

UCLA Interfraternity Council *Risk Management Policy*



The following policies are established in order to create a safer and more responsible environment for the Greek Community at UCLA. It is designed to further assist fraternities in the efforts to reduce the risk for their members, hold member organizations accountable for their actions and set expectations for UCLA Interfraternity Council member organizations to uphold.

These policies contained within this document are in addition to each chapter's Inter/National policies, UCLA's Alcohol and Hazing Policies, the student code of conduct, and local, state and federal law.

All member fraternities affiliated through the Office of Fraternity and Sorority Life are required to abide by the regulations set forth. This policy is a guide for IFC chapter conduct.

Chapters in violation of this policy will be subject to a judicial review by the IFC Judicial Board, the Office of Fraternity and Sorority Life, the Office of Student Conduct, the Title IX Office and/or the Office of Equity, Diversity and Inclusion as appropriate.

The acronym IFC will hereby be used to notate the Interfraternity Council. The acronym FSL will hereby be used to notate Fraternity and Sorority Life.

Table of Contents

SECTION 1: HAZING	3
SECTION 2: SEXUAL ABUSE AND HARASSMENT	3
SECTION 3: FIRE, HEALTH, AND SAFETY	4
SECTION 4: EDUCATION	4
SECTION 5: ALCOHOL AND DRUGS	4
SECTION 6: SOCIAL EVENTS POLICY	5
SUBSECTION 1: DEFINITION OF TERMS	5
SUBSECTION 2: REGULAR EVENT TYPES	5
SUBSECTION 4: BUS RULES AND THIRD-PARTY EVENT PROTOCOL.....	6
SUBSECTION 5: SPECIAL EVENTS.....	7
SUBSECTION 6: IN HOUSE EVENTS.....	7
SUBSECTION 7: ADDITIONAL INFORMATION.....	8
SECTION 7: WHAT IS CONSIDERED AN EVENT?.....	9
SECTION 8: SECURITY GUARDS, SOBER MONITORS, AND BARTENDERS	9
SECTION 9: ALCOHOLIC BEVERAGES AT EVENTS	10
SECTION 10: OFFICIAL REGISTRATION OF EVENTS	11
SUBSECTION 1: EVENT CALENDARS	11
SUBSECTION 2: REGISTRATION OF EVENTS	11
SUBSECTION 3: UCPD PARTY NOTIFICATION	12
SECTION 11: COMMUNITY RELATIONS.....	12
SUBSECTION 1: GLASS BOTTLES.....	12
SUBSECTION 2: NOISE	12
SUBSECTION 3: CROWD CONTROL AND DISPERSAL.....	12
SUBSECTION 5: LITTER, DECORATIONS, AND TARPS.....	13
SECTION 12: ENFORCEMENT OF THE IFC RISK MANAGEMENT POLICY	13

SECTION 1: HAZING

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities.

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 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.”

Resources:

UCLA Hazing Website

www.hazing.ucla.edu

UCLA Student Code of Conduct

<http://www.deanofstudents.ucla.edu/Student-Conduct>

SECTION 2: SEXUAL ABUSE AND HARASSMENT

An organization should 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 should not be allowed.

Resources:

UCLA Title IX Office

2241 Murphy Hall

titleix@conet.ucla.edu

(310)206-3417

www.sexualharassment.ucla.edu

UCPD

601 Westwood Plaza

(310)825-1491

www.ucpd.ucla.edu

CARE Advocate Office

John Wooden Center, 1st Floor

CAREadvocate@caps.ucla.edu

(310)206-2465

www.sexualviolence.ucla.edu

SECTION 3: FIRE, HEALTH, AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post emergency numbers for fire, police and ambulance in common rooms 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 should be prohibited per the chapter's insurance policy.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.
6. For chapters holding invite parties at third party venues, you must work with the venue to comply with all policies.

SECTION 4: EDUCATION

Each fraternity shall annually instruct its students and alumni of the Risk Management Policy of FIG, Inc. and of IFC. Additionally, all student and alumni members shall annually be sent a copy of said Risk Management Policies. A copy of said Risk Management Policy shall be available on the fraternity's website. For New Members, multiple mandatory forums will occur to educate on topics including but not limited to hazing, sexual violence and harassment, and IFC and its role in fraternity system.

