

# Alcohol Event Guidelines

Greek Council, Interfraternity Council, Diversified Greek Council,  
National Pan-Hellenic Council, and Panhellenic Council

The University of Central Florida

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It is the purpose of the University of Central Florida and Fraternity and Sorority Life Community to promote responsible behavior and healthy choices during the collegiate experience. The intent of this document is to outline the expected practices for alcohol use that allow for safe social interaction as integral parts of the developmental process. Through the implementation of this agreement, fraternities and sororities can help ensure safe and effective planning and execution of events on and off-campus.

In addition to this document, all chapters affiliated with The University of Central Florida are expected to adhere to the UCF Golden Rule, and to all city, state, and federal laws. All chapters are required to follow their National and/or International policies and regulations. This policy will be enforced, in its entirety, by UCF Greek Council and the governing bodies of the Interfraternity Council (referred to herein as “IFC”), Diversified Greek Council (referred to herein as “DGC”), the National Pan-Hellenic Council (referred to herein as “NPHC”) and the National Panhellenic Council (referred to herein as “NPC”).

It is the objective of Greek Council, IFC, DGC, NPHC, and NPC to promote a safe atmosphere for both the chapter members as well as their guests. It is the expectation of all councils that this policy will promote, not negate, self-governance by chapters, and limit liabilities.

## Section I: Educational and Training Expectations

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- A. All chapters must comply with the mandatory expectations listed below. If a chapter does not comply with any of the components listed the chapter will be placed on social probation until all requirements are completed.
- a. Payment of Greek Council Programming dues must be submitted the Monday prior to the start of the academic school year, Programming dues are \$10.00 per active and new member, each academic year, in order to facilitate community programming. Failure to comply with this requirement will result in a \$10.00 fine for each day past due.
  - b. Chapter Emergency Plan submitted to OFSL.
  - c. New Member Risk Management Presentation ( All new members are required)
  - d. Semester Educational Programs:
    - i. Fall Semester:
      1. Green Dot Bystander Overview Discussion (75% of chapter membership present). Overview discussion must be completed prior to the start of the third week of school. NPHC and DGC organizations will complete this requirement at their bi-weekly general body meeting during the second week of school.
    - ii. Spring Semester:
      1. Educational program mandated by the Office of Fraternity and Sorority Life. The educational program must be completed prior to the start of the fourth week of school.

- e. Yearly Leadership Educational Training:
  - i. Each time a new chapter executive board is installed chapter must participate in the risk prevention programs listed below. If at any point during that executive boards term a member who was trained resigns the chapter will have three weeks from the date the new representative is elected.
  - ii. Green Dot Bystander Training must be attended by President, Risk Manager, Social Chair, and New Member Educator.
  - iii. Training on Greeks and Alcohol:
    - 1. The following officers or the equivalent must be TOGA trained: President, Vice President, New Member Educator, Risk Manager Chair, Social Chair, Standards Chair, Formal Chair, Sisterhood/Brotherhood Chair, Senior Chair, Programming/Events Chair.
    - 2. Chapter officers must all complete and pass all TOGA modules
    - 3. Chapters must complete all supplemental TOGA materials (i.e. Incident Report Form, Event Debriefing Form) and submit them to the Office of Fraternity and Sorority Life
  - iv. A chapter may elect to participate in a program equivalent to TOGA hosted or supported by the inter(national) organizations.
    - 1. The following officers or the equivalent must be trained: President, Vice President, New Member Educator, Risk Manager Chair, Social Chair, Standards Chair, Formal Chair, Sisterhood/Brotherhood Chair, Senior Chair, Programming/Events Chair.
    - 2. The program must be approved by the Office of Fraternity and Sorority life prior to selecting this option.
    - 3. Program must be facilitated by a national or regional representative.

