

DRAKE FRATENRITY & SORORITY LIFE

POLICIES & PROCEDURES FOR EVENTS WITH ALCOHOL

Purpose:

Drake University has important requirements that fraternities and sororities must meet in order to hold events with alcohol. These policies need to be followed by any fraternity or sorority (chapter) that is recognized as a registered student organization by Drake University. These polices work along side of the Panhellenic and IFC Risk Management Policies. The following policies and procedures were created in order to keep the well being and safety of our members and entire community the first priority.

Content:

1. Definition of an Event (Requires Registration)
2. Registration Process
3. Basics for Safe Event Culture
4. Event Requirements

1. Definition of an Event. (Requires Event registration)

Fraternities & Sororities must register and receive appropriate University approval for all chapter sponsored or hosted social events with alcohol. The university will follow national best practices by following the reasonable observer standard. An event may be considered a chapter event if under the circumstances, a reasonable, objective observer would associate it with the organization.

Failure to properly register an event with alcohol, or violations of the event registration procedures will be investigated by the Dean of Students office. Failure to properly adhere to the procedures contained herein may result in further measures put in place to ensure the safety of future events, including the denial of future events, and/or referral to the appropriate council's Judicial Board.

Any suspected violations of provisions of the [Code of Student Conduct](#) will be investigated, adjudicated, and sanctioned according to the procedures set forth in the Code.

2. Registration Process

- a. **Registration Forms.** All chapter events with alcohol must be registered with the Office of Fraternity & Sorority Life (OFSL).
 - a. For events held at a fraternities' house use FORM A: Events with Alcohol at a Fraternity house ("BYO Events")
 - b. For chapter only events (no other chapters co-hosting) use FORM B: Single Chapter Third Party Vendor
 - c. For exchanges at a third party vendor use FORM C: Exchanges Third Party Form
 - d. For all social events use the Standard Guest List Template.

All forms are due **two weeks before the event**. If the event is on a Saturday, the form is due the Friday two weeks before. Forms must be handed into the Office of Fraternity & Sorority Life (first floor Olmsted in the Student Inclusion Involvement and Leadership Suite).

All forms can be found at www.DrakeFSL.com

- b. **Event Registration Meetings.** Chapters must meet with the Director of Fraternity & Sorority Life and Associate Dean of Students (or their staff designee) before the chapter's first event with alcohol each semester. The Director of Fraternity & Sorority Life or the Associate Dean of Students may request additional meetings for further events with alcohol if they deem necessary. At least one of the following positions must be present at the meeting: President, Vice President, Risk

Manager, or Social Chair. These meetings will be planned for approximately 20 minutes; chapter leadership can sign up for their meeting at the beginning of the semester. These meetings will take place every Tuesday afternoon from 2pm-4pm in the Office of Fraternity & Sorority Life. University Administrators have the right to deny approval, cancel or modify any previously approved event. In those cases, the University will provide written communication of their decision and the rationale for such decision to the chapter.

- c. **Guest List.** Chapter must utilize the OFSL standard guest list. The guest list is due **one week before the event**. If the event is on a Saturday, the form is due the Friday the week before. The guest list must be handed in to the Office of Fraternity & Sorority Life. The guest list must be fully completed. Edits will only be allowed with the approval of Director of FSL & the Associate Dean of Students.
 - Entrance to the event with alcohol must be limited to only those on the approved guest list.

3. Basics for Safe Event Culture

- a. **ALCOHOL IS NOT THE FOCUS.** There must be another focus of the event. Such as entertainment, dancing, non-drinking games, crafts, educational speaker, etc.
- b. **DO NOT SERVE ALCOHOL TO PERSONS UNDER THE AGE OF 21.** It's against the law.
- d. **NO PURCHASE OF ALCOHOL WITH CHAPTER FUNDS.** No alcoholic beverages may be purchased through or with chapter funds or coordinated by any member in the name of or on behalf of the chapter.
- e. **NO BULK QUANTITIES OR COMMON SOURCES.** The purchase of bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited. Events at chapter houses must follow "BYO" policies.
- f. **NO CO-SPONSORSHIP WITH DISTRIBUTORS.** No chapter may co-sponsor an event with an alcohol distributor or bar/ tavern (bar/ tavern defined as an establishment generating more than half of 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 bar/ tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a bar/ tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.