SECTION 5: 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, should be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and should comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined 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. Alcoholic beverages may not 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 beverages is prohibited. Kegs and other bulk quantities or common sources of alcohol beverages (alcoholic punch, open bars, coolers filled with canned beer, "party balls," pitchers with blended drinks, etc.) are prohibited at chapter functions, tailgating and on buses. The use of grain alcohol ("Everclear") is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are not permitted. Any event with alcohol present that can or will be associated with an entity of a fraternity should require a guest list prepared 24(twenty-four) hours in advance of the event. It is recommended that a list of those who attend be maintained for several years.
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, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where 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 the purposes of fundraising. A chapter may rent or use a room or

area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third-party vendor and guest list.

7. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be nonalcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
9. No member or pledge/associate/new member/novice, shall permit, tolerate, encourage, or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother night" and initiation.
11. Alcoholic beverages cannot be sold by the fraternity (includes requesting money for cups, mixers, etc.). The possession, sale, and/or use of any illegal drug or controlled substance are strictly prohibited. Any member or guest engaged in such activity should be immediately ejected from an event. If members are involved, the chapter is expected to take strict disciplinary action against the responsible members.

SECTION 6: SOCIAL EVENTS POLICY

SUBSECTION 1: DEFINITION OF TERMS

1. Any chapter-sponsored or co-sponsored group using a form of transportation to leave a chapter house or the UCLA campus constitutes a bused event.
2. The term "event" will be interpreted as any function sponsored by an IFC chapter at the University of California, Los Angeles.

SUBSECTION 2: REGULAR EVENT TYPES

1. Philanthropy Events:

"Philanthropy" is defined as either a fraternity hosting, co-sponsoring or participating in a fundraising type event or sporting tournament such as but not limited to Capture-the-Flag, Tug-of-Wars, Bubble Soccer, An Inflatable Obstacle Course, etc. All philanthropy events must be alcohol free and may occur on campus, off campus, or at a chapter facility with proper registration and approval from IFC and the University Administration.

2. Bussed events without alcohol:

"Brotherhood Events" are defined as events held by an individual chapter that is limited to chapter members, new members, and/ or alumni. These events may include more than one member chapter upon request and approval from the IFC VP of Risk Management.

"Pledge/New Member Events" are defined as activities primarily for pledges/new members or activities that are part of the pledge/new member program. Examples include pledge retreats and initiations.

"Community Service Events" are defined as a fraternity sponsoring or co-sponsoring a hands-on event outside of their chapter house, such as beach clean ups, a trip to the Boys and Girls Clubs, reading to

children, etc.

“**Sober Event**” is defined as an event held between two chapters of Greek Life. Examples include trips to Laser Tag, Sky High, Paintballing, Etc.

“**Recruitment Events**” are defined as activities held during any IFC recruitment period or activities held at any time where the primary purpose is membership recruitment. No alcoholic beverages can be present at recruitment events (including bedrooms/apartments and post-event parties) regardless of location.

3. Bussed events with alcohol:

“**Raid**” is defined as a social event, requiring the use of buses and the use of a third-party venue, between only two chapters of the Greek community.

“**3-Ways**” are bused events which include alcohol and a third-party venue which include 3 organizations. These events are restricted to a combined attendance of 200 or fewer.

“**Pinning**” is defined as a ceremony and is followed by a “**Raid**” between two individual chapters.

“**Crush Party**” is defined an event held by an individual chapter in which chapter members invite dates at a 2 to 1 ratio.

“**Date Party**” is defined as an event held in which chapter member invite dates at a 1 to 1 ratio. These events may be co-sponsored by two chapters upon request

“**Tailgate**” is defined as transportation to and from a UCLA athletic event, and any social activities to take place before the athletic event.

Only 4 chapters may register events with alcohol utilizing busses (excluding tailgates) on a given date on a first come first serve basis

SUBSECTION 4: BUS RULES AND THIRD-PARTY EVENT PROTOCOL

1. Transportation/Busses and Bus Parking

- a. Chapters shall not have busses load or unload on residential streets. Buses may load and unload only on Gayley or Hilgard.
- b. Busses may not stay parked with their engines running for more than fifteen (15) on any city street. If fifteen (15) minutes has lapsed the bus is required to circle until all parties are ready to be picked up.
- c. Busses are prohibited from traveling down residence streets. Busses must travel down “main” thoroughfare: IE: Hilgard Ave, Le Conte, Westwood, Gayley, Wilshire and Sunset ONLY!
- d. Music and Noise: Must be kept to a minimum to coincide with the Los Angeles Noise Variances.
- e. Refer to the approved bus companies through the State of California University of California. The approved list can be found by visiting SOLE at 105 Kerckhoff Hall. Chapters are encouraged but not required to use busses off of this list for events.
- f. Chapters may only load buses at times as assigned by the Vice President of Risk Management prior to the event.

