



**Fraternity and
Sorority Life**

OFSL Event Registration Overview

Spring 2021

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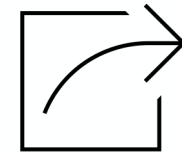
FAQ



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UCF COVID-19 Event Policies

- No indoor events or gatherings of over 50 persons
 - Exception to entertainment venues
 - Entertainment venues may have up to 50 percent of capacity
 - Limited to equal or lesser than 50% capacity or 250 persons, if indoors
- Outdoor events registered through SAFE Form process will be evaluated on case-by-case basis
- All in-person events **MUST** be ticketed or RSVP only via Knightconnect
 - Attendance must be kept for 60 days



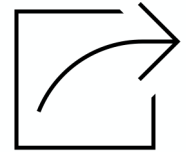
View UCF's Full Event Planning and [COVID-19](#) Considerations here.



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OFSL COVID-19 Event Policies

- In-person events will be approved to occur **every three to four weeks**
- Food or drink will not be permitted at indoor events unless at food vendor
- Pre-packaged food options permitted at outdoor events
 - If on-campus, a SAFE Form must be approved regardless of number of attendees
- Chapters in review of violating COVID-19 guidelines will not be permitted to host in-person events while under investigation
- Any chapter under a quarantine order will not be allowed to host in-person events while the quarantine order is in place
- Chapter members must not attend in-person events if they are:
 - Experiencing symptoms of COVID-19 or are otherwise ill
 - Had close contact with a person positive for COVID-19
 - Awaiting COVID-19 test results
 - Positive for COVID-19, even if you are asymptomatic



View OFSL's Full Event Planning and [COVID-19](#) Considerations here.



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Event Prerequisites

Office of Fraternity and Sorority Life (OFSL)

- Training Modules
 - Designated officers enrolled in the FSL Chapter Registration and Training Spring 2021 must complete training modules.
 - Topics include: Overview of OFSL, Overview of Hazing and Reporting, Events Training, Alcohol and Other Drugs, and Officer Specific Modules
- Packet 1
 - Paperwork needed to follow OFSL policies and to register your chapter
 - Includes a letter from your inter/national organization stating your organization can have in-person events

Office of Student Involvement (OSI)

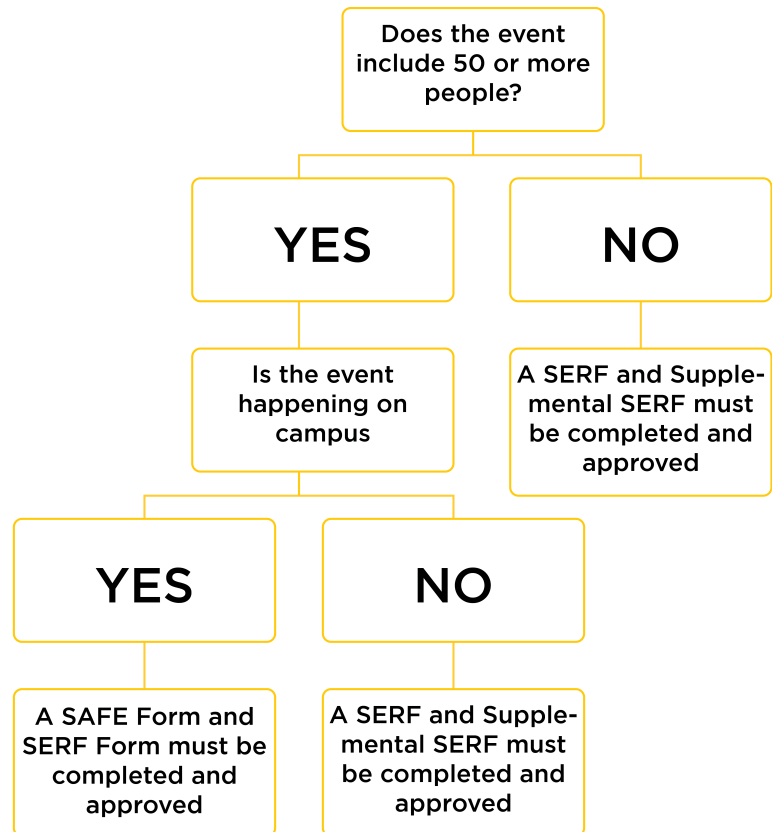
- RSO COVID-19 Safety Plan
 - Found on [KnightConnect](#)
- COVID-19 Program Planning WebCourse
 - All RSO authorized officers required to
 - Course will be required for all organizations prior to being able reserve room or spaces and host events on campus.
 - [Enroll here.](#)



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Event Form Flow Chart

OFFICE OF FRATERNITY AND SORORITY LIFE IN-PERSON EVENT REQUIRED DOCUMENTS



In-Person Events

- Passive Events- events that are in-person where there is limited contact between members.
 - Includes tabling events or partial proceeds that are take-out only.
 - Exempt from the 3-week rule
 - Only requires a SERF submission
- Active Events- events that are in-person where multiple members will be in contact with one another.
 - Includes sister/brotherhood events, initiations, bid days, and partial proceeds that allow for dine-in.
 - These events will fall under the 3-week rule.
 - Requires a SERF and either a SAFE or Supplemental SERF

Virtual Events

- Virtual events and meetings do not require SERF approval but are encouraged.

