinking games include but are not limited to the consumption of shots of any alcoholic beverages, the practice of consuming shots equating to one’s age, –beer pong, –century club, –dares, or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- J. No alcohol shall be present at any pledge/associate, member/new member/novice program, 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.
- K. The general policies set forth in this Section I apply to any event or gathering where alcohol is present which a chapter organizes or supports, or which an observer would associate with the chapter, whether or not the event or gathering is on chapter premises

and whether or not the event or gathering must be registered in accordance with Section VI of this Policy.

- L. For the purposes of Sections II – VII of this Policy, an –event is defined as any party or function hosted or co-hosted by a fraternity that persons other than members of the fraternity (–guests) are invited to attend. . The rules and policies in Section II apply to an event, other than an Alumni or Family Event, held on the chapter house premises at which alcohol is served or consumed (a –Chapter House Event). The rules and policies in Section III apply to an alumni or family event held on the chapter house premises at which alcohol is served or consumed (an –Alumni or Family Event); and the rules and policies in Section IV apply to an event held off the chapter house premises using a third party vendor at which alcohol is served or consumed (a –Third Party Vendor Event). The rules and policies in Section V apply to an event where no alcohol is consumed or available for consumption at the event (an –Alcohol-Free Event).

II. Use of Alcohol at an Event Held on Chapter House Premises

- A. A fraternity hosting a Chapter House Event must comply with either the BYOB or Third Party Vendor Guidelines set forth in the FIPG Manual. The service and consumption of alcohol at the event must also comply with the Indiana alcoholic beverages statutes found in Title 7.1 of the Indiana Code and the general policies set forth in Section I of this Policy.
- B. Consumption of alcohol at a Chapter House Event, even by those of legal drinking age, is prohibited if the ratio of guests to chapter members in attendance at the event exceeds 1 to 1. The total number of chapter members and guests in attendance at the event also must not exceed the fire code capacity of the chapter house. (Example: a chapter having 100 members in attendance at an event but with a chapter house fire code capacity of 180 may not have more than a total of 180 chapter members and guests inside the chapter house during the event.)
- C. Up to two organizations may co-host an event provided the total number of attendees does not exceed fire code capacity.
- D. All guests at a Chapter House Event must be at least eighteen (18) years of age. All guests at the event must present proper identification to the fraternity’s door monitor, showing proof of their age.
- E. Door Management
 - 1. A printed or typed guest list must be prepared at least twenty-four (24) hours in advance of each event and maintained at the entrance of the function at all times. All guests must sign in to the function next to their name on the guest list. Individuals not on the guest list shall not be allowed to attend the event.

2. The chapter must assign a sufficient number of door monitors who are trained and qualified to enforce the restrictions (*e.g.*, age, guest list) on entering and leaving the event.
3. Guests twenty-one (21) years of age and older must be clearly identified in a consistent manner as being of legal drinking age (*e.g.*, by wearing a colored wristband provided to the guest upon entrance, or by a mark placed on the back of both of the guest's hands with permanent marker by the door monitor).
4. Guests shall be required to enter the event through only one (1) entrance; however, all entrances and exits shall be clearly marked, and in no event shall any entrance or exit be locked or otherwise obstructed in violation of applicable fire and safety codes.
5. Guests whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited by the door monitor from entering the event.

F. Sober Monitors

1. A chapter is required to have at least one (1) sober monitor for every fifteen (15) people present at a Chapter House Event. This includes members and guests. At least one (1) of the sober monitors must be an executive board member or the risk manager of the fraternity, and at least one (1) of the sober monitors must have completed the university version of the Training for Intervention Procedures (TIPS) program for alcohol servers with regard to recognizing an intoxicated person, dealing with a belligerent person, and developing intervention techniques. Sober monitors shall not consume any alcohol or use any illegal drugs or controlled substances at any time during or on the day of the event.
2. The responsibilities of the sober monitors include, but are not limited to, the following:
 - a. Obtaining sufficient training and familiarity with this Policy and the FIPG Policy and Manual to carry out their responsibilities as sober monitors.
 - b. Monitoring the number of guests at the event and whether they are properly in attendance.
 - c. Monitoring compliance by members and guests with Sections I and II of this Policy.
 - d. Monitoring the intoxication level of members and guests and using reasonable efforts, as determined by the monitor, to deal with inappropriate behavior or conduct, including indications of high levels of intoxication (but not at the risk of the monitor's own safety). This may include measures such as asking someone to leave the event, or if a person is obviously intoxicated, asking someone to help the

person get back to the place where the individual is residing or staying. However, if violence or other aggressive or illegal behavior has occurred or is threatened, a sober monitor should call the University Police rather than intervening directly at the risk of the monitor's or other members' or guests' personal safety.

