

2016 IFC/PHA Fraternity/Sorority Alcohol Management & Social Event Monitoring Policy

This policy is written with the intent to stress safety, liability and the mature management of alcohol at social events and within the Greek community and within all guidelines outlined in the FIPG Risk Management Policy (**Appendix A**). Any and all chapters found to be breaking these rules will be sent to PHA or IFC Judicial Board appropriately for punishment. In addition, the chapter's national headquarters may be notified if necessary. It is our expectation that all members of fraternities and sororities will abide by Federal, State, and local laws, University of Maryland regulations, and their respective international/national chapter policies, regardless of location.

I. "24/7" Greek Life Housing Alcohol Regulations

The following regulations apply to all on and off campus Greek Chapter houses, and are to be enforced at all times of the day every day of the year, regardless of the number of people present, unless an exception has been expressly granted by the University or the Department of Fraternity and Sorority Life:

- A. Common containers of alcohol including any type of keg, punch bowl, party ball, funnel, etc. are prohibited.
- B. No alcohol may be purchased through the chapter treasury nor may any collection of funds, including "slush funds," passing the hat, bank accounts, etc. be coordinated on behalf of the chapter and/or guests for the purpose of purchasing alcohol.
- C. Except in the case of a registered event following proper bar regulations, no alcohol is to be distributed within the house and its surrounding areas to any guests.
- D. Drinking games of any type are prohibited
- E. Each individual who enters a chapter house should be responsible for following all laws and policies. We strongly encourage that all of-age individuals drink responsibly. If any individuals become sick or overly intoxicated, regardless of reason, it is the chapter's responsibility to handle the situation appropriately.

II. Registered Social Events

A list of definitions of frequently used terminology can be found in **Appendix B**.

- A. Eligibility
 - i. Only chapters with permission from their national headquarters, as required by the chapter's national headquarters, may co-sponsor or host a registered social event. Evidence of co-sponsorship may include, but is not limited to:
 - a. Written and/or verbal acknowledgement or encouragement of the event to be attended as a chapter. Examples include, but are not limited to, verbal announcements during chapter meeting, signs within the perspective chapter, e-mails, messages on social media, text messages, etc.

- b. T-shirts, glasses, etc., with PHA chapter's name and accompanying IFC chapter name
 - c. Financial Support of any kind, even if the financial support is not used to purchase alcohol.
- ii. Registered Events are not allowed during the council designated recruitment periods of each semester. The last day to host a registered event is the day prior to “Reading Day” set by the University.
- iii. The host chapter(s) must have completed the Sexual Assault Prevention training before Homecoming/Greek Week the semester prior to the current semester.
- iv. The host chapter(s) must have completed a new member alcohol training for the current new member class prior to hosting a registered event.
- v. At least 24 hours prior to hosting its first registered event each semester, each chapter’s president, risk manager, and social chair must meet with the IFC VP Risk Management or PHA VP of Social Responsibility to complete training of the SEM Policy and sign the Social Responsibility Contract located in **Appendix C**.

B. Process

A guide to the process of planning a registered event can be found in **Appendix D**.

- i. All registered events must be registered at least one week prior to the event unless there is a special exception from DFSL.
- ii. In order to register, the host chapter(s) is responsible for submitting a completed [Greek Social Event Registration Form](#) online, which can also be found on the IFC and PHA websites.
- iii. Registered Events may occur on Thursdays, Fridays, and Saturdays at any time between 4:00pm and 7:00pm or 10:00pm and 2:00am. Exceptions can be made by using the process below:
 - a. In order to schedule a registered event on a day other than Friday or Saturday, the host chapter(s) must have a GPA above the All Men’s Average GPA or All Women’s Average GPA respectively.
 - b. In order to schedule a registered event at a time other than the ones listed above, the chapter must contact the VP Risk Management of IFC or VP Social Responsibility of PHA to gain approval from DFSL at least ten days prior to the event.
- iv. Host chapter(s) must hire a bouncer that is at least 21 years of age and has not been affiliated nor is affiliated with Greek life at the University of Maryland to check IDs at the entrance. The bouncer’s duty is to mark attendees under the age of 21.
- v. The host chapter(s) is responsible for submitting a \$60 sitting fee to the IFC VP of Risk Management at least 48 hours before the party will begin. This money will be used to pay the SEM sitter who will monitor the event for the entire duration. This fee must be paid by check made out to IFC/PHA Risk Management.
- vi. Each host chapter must have at least two sober monitors for each event, and one of them must be an executive board officer. One monitor must be at the