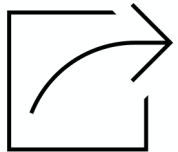


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Social Event Registration Form

Social Event Registration Forms, or SERFs, notifies OFSL and Advisors that an organization is holding an event

- Submitted no less than **15 business days** in advance
 - Late fee assessment schedule
 - First Offense - \$50
 - Second Offense - \$100
 - Third Offense \$150
 - More than three offenses will result in cancellation of the event
 - No exceptions to this deadline
- Needs approval from Advisor, President, Social Chair, and Faculty Advisor



[Click here to view the SERF Form](#)



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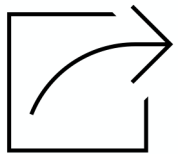
Supplemental SERF

The Supplemental SERF Form is designed to build an organization's risk management plan for events that include potential high-risk elements. Supplemental SERFs are required for **all in-person events taking place off-campus and events taking place on-campus with less than 50 people**

Your Supplemental SERF should include

- Guestlist
- Steps to prevent and address risk concerns
- COVID-19 related health and safety procedures

Pro Tip: Complete the Supplemental SERF before completing your SERF. This way you can attach the .pdf copy of your Supplemental SERF to your SERF for a quicker approval from OFSL.



[**Click here to view the Supplemental SERF Form**](#)



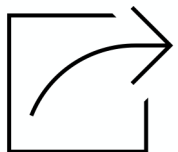
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Safety Action For Event (SAFE Form)

Safety Action For Event, or SAFE Forms, are designed to keep the University SAFE. SAFE Forms are only required for any **on-campus event with more than 50 attendees** and any **on-campus event with food**. Please contact [OSI](#) for any additional questions about the SAFE Form.

- Must be submitted online no less than 15 days prior
 - No exceptions to this deadline
 - Submit earlier if possible
 - This form is reviewed by multiple offices and takes a while to process
 - Also required for events with food and beverage, regardless of the planned size of the event.

Pro Tip: Complete the SAFE before completing your SERF. This way you can attach the public SAFE link to your SERF for a quicker approval from OFSL. The public code/link to your SAFE should be in your initial submission email receipt. Once you have your code, paste it into the “SAFE Form Code” in the first section of your SERF.



[Click here to view the SAFE Form](#)



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KnightConnect RSVP

All events require a RSVP through KnightConnect. Each event RSVP will be required to have the three questions and acknowledgements found below. You will also find screenshots below for the process to set up an RSVP with the required parameters. A detailed walkthrough on how to set up a KnightConnect RSVP can be found [here](#).

Assumption of Risk: I acknowledge that by participating in this activity during the pandemic, I may likely be exposed to COVID-19 or other risks that may result in illness, personal injury, or death, and I understand and choose to voluntarily participate in this activity and accept all risk to my health that may result therefrom. UCF cannot control these risks and may not be able to provide the necessary medical care that my situation may require. I understand that UCF is not responsible for any medical or other expenses associated with any property damage or personal injury I may sustain, and that UCF does not maintain any insurance coverage pertaining to any potential illness I may develop or other damage I may sustain as a result of participation in this event. As such, I am aware that I should review my personal insurance coverage. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH that may be sustained by me as a result of participating in this activity.

1. I understand and agree to the Assumption of Risk above

Face coverings are required to be worn in all indoor common spaces with other people present (e.g., classrooms, common work or living spaces, meeting rooms, etc.); all enclosed spaces with other people present (e.g., campus vehicles, UCF shuttles, etc.); and indoors and outdoors when six feet of physical distancing cannot be maintained.

2. I agree to adhere to the UCF's Face Covering Requirements

All members of the university are to practice six feet of physical distancing to the greatest extent possible.

3. I agree to adhere to UCF's Social Distancing Policy.



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Partial Proceeds

- Take out only (Passive Event)
 - Will only need a SERF submitted, we are no longer asking for a Supplemental SERF for partial proceeds that are take-out only
- Dine-In (Active Event)
 - Will need a SERF and Supplemental SERF submitted

In-person Events with Other Student Organizations

In-person events with other student organizations, including "date-functions", will not be approved. This is to prevent the spread of COVID-19 and exposure to people outside of your "quarantine pod" of chapter members

Overnight events

Overnight events will not be permitted to occur until further notice to limit the amount of time of exposure between members

Formals

Formals will not be allowed for the Spring 2021 semester to reduce the risk and spread of COVID-19.



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Questions?

Email me at Brad.Frazier@ucf.edu

Schedule a meeting through calendly.com/brad-frazier

Visit Event Office Hours on Tuesdays from 11 am – 12:30 pm via [Zoom](#)

Meeting ID: 930 3142 9373



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