- e. Ensuring that all door monitors and sober monitors know the location of, are familiar with, and are adhering to the University's (and, if applicable, the chapter's) risk management and crisis management plans during the event.
- f. Ensuring that all door monitors and sober monitors are aware of the following telephone numbers, and that the numbers are posted at or near the entrance to the event and are clearly visible and legible:

1.	Emergency	911
2.	University Police:	(765) 285-1111
3.	Muncie Police Department:	(765) 747-4838
4.	Muncie Fire Department:	(765) 747-4877
5.	Greek Emergency Hotline:	(765) 730-3851
6.	Emergency contact telephone numbers for the chapter's advisor(s) and (inter)national headquarters	

The posting shall include a statement that 911 should be called from a land line if possible, because a call from a cell phone may not result in the caller being connected to the Muncie dispatch center – thus resulting in a delayed response.

- G. The Chapter must allow Social Evaluation Team (–SET¶) members and IFC representatives to enter the chapter facility at any time before, during or after a Chapter House Event in order to carry out their assigned responsibilities under this Policy. Upon the arrival of a SET member or IFC representative at an event, the fraternity and its officers and members, including all door monitors and sober monitors, shall treat the individual(s) as guests and give them the utmost cooperation, including providing them, upon request, any relevant information concerning the event and those in attendance.

III. Alumni and Family Events Held on Chapter House Premises

- A. The rules and policies in this Section III apply to any Alumni or Family Event (or Alumni and Family Event) held on the chapter house premises at which alcohol is served or consumed. An Alumni Event is an event where the guests in attendance are limited to alumni of the fraternity and their family members. A Family Event is an event where the guests in attendance are limited to the fraternity members' families. For these purposes, an alumnus' or member's –family¶ includes his or her spouse, children, grandchildren, parents, grandparents, brothers, sisters, nieces and nephews, as well as corresponding step and in-law relationships. A single event may be both an Alumni Event and a Family Event.

- B. All Alumni and/or Family Events must be held in compliance with the General Policies set forth in Section 1 above.
- C. The rules and policies set forth in Section II of this Policy shall apply to an Alumni or Family Event (or Alumni and Family Event), except that the ratio limitation in Section II.B for guests to chapter members present at the event shall not apply (but the fire code capacity limitation shall apply).
- D. Unless otherwise approved in writing by the Office of Greek Life, each fraternity is limited to hosting a maximum of four (4) Alumni and/or Family Events each academic year (this means a total of four (4) such events, not four (4) Alumni Events and four (4) Family Events).

IV. Third Party Vendor Events

- A. The rules and policies in this Section IV apply to any Third Party Vendor Event at which alcohol is served or consumed. A Third Party Vendor Event is any event hosted or co-hosted by a fraternity using a third party vendor that is held off the fraternity's premises. A fraternity hosting or co-hosting a Third Party Vendor Event must comply with the Third Party Vendor Guidelines set forth in the FIPG Manual and must hire a third party vendor holding the proper permit(s) under the Indiana alcoholic beverages statutes to serve the alcohol at the event.
- B. Both the fraternity and the third party vendor are responsible for ensuring that the event is held in compliance with this Policy. Approved third party vendors will generally be given an updated copy of the Policy annually. If the third party vendor does not have a copy of the current Policy, the fraternity shall provide a copy to the vendor.
- C. The rules and policies set forth in Sections II.E and II.F of this Policy, regarding sober monitors and rights of access to the event by SET members and/or IFC representatives, shall apply to a Third Party Vendor Event. If two (2) or more fraternities are co-hosting such an event, the sober monitors must include at least one (1) executive board member or the risk manager from each fraternity.
- D. Persons whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited from entering the event.
- E. Fraternities that host or co-host Third Party Vendor Events are encouraged to secure safe transportation to and from events for members and guests.

V. Alcohol-Free Events

- A. The rules and policies in this Section V apply to any Alcohol-Free Event. An Alcohol-Free Event is an event where no alcohol is consumed or available for consumption at the event.

- B. No person shall consume alcohol prior to or during an Alcohol-Free Event.
- C. Persons whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited from entering the event.