entrance at all times checking in guests. The other monitor should be walking around and monitoring the event. The SEM sitter must be present while checking in guests. New members are not eligible to be sober monitors.

- vii. No more than two chapters may host an event at one location unless approved by IFC/PHA, DFSL, University of Maryland Police Department, and the Office of the Fire Marshall.

C. BYOB (Bring Your Own Beverage)

- i. Each individual who attends the event is responsible for providing his or her own alcoholic beverages for personal consumption. It is illegal to purchase, furnish, or consume alcohol under the age of 21. All chapters are expected to follow all university, city, state, and federal guidelines and laws.
 - a. We strongly encourage of-age members and guests who choose to drink to do so in a responsible manner.
 - b. If a member or guest becomes ill or sick, whether alcohol related or not, the chapter should take all reasonable efforts to provide help and to call for help when appropriate.
- ii. A minimum of 2 people who are at least 18 years of age (either from the host chapter(s) or hired externally) per bar must be designated bartenders and serve alcohol behind the bar(s); these are the only people who may serve alcohol at this event. New members are not allowed to be bartenders.
 - a. Bartenders must not distribute alcohol to anyone under the legal drinking age.
 - b. Bartenders must not have consumed any alcohol or other impairing substances.
 - c. Bartenders must be trained in some sort of responsible service, sale, and consumption of alcohol training. TIPS training is an excellent example, but other trainings may be accepted as well.
- iii. The number of bars at the event must be in accordance with the size of the event. This typically equates to one bar per floor. i.e. one bar in the basement and one bar on the first floor.
- iv. Each individual of legal drinking age is allowed to bring either:
 - a. Six non-glass containers of beer, cider, or malt beverage no higher than 8% ABV and no larger than 12 ounces (i.e. Lime-a-rita's).
 - b. Four non-glass containers of wine no higher than 12% ABV and no larger than 8 ounces (i.e. Sutter Home mini bottles).
- v. Glass containers are prohibited.
- vi. No hard alcohol is permitted under any circumstances in chapter facilities during a registered event.
- vii. The individual must take their alcoholic beverages to the bar immediately after arrival, where they will be stored for the remainder of the event.
- viii. The host chapter(s) must have food and non-alcoholic beverages that will be presented in a visible and easily accessible location.
- ix. Alcohol distribution must cease at least 30 minutes prior to the end of the event. (1:30 am at the latest)

- x. No alcohol may be consumed outside the event's physical boundaries as roped off by members of host chapter and approved by the SEM team.
- xi. Only residents of the host structure may go upstairs during the event.
- xii. Chapters are required to have recycling bins to collect cans in an effort to promote sustainability within the Greek community.
- xiii. See **Appendix E** for suggested methods of executing a BYOB system

D. Registered Party Regulations

- i. There must be only one entrance/exit point in use. All other entrances/exits must be clearly marked off, but not covered in accordance with fire safety.
 - a. All exits not in use must be labeled "Emergency Exit Only."
 - b. All exits must be easily accessible, even when not in use.
- ii. All guests must have received an invitation from members (new or initiated) of the host chapter(s). Chapters should hold members responsible for whom they invite.
- iii. Registered parties must not exceed the structure's maximum capacity as designated by fire code restrictions and/or any relevant city, state, and federal regulations.
- iv. Host chapter(s) may use their own guest management system, but must gain approval from IFC VP Risk Management, PHA VP Social Responsibility, and DFSL through the online registration process.
- v. See **Appendix E** for suggested methods of ensuring a proper guest list process.

