



## UCF Fraternity and Sorority Life Summer 2021 Guidelines for Events

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*The U.S. Centers for Disease Control (CDC), federal, state, and local agencies have provided guidance on health measures that should be in place for events and gatherings and the University of Central Florida has adopted protocol that reflects this guidance. This document presents a plan for initiatives facilitated by chapters and councils overseen by the Office of Fraternity and Sorority Life.*

*Should the University be forced to limit operations due to changing community conditions, the University may call for all events to be placed on hold or canceled, and not be permitted to occur until state or local conditions have improved and returned to operational statuses. It is important fraternities, sororities, and councils continue to remain flexible as changes may occur rapidly.*

*This situation continues to be closely monitored. Should UCF, Orange County, and the CDC alter any of their recommendations, a reassessment of this document will take place. Any announcements regarding changes to the status of these guidelines will be made within one week of the reassessment.*

### **Event Expectations of Chapters and Councils**

*The expectations outlined below apply to any events taking place on and off campus. [UCF's COVID Campus Policy](#) must be followed at all times; this policy includes guidelines for events that follow the CDC's current recommendations. We ask that you also acquaint yourself with the CDC's [recommendations](#). Chapters and councils not upholding UCF policy and the guidelines found below will be referred to the Office of Student Conduct and Academic Integrity and may lose event hosting privileges.*

- In order to host any in-person events, fraternities, sororities, and councils must assure their chapter is a registered student organization with the Office of Student Involvement (OSI).
- Events must be hosted in reserved spaces and the capacity number of the venue must be followed at all times.
- Attendance must be taken at the event and these lists must be kept for 60 days following the event for contact tracing purposes.
- To host any in-person events (on or off campus), fraternities, sororities, and councils must register the event with the Office of Fraternity and Sorority Life at least **15 business days** before the event date and have that event fully approved prior to the event taking place. Please follow the following steps to register events:
  - All events, regardless of who will be in attendance, will need to have a SERF submitted and fully approved before the event can take place.
  - Any event that includes individuals who are not current members of the chapter must also have a Supplemental SERF filled out, this includes co-hosted events.
    - The only exception to filling out a Supplemental SERF is a **passive** partial proceeds event (one in which patrons will come to the venue to order take out, and no additional programming will be taking place). This type of event only requires a SERF.
- The SERF and Supplemental SERF form must be submitted at least 15 BUSINESS days prior to the event and all required signatures must be received no later than 10 BUSINESS days prior to the event. For the event to take place, it must be approved through the system; if the event is not approved, it cannot take place.
- Events with alcohol are not permitted.
- Events taking place on campus that include hazardous components will require a SAFE Form submission. The SAFE Form must be approved before the event can take place (please note, OSI requires these forms to be submitted at least 15 days prior to the event). Information about events that require a SAFE Form submission can be found [here](#).



## Fraternity and Sorority Life

- Any chapter under investigation for not following COVID-19 guidelines will not be approved to host in-person events while the investigation is taking place and until a solution to the concern is confirmed.
- Any chapter under a quarantine order will not be allowed to host in-person events while the quarantine order is in place.
- Individuals must not attend in-person events if they are experiencing symptoms of COVID-19 or are otherwise ill, have had close contact with a person who is sick with or positive for COVID-19 until released by a healthcare provider or a public health official after receiving a positive COVID-19 test result, and for the period advised by a healthcare provider or public health official while awaiting COVID-19 test results. Individuals must not attend chapter/council events if they have tested positive for COVID-19, even if you are asymptomatic, until such time as you are cleared by a healthcare provider to return to normal activities.