VI. Registration of Events

- A. Fraternities must register any Chapter House Event, Alumni Event, Family Event, Third Party Vendor Event or Alcohol-Free Event covered by this Policy with the Office of Greek Life at least five (5) calendar days in advance of the event, using the form(s) attached to this Policy as Appendix A.
- B. No chapter shall host or co-host an event that hasn't been properly registered, including all required forms and information, in accordance with this Policy.

VII. SET Administration, Training and Evaluation

A. Administration

1. This Policy and program will be administered and evaluated through a peer evaluation process conducted by the Social Evaluation Team (SET).
2. Membership on SET will be determined by an application and interview process. All fraternities are encouraged to participate in SET in order to promote self-governance. Application and interview procedures are attached to this Policy as Appendix B. Terms of SET members shall be from January to January.

B. Responsibilities of SET

1. SET's role is to observe social functions at fraternity houses and record their observations on the SET Checklist which is attached to this Policy as Appendix C.
2. SET is not responsible for enforcing compliance with this Policy but rather to observe social functions.
3. SET will notify chapters of their observations at the conclusion of the evaluation; however, SET will not levy sanctions.
4. Chapters may appeal the observation form completed by SET members.

C. Training

1. Each SET member will be trained, within the first two weeks of each semester, such training to be by the IFC Vice President of Risk Reduction, the Greek advisors and/or graduate assistants.

2. SET members must attend the training session each semester. Members who do not attend the training are not eligible to serve on SET.
3. SET training will include the following:
 - a. An explanation of the Greek Community Risk Management Policy
 - b. An explanation of the role of SET members as evaluators
 - c. How to identify and report Policy violations
 - d. How to complete the SET checklist
 - e. An explanation of the emergency response protocol
 - f. Techniques for handling conflict and confrontation
 - g. SET awareness assessment
 - h. Assignment of SET members based on availability

D. Evaluation

1. SET may visit each fraternity and/or event that has been registered under this Policy. Visits may occur before, during and/or after the event, on any day of the week, and on one (1) or more occasions.
2. The IFC Vice President of Risk Reduction and/or the IFC President may request an evaluation of a fraternity and/or event that failed to register an event in violation of this Policy.
3. Evaluations will be accomplished by means of the SET Checklist which is attached to this Policy as Appendix C. The completed Checklist will be signed by each SET member who participated in the evaluation and by the chapter executive board members receiving the Checklist and will be submitted to the Office of Greek Life by noon of the next business day following completion of the evaluation. A copy will be given to the chapter president.

HAZING

No chapter, colony, student or alumnus shall conduct or condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

-Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any

form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the University or applicable Indiana law.¶

Examples of hazing activities, taken from the FIPG Manual, are included as Appendix D to this Policy.

The Student Code, at Section 5.1.2 and Appendix D, also prohibits hazing (as defined in the Student Code) by University students, student organizations, groups or teams and provides for disciplinary action in the event of a violation. In addition, an Indiana criminal statute, Indiana Code §35-42-2-2, provides that hazing (defined as –forcing or requiring another person: (1) with or without the consent of the other person; and (2) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury¶) constitutes criminal recklessness, a misdemeanor, or a felony if it involves a firearm or other deadly weapon or –aggressive driving¶ that results in serious bodily injury or the death of another person.

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This includes any actions, activities or events, whether on chapter premises or an off-site location, which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar entertainers, whether professional or amateur, at a fraternity event as defined in this Policy is prohibited.

The Student Code, at Sections 5.1.1 and 5.1.5 and Appendices J and K, also prohibits sexual harassment and sexual misconduct (as defined in the Student Code) by University students and provides for disciplinary action in the event of a violation.

FIRE, HEALTH AND SAFETY

All chapters must:

- (1) Make sure their chapter house complies with local and state fire and health codes and standards;
- (2) Post by common phones and in other locations emergency numbers for fire, police and ambulance (the numbers are listed in Section II.F.2.e. on page 5 of the Alcohol and Drugs Policy) and have posted evacuation routes on the back of the door of each sleeping room.
- (3) Comply with engineering recommendations as reported by the fraternity’s insurance company or local or state authorities.
- (4) Prohibit the possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house; and

- (5) Prohibit the use of candles in the chapter house or individual rooms except under controlled circumstances such as initiation.

EDUCATION

All chapters must annually instruct their members regarding this Policy and obtain their signed acknowledgments that they have received and reviewed a copy of the Policy. Chapter members shall demonstrate their knowledge of the Policy by achieving a satisfactory score on a standardized test administered under the supervision of the Office of Greek Life and attending educational programs.