## Section II: Event Notification

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- A. All social events with alcohol are required to be registered via the online Social Event Registration Form **at least five (5) business days** in advance. Social Event Registration Forms are considered late if the guest list and approvals are not received by the deadline. The guest list must be typed and include the names and UCF PID or Birthday of all guests. Organizations should register events for which they have agreed to promote for a third party vendor or are financially benefitting from (i.e. charitable partial proceeds). However, since some events may require more time to process because of complexity or other factors, chapters are encouraged to submit a Social Event Registration Form at the earliest possible date.
  - a. 1<sup>st</sup> late submission will result in a \$100 fine
  - b. 2<sup>nd</sup> late submission will result in a \$150 fine
  - c. 3<sup>rd</sup> late submission will result in a \$200 fine
  - d. All late submission fines after the 3<sup>rd</sup> late submission will increase at a rate of \$50.00 per fine.
- B. All social events with alcohol should be registered before any advertisements and promotions go out to members and the general public. (ie. Flyers, Facebook groups, Word of Mouth, etc.) If there is evidence that an advertisement has been released before the event was registered the event will be cancelled.

- C. There is a zero-tolerance policy for unregistered social events involving alcohol, immediate disciplinary actions will be taken if an organization is suspected of hosting an unregistered event. For a list of possible sanctions please see Section VI of this document.

## **Section III: Event Restrictions**

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- A. Social Events with alcohol may not take place during the first two weeks of each semester. This period will begin on the Friday before the first day of regularly scheduled classes each semester, and end the second Friday of each semester.
- B. Social Events with alcohol may not take place during the midterm examination period each semester. The Office of Fraternity and Sorority Life will notify organizations via the Community Calendar as to which week has been designated the most common period for midterms to occur. This period will begin on the Friday before the first Monday of midterm examination period, and end the following Saturday at 5:00 pm.
- C. Social Events with alcohol may not take place during the final examination period each semester. This period will begin the Friday before the official UCF study day, and end at the completion of the last final exam period.

## **Section IV: Event Operating Procedures**

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This Operating Procedure was developed with adoptions from the Fraternal Insurance Programming Group (FIGP), FRMT, LTD., and other risk management best practices. NOTE: Your (inter)national organizations may have policies that are different from this. With this in mind, your chapter should remain compliant with whichever policy or operating procedure is more stringent.

- 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, are required to follow all policies of the University and must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
- B. BYOB social events allow for each chapter member and non-member who are of legal drinking age to bring a maximum of six (6) 12oz. cans of beer OR four (4) 12oz. wine coolers.
- C. Third Party Vendor Open events, meaning those without a guest list and/ or those with unrestricted access by non-members without specific invitation, where alcohol is present, are only permitted for DGC and NPHC organizations, pending approval from the Office of Fraternity and Sorority Life and their (Inter)national office.
- D. Trained security staff is required at all events with alcohol. For events on campus this staff will be UCF PD or their designee; however, off campus venues may prefer to have their own staff serve in this capacity.
- E. Organizations are required to hire UCF PD for the boarding of busses for all wet social events.
- F. No alcoholic beverages may be purchased through chapter or council funds nor may the purchase of alcohol for members or non-members be undertaken or coordinated by any member in the name of, or on behalf of, the chapter or council.
- G. The use of chapter funds to purchase or use of a bulk quantity or common sources (e.g. kegs, cases, party balls, etc.) of alcoholic beverages is prohibited.
- H. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age as per federal law).

- I. The possession, sale or use of any illegal drugs 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.
- J. 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.
- K. No chapter may co-sponsor, co-finance, attend or participate in an event with another entity (student organization, alcohol distributor, charitable organization, etc.) where alcohol is given away or subsidized by the entity.
- L. 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 as defined in this policy.
- M. No member or pledge, associate/new member or neophyte shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes, but is not, limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares," "flip cup," "card games," or any other activity involving the rapid consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- N. 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.
- O. Non-salty food and a non-alcoholic beverage (e.g., soft drinks, pretzels, chips, bottled water, etc.) must be available and prominently featured at the same place as alcoholic beverages. Significantly more non-alcoholic beverages must be available for consumption than alcoholic beverages.
- P. A predetermined guest list of expected attendees is required; ten percent of the membership in attendance must be designated as sober monitors. The names of designated sober monitors should be highlighted.
- Q. Organizations hosting an overnight wet event are required to meet with Coordinator of Risk Prevention prior to develop a risk prevention policy that must be approved by the Coordinator of Risk Prevention.
- R. Presenting false identification or impersonating another individual is prohibited.
- S. Alcohol may not be served to those who appear to be heavily intoxicated.
- T. All non-members in attendance must be at least 18 years of age.