III. Operations and Logistics

- A. IFC chapters with a chapter house must pay \$222.00 in SEM dues each semester. IFC chapters without a chapter house must pay \$130.00 in SEM dues each semester. PHA chapters must pay \$130.00 in SEM dues each semester. These dues must be turned into the IFC VP Risk Management by the fourth weekend of the semester; otherwise, chapters must pay \$25 each week the payment is late.
- B. IFC VP Risk Management and PHA VP Social Responsibility coordinate the SEM committee with assistance from DFSL staff (Advisor or Grad Assistant).
- C. The SEM committee is comprised of two social event monitors and a rotating order of an IFC executive board member and a PHA executive board member who act as chapter liaisons.
- D. Social event monitors will be graduate students at the University of Maryland hired by IFC VP Risk Management and PHA VP Social Responsibility. They will be paid \$30 per SEM walk, \$60 per registered social event, and \$20 for Judicial Board appearances.
- E. Social event monitors must be trained in the SEM training before their first event. SEM Training will be run by the IFC VP Risk Management and PHA VP Social Responsibility, and will include SEM policy training, mock SEM walks, and discussions of how to monitor social events.
- F. The SEM sitter for a party will arrive 15 minutes prior to party start time and will remain for the duration of the social event. The sitter is required to perform

two walkthroughs of the event in order to enforce this policy. The role of the sitter is to ensure that:

- i. All entrance/exit regulations are being followed
 - ii. The event remains closed
 - iii. The BYOB system is being followed
 - iv. The bouncer is checking IDs properly
 - v. Maximum fire code capacities are not being violated
 - vi. The host chapter(s) is supported in hosting the event and understands the policies/risk management procedure.
 - vii. The SEM sitter will use **Appendix F** to report any infractions.
- G. The SEM Committee, referenced earlier, will meet at #1 Fraternity Row at the beginning of each walking shift on: Friday and Saturday at 10:30pm and 12:30am. (Other days may be assigned as determined by IFC/PHA or added if there are multiple events on another day/time)
- i. See **Appendix G** for a map of the walking route.
 - ii. These four people will check on each registered social event that is occurring that night. They should identify themselves at the door and be escorted through the event by a sober monitor.
 - iii. SEM will document any findings they determine are not in compliance with the SEM Policy within 24 hours by submitting **Appendix F** to the IFC VP of Risk Management, PHA VP of Social Responsibility, IFC Chief Justice, or PHA VP of Judicial Affairs.
 - iv. Minor infractions may be fixed before the next walkthrough; major infractions require immediate shut down of the event.
 - v. If any unregistered events are found in a chapter house, the SEM Committee must file a report through the IFC/PHA Judicial Council and immediately shut down the event.

Appendix A



FIPG RISK MANAGEMENT POLICY

As adopted July 2008; affirmed by the membership July 2013

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. 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 laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined in the FIPG Guidelines as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.
2. 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.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. 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.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (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 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 within 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 within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
 8. 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.
 9. No member or pledge, associate/new member or novice 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" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
 10. 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.

HAZING

No chapter, colony, student or alumnus shall conduct nor 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 educational institution or applicable state law."

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 is to include 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, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

For more information, refer to www.fipg.org

FIPG MEMBER ORGANIZATIONS

Men's Organizations

Alpha Chi Rho
Alpha Epsilon Pi
Alpha Kappa Lambda
Alpha Sigma Phi
Alpha Tau Omega
Chi Psi
Delta Chi
Delta Kappa Epsilon
Delta Sigma Phi
Delta Tau Delta
FarmHouse
Kappa Alpha Order
Kappa Delta Rho
Lambda Chi Alpha
The North-American
Interfraternity Conference
Phi Gamma Delta
Phi Kappa Psi