A copy of this Policy shall be available on the fraternity's website. The fraternity shall also maintain updated copies of this Policy, the FIPG Policy, the FIPG Manual and its national organization risk management policies on its premises for review by members, alumni and key

As of January 2018, the following requirements were enacted.

Events with Alcohol:

A. Guest lists are required for events (page 3: Door Management, A). Guest list for events with alcohol must be submitted electronically to Greeks@bsu.edu no later than 24 hours prior to the event

B. Social events with alcohol are allowed (within the guidelines provided in sections I, II, III, IV) but limited to Thursday, Friday and Saturday nights while class is in session. Events with alcohol are not permitted during the week prior to the beginning of the Fall and Spring semesters, or during the week before or of Finals Week.

C. All events at which alcohol is present are to be no longer than five (5) hours in total duration.

D. Events held on Thursday and Friday cannot begin before 5 p.m. No event may exceed a period of five hours. a. Events on Thursday should end at or before 1 am. b. Events on Friday and Saturday should end at or before 2 am.

E. Chapters must keep all beverages served limited to the physical confines of the common area of the event. F. Chapters must provide or make non-salty food available and non-alcoholic beverages during the time when alcoholic beverages are served.

GENERAL INFORMATION:

Fraternity/Sorority:

Type of Event (see first page):

Theme/Title of Event:

Location of Event:

Address:

Date of Event:

Time Event Starts and Ends:

EVENT MANAGEMENT:

Capacity of Event Location under Fire Code:

Number of People Expected to Attend Event: Members: Guests: Total Attending:

Number of Sober Monitors Required:

Number of Sober Monitors Assigned:

(Attach separate page listing names, positions and cell phone numbers of all sober monitors, door monitors and other responsible chapter members assigned to event.)

POLICIES:

Have all members reviewed and will they comply with University regulations, the Policy, the FIPG Policy, the FIPG Manual, and the applicable national organization risk management policies?

 Yes No

Will alcohol be present during the event?

 Yes No

If the event is at chapter house, have arrangements been made to comply with the door management requirements (Section II.D of the Policy)?

 Yes NoIf alcohol will be served, do the arrangements for dispensing alcoholic beverages at the event comply with Indiana laws and regulations and the requirements of the Policy (*e.g.*, BYOB or Third Party Vendor Guidelines in FIPG Manual, as applicable)? Yes No

If the event is a Third Party Vendor Event or a third party vendor will be hired for a Chapter House Event, is the signed and dated Third Party Vendor Agreement attached, including the required Certificate of Insurance?

 Yes No

Will transportation to or from the event be provided or available?

 Yes No

If so, describe in detail:

Third Party Vendor Agreement Form

THE CHAPTER PRESIDENT:

Your Chapter will be in compliance with the Ball State University Greek Community Risk Management Policy and FIPG if you hire a –third party vendor to serve alcohol at your functions WHEN you can document the following checklist items.

THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and/or a temporary license to sell on the premises where the function is to be held.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. The above –certificate of insurance must also show evidence that the vendor has, as part of his coverage, –off premise liquor liability coverage and non-owned and hired coverage. The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.
3. Agrees in writing to cash sales only collected by the vendor during the function.
4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking identification card upon entry;
 - b. Not serving minors;
 - c. Not serving individuals who appear to be intoxicated;
 - d. Maintaining absolute control of all alcoholic containers present;
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter);
 - f. Removing all alcohol from the premises.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with the Ball State University Greek Community Risk Management Policy and FIPG.

Chapter President's Signature and Date

Vendor's Signature/Company and Date

APPENDIX B – IFC SET MEMBER APPLICATION
DUE 5:00p.m. XXXX in Office of Greek Life (SC 131)

The purpose of the Social Evaluation Team (SET) is to increase the safety of events hosted or co-hosted by fraternities and sororities through peer monitoring to evaluate compliance with the Ball State University Greek Community Risk Management Policy (the -Policy). Each SET member must be a full-time student who is a member of a fraternity or a sorority, and he must have a minimum 2.5 cumulative GPA and at least sophomore standing. Questions may be directed by email to the IFC Vice President of Risk Reduction at xxxx@bsu.edu. Applicants who are selected for an interview will be notified by email.

Chapter: _____

Name: _____ **E-mail** _____

Year in School: _____ **Cumulative GPA :** _____

Signature: _____ **Date:** _____

Please come to the interview having read the Policy. A copy of the Policy can be found on the Greek Life website at www.bsu.edu/greeklife.