- g. **DRY RECRUITMENT.** No alcohol shall be present or consumed during the recruitment of new members.
- h. **NO DRINKING GAMES.** No beer pong, flippy cup, etc; and games where you are required to drink. This leads to consuming alcohol at a fast pace.
- i. **ADVERTISING/PUBLICITY.** All events with alcohol are closed events and cannot be widely promoted. Examples: Facebook groups, posting fliers on campus.

4. Event Requirements

- a. **ID Verification & Entrance.** The sponsoring chapter must have one of their 21 or older Event Monitors check the IDs of all guests. Chapters may also hire an outside security company to check IDs if they would prefer. Outside companies must be approved by FSL and be fully licensed and insured. The Event Monitor or third party security company must cross reference the guest list ensuring only those on the list enter the event. There can be no more than **two entrances to an event**, each of those entrances must have a 21 or above Event Monitor checking IDs.
- b. **Wrist Bands.** At all events involving alcohol, it is the responsibility of the hosting chapter(s) and its members to provide standardized wrist bands to all members and approved guests who are 21 years of age or older. At events being held at third party establishments, the bar or restaurant staff are also free to check identification and provide additional wrist bands if needed. Organizations cannot rely solely on third party restaurant or bar staff to check IDs and provide wrist bands. The Office of Fraternity & Sorority Life, Panhellenic or IFC will provide wristbands for the estimated attendance, per the event guest list. Wristbands may be picked up no earlier than 2 days before the event in the Office of Fraternity & Sorority Life. Each event will have different colored wristbands.
- c. **Alcohol Restrictions (at fraternity houses).** Each person attending an event on chapter property is responsible for bringing their own alcohol for personal consumption (no more than one (1) six (6) pack of beer, four (4) wine-coolers per person) or (4) (6oz) single-serve wine bottle. Underage persons may not bring alcohol into any social event hosted by a Fraternity or Sorority.
 - Prohibited alcohol- No alcohol above 15% ABV (alcohol by volume) is allowed. All hard liquor and shots are prohibited.

- d. **Tracking alcohol beverages at “BYO” events.** The fraternity must decide on how they will be ensuring that their guests are only drinking the BYO drink they brought to the event. This can entail marking wristbands, a punch card system, etc. The Associate Dean of Students & the Director of Fraternity & Sorority Life must approve their chosen method at the beginning of each semester.
- e. **City Ordinances.** Events requiring an outdoor noise permit issued by the City of Des Moines must comply with City Code. This expense will be paid for by the chapter and must be submitted 45 days in advance per City Code. Captain Mark Risvold, Drake Public Safety, serves as the University’s designee for amplified sound permits. Captain Risvold can be reached by calling Drake Public Safety at 515-271-222 or via email at mark.risvold@drake.edu.

For more information, please visit the city’s [Community Development website](#).

- f. **Timing of Events.** All events must be during the fall and spring semesters. The executive members, outlined in the councils Risk Management policies, must attend Social Responsibility Training each fall and spring semester before the chapter can hold a social event. The event must be over by 2am and not last longer than 5 hours. Events with alcohol may only occur on a Thursday, Friday or Saturday.
- g. **Common Transportation.** Chapters must provide bus transportation for any event with alcohol that is more than 1 mile from Drake’s campus.
- h. **Travel Formals.** All Formals or Semi Formals must be held in either Polk or Dallas county of Iowa. If the chapter or member decide to stay at a hotel the weekend of the formal the organization is responsible for the action of their members even after the event is over.
- i. **No alcohol outside of common spaces.** Alcohol should be kept in the event spaces, common areas of the fraternity house. No alcohol should be consumed, during the event, in hallways, bedrooms or bathrooms.

Adopted from the Fraternal Information and Programming Group (FIPG).

<http://www.fipg.org>

Researched Universities: Iowa State, Clemson, John Hopkins, Murray State, North Carolina State, Clemson, South Florida & North Alabama.