Phi Kappa Sigma

Phi Kappa Tau
Phi Kappa Theta
Phi Mu Delta
Phi Sigma Kappa
Pi Kappa Phi
Pi Lambda Phi
Sigma Alpha Mu
Sigma Nu
Sigma Phi Epsilon
Sigma Pi
Tau Epsilon Phi
Tau Kappa Epsilon
Theta Chi
Zeta Beta Tau
Zeta Psi

*Total Membership: 50
national organizations*

Women's Organizations

Alpha Chi Omega
Alpha Epsilon Phi
Alpha Gamma Delta
Alpha Omicron Pi
Alpha Sigma Alpha
Alpha Sigma Tau
Alpha Phi
Alpha Xi Delta
Chi Omega
Delta Delta Delta
Delta Gamma
Delta Phi Epsilon
Delta Zeta
Gamma Phi Beta
Kappa Alpha Theta
Phi Mu
Pi Beta Phi
Zeta Tau Alpha

For questions or interpretation of FIPG policy provisions please contact David Westol, FIPG Administrator at [317-250-3799](tel:317-250-3799) or David.Westol@gmail.com

Appendix B

Definitions

- A. Host Chapter:** Any Greek chapter that has planned, sponsored, hosted, or promoted any event or has submitted a Greek Social Event Registration Form (see Section II.B for registration process).
- B. Event:** A gathering in any area of a chapter house where there are more than eight guests and alcohol consumption appears to be the primary purpose, as determined by the Social Event Monitors (SEM).
- C. Common Area:** any part of the chapter house that does not serve as a bedroom or private bathroom for residents. Includes foyers, stairs, basements, chapter rooms, lounges, hallways, etc.
- D. Planned:** Premeditated.
- E. Sponsored:** Paid for, planned, and/or carried out.
- F. Hosted:** The physical location where the event is held.
- G. Promoted:** To help bring into being through the means of advertising and/or publicity.
- H. Chapter Member:** Undergraduate active or new member.
- I. Guest:** a person who is not a member or new member of the host chapter.
- J. Hard Alcohol:** Hard alcohol is any beverage containing over 15% alcohol by volume (ABV) (higher than all beer and wine, lower than all liqueurs/liquors)
- K. Social Moratorium:** No in-house or out-of-house social events, including dated parties, formals, or any other chapter-organized social function with alcohol. May be imposed for failure to conform to the requirements of this policy.
- L. Chapter House:** on-campus and off-campus residences zoned as fraternity or sorority housing by the City of College Park, and occupied by a Greek organization
- M. Drinking Games:** Any activity where alcohol consumption is the primary purpose of the game. Examples include, but are not limited to, beer pong; flip cup; quarters; power hour; liquid golf; card games; etc.
- N. Social Event Monitors:** see Section III for definition.
- O. Social Event Monitoring (SEM) Committee:** the group walking the SEM shift including the hired graduate monitors and the IFC/PHA executive board liaisons.
- P. Social Event Monitoring System:** see Section III for definition.

Appendix C

Social Responsibility Contract

The Interfraternity Council and the Panhellenic Association, in order to increase awareness and responsibility for risk management issues, have adopted an educational requirement for our members. This contract signifies that you as a member of a Fraternity/Sorority at the University of Maryland are aware of our Alcohol Management and Social Event Monitoring Policy. Furthermore, by signing this you agree, as leaders of your chapter, to follow the IFC/PHA Alcohol Management and Social Event Monitoring Policy and to promote a safe and responsible environment within both your chapter and the Greek Community.

We, the President, Risk Manager, Social Chair, and other executive board members of the _____ Fraternity/Sorority, located and chartered at the University of Maryland – College Park, fully understand and agree to abide by the Alcohol Management and Social Event Monitoring Policy.