Please type your responses to the following questions on a separate sheet of paper:

1. Why are you applying for the Social Evaluation Team?
2. What do you hope to accomplish if you are selected as a Social Evaluation Team member?
3. What personality traits do you possess that you feel would make you an outstanding Social Evaluation Team member?
4. Describe a situation in which you experienced a violation of the IFC/FIPG Risk Management policy within your own chapter. Please explain your role in the situation and the results.
5. What other time commitments will you have throughout the year?
6. Do you feel the Social Evaluation Team is effective in enforcing the risk management policy? If not, what would do to make them more effective?
7. Have you ever violated the Policy? If so, describe the circumstances of the violation in detail.

APPENDIX C – SET CHECKLIST Updated August 2019

Date and Time of Event: _____ **Location:** _____ **Host Chapter** _____

Co-Sponsoring Chapter(s): _____ **Arrival Time:** _____ **Departure Time:** _____

Lead Sober Monitor: _____ **Disclaimer: If Event is cancelled, please sign here and do not complete the rest of the form.** _____

EVALUATION		Yes	No
Door/Check-In Area			
This is a registered Function with one entrance/exit point			
Printed or typed guest list w/signatures is present and utilized (Only admitting listed guests)			
Checking IDs (Driver’s license, passport, or state ID only)			
Guests 21 and over are marked with an X or a wristband			
Crisis Management Plan, OGL Risk Management Policy & Fire Escape Routes are Posted at the entrance			
Function/Bar Area			
The function is within the safe capacity for the facility			
The number of attendees signed in matches the number of people present			
No signs of mass consumption or bulk quantity			
Proper number of sober monitors for duration of function (1:15 Ratio)			
The function is a safe social environment			
The function is taking place in a common area			
Host is using a BYOB system or 3 rd party vendor (Alcohol free functions mark as “No”)			
Bar Area			
Serving to only hosts/guests with a wristband or X			

Chapter Verification (Each Chapter)
Print/Sign

1. _____
2. _____

Social Evaluation Team Verification
Print/Sign

1. _____
2. _____

Comments: _____

APPENDIX D – SET EVALUATION PROCEDURES

General Information

- SET's role is to observe social functions at fraternity houses and record their observations. SET is not responsible for enforcing compliance with the Policy
- SET members visit registered events at fraternity houses or unregistered events at fraternity houses as directed by the IFC VP of Risk Reduction or IFC President
- Visits may occur before, during and/or after the event, on any day of the week, and on one or more occasions
- If the event is not under control, a SET member should call the VP of Risk Reduction or IFC President immediately following the evaluation

Conducting an Evaluation

1. Approach the house as a guest, be discrete with checklists and stand in line if there is one
2. Start the evaluation while in line. Look for the following items:
 - a. No guests and/or members should be outside of the facility
 - b. Door monitors are checking IDs to confirm age of guest
 - c. X's being placed on the backs of hands or wristbands being used
 - d. Only guests on guest list are being admitted to event
 - e. Guests who are under the influence of alcohol or drugs are not being admitted
3. At the door or check-in table, identify yourself as a SET member. Look for the following items at the entrance:
 - a. A typed guest list with signatures of guests who have signed in
 - b. A 1:1 members present to guests ratio and guest list is set up in this manner
 - c. Alcohol is being checked in at the door and a ticket system is being utilized
 - d. A list of emergency contact numbers and/or a crisis management plan
 - e. A copy of the Policy (or can locate it easily)
4. Request to be escorted through the house. Look for the following items:
 - a. The number of people signed in the guest list matches the number of people visible at the event
 - b. A common source
 - i. Look for everyone drinking the same type of drink
 - ii. Everyone has the same type of cup
 - iii. Large amount of the same type of alcohol (kegs, flats, cases, punch bowls) at the distribution center
 - c. Proper number of sober monitors (1:15)
 - i. Confirm with those listed on the event registration paperwork
 - ii. A TIPS trained sober monitor
 - iii. A sober monitor who is a member of the Executive Board or is the Risk Manager of the fraternity [(ii) and (iii) may be the same person]
 - d. Only one entrance is being used for the social event
 - e. Exits are not obstructed
 - f. Drinking games are not taking place
 - g. Potential recruits are not present
 - h. A general sense that the social event is being managed safely by the host fraternity
5. After conducting a walk-through of the house, do the following:
 - a. Complete the SET Checklist
 - b. Allow the sober monitors to review the form and discuss issues with if necessary
 - c. Ask sober monitors to print and sign the form. SET will do the same