#### Supplemental Alcohol Protocol

- A. Bring Your Own "Beverage"
  - a. No alcoholic beverages shall leave the event location once the event has begun.
  - b. Chapters are required to hire a third party vendor to dispense alcohol at BYOB events.
  - c. People dispensing alcohol may not consume any alcoholic beverages during their designated serving time, and may not serve alcoholic beverages to someone who, in their best judgment, is intoxicated.
  - d. Be properly licensed by the appropriate local and state authority and be able to distribute where the function is being held.
  - e. If a party is to be held outside, the yard area must be sectioned off to contain the party (i.e. – rope, fence, etc.).
  - f. Only chapter members and guests who are twenty-one (21) may enter with alcoholic beverages. No member or guest may enter the function more than once with alcoholic beverages.

- g. Hard alcohol, liquor, and spirits are strictly prohibited from BYOB events. The maximum amount of alcohol allowed is one six pack of beer (or four wine coolers) per person (of legal drinking age) per event. Absolutely no beverages in glass containers are allowed at any event.
- h. Non-alcoholic beverages and non-salty foods must be served throughout the entire event.
- i. When hosting a BYOB function with a ticket system:
  - 1. Once the members and/or guests arrive at the function, all persons entering must have their ID's checked. Individuals of legal drinking age will be identified by wristbands and individuals not of legal drinking should be marked with an "X."
  - 2. Alcohol should be distributed by supplying the bartender or security with a ticket and empty container in exchange for the next full container out of the six-pack of beer or four-pack of wine coolers.
- j. Organizations hosting BYOB events are required to meet with the Coordinator of Risk Prevention to develop a risk prevention policy that must be approved by the Coordinator of Risk Prevention.

B. Third Party Vendor

- a. The Vendor Should:
  - 1. Be properly licensed by the appropriate local and state authority. The vendor is required to have a liquor license and 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, and a minimum of \$1,000,000 liquor liability insurance as evidenced by a properly completed certificate of insurance prepared by the insurance provider. If the event is being held at an off-campus chapter facility, the above "certificates 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 auto coverage." The vendor should name the local chapter of the fraternity hiring the vendor as an additional insured and it is suggested that the national fraternity with whom the local chapter is affiliated be named an additional insured as well.
  - 3. Organizations are prohibited from open bars or using chapter funds to purchase alcohol. Vendors must agree in writing to a cash bar; individuals may use cash, card, or check to purchase alcohol from the vendor for themselves.
  - 4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
    - a. Checking identification cards 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.
- b. Chapters should have a written agreement signed and dated by the chapter president and vendor stipulating agreement to the items required in three and four above.

## **Section V: High-Risk Issue Transparency**

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- A. The following people should be contacted in the event of an emergency situation (this plan should at least include chapter member and/or non-member being: non-responsive; violent; severely intoxicated; brought to the hospital, injured before/during/after an event etc.)
  - 1. Emergency Services, University Police Department
    - i. 911 or (407) 823-5555
  - 2. Director of Fraternity and Sorority Life or designee
  - 3. Chapter Advisor
  - 4. (Inter)national Headquarters
- B. Failure to notify the designated individuals in the event of an emergency may result in disciplinary action.

## **Section VI: Failure to Adhere**

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- A. The intent of this document is to establish standards for alcohol use that allow for safe social interaction as integral parts of the developmental process. Therefore, failure to comply with these expectations may result in disciplinary action as deemed appropriate by your governing Councils Executive Board, the Office of Fraternity and Sorority Life, and the Office of Student Conduct.