Name and Signature: _____

Signature of IFC VP of Risk Management/PHA VP of Social Responsibility:

Date of Submittal: _____

Appendix D

IFC/PHA Procedures for SEM Registered Events

A. General Registered Event procedures:

1. Chapter fills out the [Registered Event Request Form](#) and contacts IFC VP Risk Management at least one week in advance.
2. IFC VP Risk Management & PHA VP Social Responsibility reach out to the graduate walkers to find a sitter for the date & confirm registered event with the chapter.
3. If it is a chapter hosting a registered event for the first time during the current academic year, the host chapter's executive board must meet with IFC VP Risk Management to review the SEM policy and checklist.
4. Chapter submits check to IFC & PHA and confirms hired bouncer.
5. IFC VP Risk Management & PHA VP Social Responsibility contacts the IFC & PHA boards and the scheduled walkers for that date to notify them about the event. If the IFC VP Risk Management & PHA VP Social Responsibility is away or unavailable during the time of the event, they should designate a point of contact from their executive board. This point of contact will be shared with the host chapter(s).
6. IFC VP Risk Management & PHA VP Social Responsibility notifies the Risk Management Graduate Assistant and IFC Advisor of the scheduled event. If a PHA chapter is involved, they also will notify the PHA Advisor.
7. Chapter submits their guest list to the IFC VP Risk Management & PHA VP Social Responsibility with 24 hours prior to the event.
8. IFC VP Risk Management or PHA VP Social Responsibility checks-in with the chapter on the day of the event to make sure everything is set up in accordance with the policy. They will contact the sitter to confirm that he/she will still be present during the event and to share the contact information for the host chapter(s).
 - a. The scheduled sitter should check-in with the IFC VP Risk Management & PHA VP Social Responsibility when they arrive to the host chapter house for the event.

B. If there is a proposed registered event outside of the normal Friday or Saturday night time:

1. Chapter fills out the Registered Event Request Form and e-mails IFC VP Risk Management.
2. IFC VP Risk Management notifies the Risk Management Graduate Assistant and IFC Advisor of the request for the event and will work to get written approval.
3. The IFC VP Risk Management will work with the chapter to communicate with any outside agencies that may need to be contacted about the event (ex. UMD Police, City of College Park (amplified sound), etc.).
4. IFC VP Risk Management & PHA VP Social Responsibility should coordinate a walk-through of the event with the SEM sitter since SEM will not be walking during this time.

C. If SEM walkers do not show up:

1. Call the person (whether a PHA/IFC officer or graduate student) to find out if they are on their way.
2. If no answer, leave a message and wait five minutes. Contact the IFC VP Risk Management & or the PHA VP Social Responsibility to let them know.
3. If one walker does not show up, and there is a registered event, the SEM sitter of that event will act as a substitute walker during the walkthrough.
4. If both graduate walkers do not show up, all registered events must be cancelled.
5. Complete the walk.
6. If the person never contacts the SEM Committee, send an email to the following people explaining the situation:
 - a. Risk Management Graduate Assistant
 - b. IFC VP Risk Management
 - c. PHA VP Social Responsibility
 - d. IFC Advisor
 - e. PHA Advisor (if it is a PHA officer that misses)
7. The IFC VP Risk Management & PHA VP Social Responsibility, in collaboration with the Risk Management Graduate Assistant, will follow up with the missing person via email within 48 hours. The missing person has the opportunity to provide an explanation before deciding on appropriate action.
8. If there is going to be a change to the walking for the night, it must be approved by a DFSL Staff member. The Risk Management graduate assistant is the first point of contact. If he/she is not available, contact the IFC Advisor. If he/she is not available, contact the PHA Advisor. If he/she is not available, contact the Assc. Director. If he/she is not available, contact the Director.

D. If a sitter does not show up for the event:

1. The chapter should contact the IFC VP Risk Management & or the PHA VP Social Responsibility. If they do not respond, they should contact the Risk Management Graduate Assistant or the IFC Advisor.
2. The IFC VP Risk Management & or the PHA VP Social Responsibility will contact the scheduled sitter. If they do not answer or are unavailable, they will contact the other graduate walkers to locate a substitute.
3. If the IFC VP Risk Management & or the PHA VP Social Responsibility are unable to find a substitute, the party will have to be cancelled.