APPENDIX E – PROCEDURES FOR ADDRESSING UNREGISTERED SOCIAL EVENTS

Unregistered Social Event at a Chapter House

1. The IFC President or VP of Risk Reduction will call the chapter President, followed by the Vice President and Risk Manager if necessary to inform them of the unregistered event and address concerns
2. The chapter representative will be given the opportunity to address the situation at the unregistered event and will call the IFC President or VP of Risk Reduction to follow up and provide explanation of what was taking place at the chapter house
3. The IFC President or VP of Risk Reduction will decide whether the unregistered event needs to be evaluated. If it does, the SET members will evaluate the event

Unregistered Social Event at a Member's House (off campus residence)

1. The IFC President or VP of Risk Reduction will call the chapter President, followed by the Vice President and Risk Manager if necessary to inform them of the unregistered event and address concerns
2. The chapter representative will be given the opportunity to address the situation at the unregistered event and will call the IFC President or VP of Risk Reduction to follow up and provide explanation of what was taking place at the member's house
3. The IFC President or VP of Risk Reduction will decide whether the unregistered event needs to be evaluated. If it does, the two sober IFC executive board members will evaluate the event

**APPENDIX F - BALL STATE UNIVERSITY PANHELLENIC ASSOCIATION
RESOLUTION SUPPORTING ALCOHOL-FREE HOUSING**

Whereas, All 26 NPC groups have agreed that it is inadvisable to co-sponsor a party involving alcohol when the majority of guests attending are under the legal drinking age, and

Whereas, All 26 NPC groups have agreed that no college chapter funds may be used to purchase alcohol, and

Whereas, The co-sponsors of social events are potentially liable regardless of how the expenses are shared, and

Whereas, The Greek community has taken a leadership role in providing alcohol education and responsible use of alcohol to its members, and

Whereas, The NPC/NIC Task Force on Substance-Free Fraternity Housing believes that alcohol-free fraternity housing will result in a higher quality fraternity experience and improved health and safety among collegiate members, and

Whereas, Efforts to create a living environment where behaviors consistent with fraternity principles can flourish deserve the support of Panhellenic women, who have historically observed a substance-free facility standard, and

Whereas, Panhellenic women at Ball State University wish to be proactive in dealing with the misuse of alcohol among members of the Greek Community, and

Whereas, Panhellenic women at Ball State University hold themselves to high ethical standards and do not tolerate any form of hazing; therefore be it

Resolved, That the National Panhellenic Conference member groups at Ball State University, starting in the Fall of 2000, will not co-sponsor a function at a fraternity house if that function is not alcohol-free; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will co-sponsor at least one registered alcohol-free social function with a fraternity each semester; and be it further

Resolved, That each National Panhellenic Conference member group at Ball State University agrees to walk-out of any situation in which the above policy is not followed or any situation that puts its members in danger and not to return for at least 12 hours; and be it further

Resolved, That each National Panhellenic Conference member group at Ball State University will have at least the President, Social Chair, Risk Management Chair and one other member-at-large TIPS trained through the additional program developed by the Health Education Foundation of Washington D.C.; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will co-sponsor only three activities in conjunction with a campus activity or philanthropy event; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University will annually hold a workshop on values and human dignity within their chapter to discuss respect and treatment of new members; and be it further

Resolved, That the National Panhellenic Conference member groups at Ball State University fully support the fraternities that have chosen alcohol-free housing and will encourage other fraternities to follow suit.

APPENDIX G – EXAMPLES OF HAZING ACTIVITIES

This list of hazing activities and examples is intended as a guide. It is not complete. With few exceptions, singling out new or pledged members to do something that members do not have to do is hazing. Ask yourselves: Would you feel comfortable if the parents of your pledged members were present during the activity? Consent by new or pledged members or a member is not a defense to hazing.

Examples:

- Forced or -requiredll road trips off campus, kidnaps of pledged or initiated members. This prohibition does not affect trips to events or, for example, to the headquarters. It addresses situations, for example, in which pledged or initiated members are left stranded or who must make a series of stops, have photos taken to verify that they were at a site or sites.
- Any form of physical activities, calisthenics or exercise
- Scavenger hunts, regardless of whether the hunts promote theft, vandalism, and destruction of property or humiliating public acts
- Paddling, paddle swats, or any other striking, beating, or hitting
- Kidnappings; transporting a pledged or initiated member against his or her will
- All-night work or study sessions
- Forcing or requiring pledged or initiated members to ingest any liquid or solid matter, edible or non-edible (e.g., any alcoholic substance, chewing tobacco, goldfish, raw onions, spoiled food, etc.)
- Dropping food (eggs, grapes, liver, etc.) or any other item into the mouths of pledged or initiated members
- Requiring pledged or initiated members to wear unusual, conspicuous, embarrassing, or uncomfortable clothing, or clothing that is not normally considered to be in good taste (e.g., burlap underwear)
- Uncomfortable or inconvenient sleeping arrangements, including sleeping outdoors
- Pledged member-initiated member games designed to physically harm members of the pledge class
- Pledged member shows performed in front of brothers or sisters
- Sleep deprivation - waking up pledged members repeatedly during the night (pledged members must be allowed at least six continuous, uninterrupted hours of sleep each night, including during pre-initiation and initiation)
- Humiliation in front of non-members by reference to pledgeship
- Verbal abuse such as calling a pledged member "scum" or "maggot"; yelling and screaming at pledged members
- Line-ups of the pledge class, or grilling individuals or groups of pledged members with questions of any kind
- Preventing a pledged member from practicing personal hygiene, including making him or her wear the same clothes for a week
- Jumping on the "nail" (which actually is a piece of aluminum foil)
- Entering the fraternity house only through a window
- Penalizing pledged members in any way for not having dates to specific events
- Forcing an individual to participate in any activity or become involved in any situation that is in violation of federal, state or local laws; contrary to the person's genuine moral or religious

beliefs; or contrary to the rules and regulations of the educational institution or the national fraternity

- Carrying or wearing objects designed to make the pledged or initiated member look foolish
- Physical or mental shocks, regardless of degree or nature
- Unwarranted touching of the body
- Ceremonial burials
- Degrading games and activities
- Public stunts of buffoonery
- Tests of courage, bravery
- Tests of stamina
- Any situation that risks serious harm or damage to an individual, whether physical or mental
- Any activity that might reasonably bring physical harm to the individual
- Any activity that would degrade or otherwise compromise the dignity of the individual
- Any activity that requires an unreasonable or inordinate amount of the individual's time, or in any manner impairs the individual's academic efforts
- Any activity that makes the individual an object of amusement or ridicule
- Subjecting pledged members to roughhouse practices
- Dangerous stunts
- Nudity at any time; causing a pledged or initiated member to be indecently exposed or embarrassed
- Wearing or carrying items such as coconuts, helmets, burlap bags, paddles, or rocks
- Throwing whipped cream, water, paint, etc. on a pledged or initiated member
- Extremely loud music or many repetitions of the same music played at any time (including during pre-initiation week or between portions of the ritual)
- Pushing, shoving or tackling pledged members
- Rat Court, Kangaroo Court, or other individual interrogations
- Memorization of stories, poems, or information not directly related to your fraternity
- Putting pledged members in a room that is uncomfortable (noise, temperature, too small) at any time (including during pre-initiation activities or between portions of the ritual)
- Personal errands run by pledged members for initiated members (servitude)
- Assigning pranks such as stealing, painting objects, panty raids, or harassing another organization
- Initiated members intentionally messing up the house or a room for the pledged members to clean
- Pledged members not permitted adequate time for studies (including during pre-initiation or initiation period)
- Deception prior to the ritual designed to convince a pledged member that he or she will not be initiated
- Lengthy work sessions
- Constantly, or many times a day, or routinely every day, asking pledged members to think about what to expect in the initiation ritual
- Keeping information from the pledged members prior to initiation (date of initiation, time required each day for fraternity duties, etc.)
- Pledged members expected to do anything exclusively for the entertainment of the initiated members

- House duties and cleaning for pledged members that would not normally be assigned to members and that are not shared by initiated members
- Pledged members expected to do anything that initiated members will not do with them
- Black books, name lists, paddles, etc. on which signatures must be obtained. If these are solely for the purpose of getting to know each other and for no other purpose, and as long as the time and the place set for getting signatures are reasonable, this activity is not objectionable
- Pledged member final examination or other written tests
- Pledged versus initiated members in athletic contests that are purposefully unfair and do not promote friendly competition, or instead of teams composed from both groups
- Proof that "every man must be a man"
- Instilling humility in pledged members
- Tradition: "We did it, why shouldn't they?"
- The marking or branding of a pledged or initiated member
- Preventing a pledged or initiated member from attending class
- Running stairs while reciting material
- Purposeless runs for the sake of creating unity
- Pledged or initiated members vehemently booed or hissed at or demeaned when they make a mistake in recitation in front of the chapter
- Having pledged members write lists of their faults, sins, believing they must read them to other members
- Bracing and finger-snapping in pledged members' ears
- Any violation of Ritual instructions, procedures or statutes
- Blindfolding pledged members (except for initiation if required by your Ritual)
- Use of ice, water, fire, or food in a manner not consistent with their proper use
- Any use of materials (nails, lumber, clothes, silverware, etc.) in any pledged member activity not consistent with their proper use
- Excessive or particularly hard questioning of pledged member over fraternity information; abusive and extremely pressured questioning of any kind
- War games or any other similar games
- Hot or cold (ice) baths
- Creation of excessive fatigue
- Ditches
- Goat rides
- Ridiculous work assignments, e.g., cleaning floors with toothbrushes, etc.
- Harassing other fraternities or sororities
- Not being allowed to eat for any reason
- Memorization of stories, poems, or information not directly related to your chapter (particularly when profanity is included)
- Polling, dunking, or showering any member (pledged or initiated) because of an engagement or birthday
- Any special pre-initiation activities which do not contribute to the development of the member.