Appendix E

This appendix should be used as a guide or a reference when planning a registered event. This appendix outlines different BYOB and Guest Policy methods that IFC, PHA, and DFSL have deemed acceptable for registered events. If your chapter would like to implement something else, note that in the registration form and discuss your proposed method with the IFC VP Risk Management or PHA VP Social Responsibility.

A. BYOB (Bring Your Own Beverage)

1. Ticket System
 - a. Every of-age guest who brings beverages for themselves will carry their drinks to the designated bar area.
 - b. They will receive the same amount of tickets as drinks that they brought from the bartender (i.e. 6 drinks warrants 6 tickets).
 - c. Every time the guest would like to receive a drink, they will give the bartender one ticket, and will receive one drink.
 - d. Each guest may only receive one drink at a time.
 - e. Once a guest has run out of drink tickets, they can no longer receive any more drinks.
2. Hole Punch / Tear-Tab Wristband
 - a. Each of-age guest is provided with a wristband as they enter the event that signifies they are of the legal drinking age.
 - b. Every of-age guest that brings beverages for themselves will carry their drinks to the designated bar area.
 - c. Every time a guest receives a drink from the bartenders, a hole is punched in their wristband or a tab is torn off the wristband.
 - d. Once 6 holes are punched into a guest's wristband, they are no longer allowed to receive drinks. Similarly, if all 6 tabs on a guest's wristband are torn off, they are no longer allowed to receive drinks.
3. Third Party Vendor
 - a. Host chapter(s) may hire a third party vendor to dispense the alcohol at the event.
 - b. The event can be hosted at a third party location and business can be conducted there, or the third party vendor can come into the facility and serve alcohol. The third party vendor must be cleared by IFC, PHA, and DFSL.
 - c. If a third party vendor is hired, it becomes the vendor's responsibility to ID all guests and charge them accordingly.

B. Guest Policy Options

1. Invitation List
 - a. Having a list with all guests' names creates a document that accounts for all people at the event.
 - b. Be sure that all members understand that they have a limited amount of invitations to send out. (5 invitations per member)

- c. The list must be printed out and names of guests must be crossed off upon their arrival.

2. Sign-In Sheet

- a. Have a sheet at the entrance that guests can sign as they arrive.
- b. Upon arrival, guests may print their name, the time they arrived, and the member who invited them.
- c. If guests leave prior to the end of the event, they may also write the time of their departure.
- d. The sober monitor at the entrance must make sure that your event does not exceed capacity in accordance with fire code.

Appendix F

Social Event Monitoring Review for University of Maryland Greek Social Events

Date: _____ Location: _____
 Graduate Sitter: _____
 Graduate Monitor: 1. _____ IFC Executive: _____
 Graduate Monitor: 2. _____ PHA Executive: _____
 Host Chapter(s) 1. _____ 2. _____

Regulation	1 st Check Time: _____	2 nd Check Time: _____	3 rd check (optional) Time: _____
Major Infractions			
Underage drinking			
Over fire capacity			
No Invitation List			
Event occurring outside of designated times/dates			
Bouncer not performing his duties, as outlined in I.B.iv of this policy.			
More than one entrance/exit being utilized regularly			
Drinking Games			
Non-BYOB/ Third - Party Vendor system			
Common containers present for serving alcohol			
Hard alcohol present			
Untrained Bartender(s)			
Unregistered social event			
Other major infractions as determined by SEM			
Violation of 24/7 policies			
Minor Infractions			
Not enough non-alcoholic food and beverage located in main party area			
Common containers for distributing non-alcoholic beverages			
Glass containers			
Alcohol not dropped off upon entering			
More than 6 cans per person			
Obtaining more than one can per visit to the serving area			
No bartender per host chapter in each serving area			
Drinking outside the event boundaries			
Guests leaving with drinks			
Not enough (<2) sober executive officers			
Other minor infractions as determined by SEM			
Non-residents upstairs			

Appendix G

SEM Walk Route