Penalties for hazing are very severe. There is no room for error. If you think it's hazing, it probably is. Don't put yourself in a situation that could jeopardize the chapter or any member. This is a very serious matter.

APPENDIX H – POLICY VIOLATIONS

Level I (fine)

- Reporting a social function late (\$25/day)
- Failure to register an alcohol free social event (\$150)
- Failure to have crisis management plan/emergency contact information posted at the fraternity house (\$15)
- Failure to have BSU Greek Community Risk Management policy readily available at the fraternity house (\$15)
- Lighting candles in the chapter house (use during initiation and other Ritual ceremonies is permitted) (\$25)
- Failure to have a TIPs trained sober monitor on duty at social event (\$100)
- Failure to have an exec board sober monitor on duty at social event (\$100)

Level II (Hearing)

- Permitting intoxicated people to enter a social event
- Not marking hands with Xs or using wristbands in proper manner
- Disruptive behavior at a third party vendor event or on university buses
- Failure to have sufficient number of sober monitors present at a social event
- Chapter or chapter member vandalizing fraternity property
- Violence between members and/or non-members at a chapter event
- Not properly checking identification of guests entering the social event
- Failure to stop people with any open containers of alcohol from leaving a social event
- Having more than one entrance at a social event
- Having blocked exits at a social event
- Failure to adhere to city fire codes and requests from the Muncie Fire Inspector or Ball State Campus Safety Specialist
- Failure to have guests sign in on the guest list

Level III (Hearing)

- Permitting drinking games to take place during a social event
- Failure to register a social event with alcohol
- Admitting people under 21 years old with alcohol into an event
- Having intoxicated sober monitors at a social event
- Hosting an open function with alcohol present (defined as not utilizing the guest list and/or having one present)
- Permitting people who are not on the guest list to enter a social event with alcohol
- Failure to admit an IFC executive board member or SET member to an event
- Failure to treat IFC and/SET as guests or threatening them
- Admitting people under 18 years old
- Selling alcohol at a social function
- Purchasing alcohol with chapter funds or allowing members to coordinate purchase on behalf of the chapter
- Permitting the purchase or use of a bulk quantity or common source(s) of alcoholic beverage (kegs or cases)

- Permitting underage drinking to take place at a social event
- Drugs present at chapter event or on chapter premises
- Co-sponsoring an event with an alcohol distributor
- Co-sponsoring an event with a tavern and not following Third Party Vendor guidelines
- Hosting recruitment events associated with alcohol or in conjunction with a tavern or alcohol distributor
- Alcohol involved with bid day/night, big/little revealing night, initiation night or other new member/pledge activities
- Providing alcohol to guests
- Alcohol present at an alcohol free event
- Hazing
- Sexual assault
- Fraternity co-sponsoring a social event with alcohol with a sorority at a fraternity house
- Sorority co-sponsoring a social event with alcohol with a fraternity at a fraternity house
- Disregard and blatant violation of the intent of the BSU Greek Community Risk Management policy
- Violating the 1:1 ratio and/or fire code capacity
- Lying during a risk management investigation
- Serving alcohol to individuals under 21 years old
- Activities at chapter event violating local, state or federal laws
- Holding a social event at an unapproved third party vendor
- SET members consuming alcohol prior or during a SET evaluation
- Fire arms in the house

Level I will not count for accreditation purposes

Level II will be left to the discretion of the adjudicating body to define if these will count for accreditation purposes

Level III will count for accreditation purposes

Accreditation is only impacted if the chapter is found responsible for the alleged violations.