2. Third Party Event Planners

- a. When scheduling a third-party vendor be sure that they are insured at \$1,000,000 for both General Liability and each individual occurrence.

- b. UCLA and FSL do not approve any event planners, using event planners is solely at the discretion of the chapter. Chapters are encouraged to work with their Inter/National Organizations for questions involving event planners.
- c. UCLA encourages all groups when applicable to host events at third party vendors to minimize risk and provide an alternative to events in chapter houses or apartments.

SUBSECTION 5: SPECIAL EVENTS

1. **“Overnight”** or **“Weekender”** is defined as an overnight event (48-hour or less event) which is invitation only and adheres to a 1 to 1 ratio.
 - a. These events hold *high risk potential* where the burden of financial as well as risk management responsibility lies solely upon the Chapter, its President and its members- at-large.
 - b. Chapters will not sponsor these events with open invitation/registration
 - c. Chapters will not sponsor overnight/extended-stay off-site social events which, per IFC Guidelines, do not follow the strict BYOB and alcohol redistribution policy.
 - d. Chapters will not financially organize all aspects during an event for invited guests.
2. **“Formals”** are defined as off-site events to celebrate awards, accomplishments, Founder’s Days, or historical fraternal event.
 - a. Must be registered according to the UCLA IFC Policy.
 - b. Must follow IFC and University Alcohol Redistribution Policy.
 - c. Must use a third-party vendor.
 - d. Involves a banquet or dinner, for which the purpose is to celebrate awards, accomplishments, Founder’s Days, or historical fraternal events.
 - e. Located in areas for which the legal drinking age and all applicable California laws are followed regarding consumption of alcohol (Open container, redistribution of alcohol, etc.).
 - f. Brothers are allowed to invite only one guest.
 - g. The formal event is not advertised outside of brothers and their invited guests.
 - h. Guests do not provide monetary compensation for attending event.
 - i. Formal event must be covered by Inter/National Fraternity Insurance Policies and be approved by their respective Inter/National Office, especially when held on or near bodies of water.

SUBSECTION 6: IN HOUSE EVENTS

1. **“In-house Events”** are defined as a guest list event restricted to chapter members and their guests.
 - a. The size of these functions shall be limited to the individual members and no more than three guests per member with a maximum of 500 guests and attendees. Any event expecting over 500 guests and attendees must get explicit approval with the IFC VP of Risk Management.
 - b. Chapters, however, may not exceed the fire marshal’s limit and must comply with their Inter/National fraternity’s risk management policy if it has a stricter limit.
 - c. In-house events are to be limited to a single open and fluid area of the chapter facility as detailed by the chapter’s floor plan submitted to and approved by IFC
 - d. **All guests, both men and women, must be on the guest list.**
 - i. A similar list will be given to an interior security guard with who is permitted to access areas upstairs. (Residents and significant others).
 - e. The list must include the name of the member who invited the guest and is therefore personally responsible for that guest’s actions.
 - f. Being on the guest list does not guarantee admission to the event.
 - g. Identification must be checked at the door to ensure that all people on the guest list must be college students or over 18 (no high school students) and every guest must be given a wristband. Guests at or above the legal drinking age will be given distinctive wristbands to be administered by third-party security only to indicate they are of age to consume alcohol.

- h. **“Pre-Recruitment Events” (“Welcome Back” Events)** are not permitted due to the Interfraternity Council no-event period.
- i. It is unacceptable to create open type of group or account, such as Facebook, where event details are posted, and people can join, or posting a flyer or other form of communication that gives out a phone number for people to call to get on a list or get a wristband, etc.

Refer to below sections on “Alcoholic Beverages” and “Security Guards and Sober Monitors”

Checklist for Pre-In House Event Evaluation:

1. Make sure that there are 2 entrances and exits in and out of the chapter house. Only one entrance may be used by guests the other is for emergencies only.
2. Appropriately block off halls, stairwells, rooms and exists that are not in the designated party areas.
3. Clearly mark off the party area.
4. Make sure restrooms are clearly marked and able to use.
5. Provide sufficient amounts of trash cans, foods high in fat or protein, and bottled water.
6. Make sure that all sober monitors can be clearly identified and distinguishable (Reference *“Security Guards, Sober Monitors, and Bartenders”*) and are completely sober at all times.
7. Consent signs as per approval of the IFC must be displayed at the entrance of the event.
8. Make sure that the bar area is secured to prevent unauthorized acquisition of alcohol.
9. Guest must be not able to roam free during the registered event time. This is to prevent pre-partying and guests getting alcohol not from the bartender.

SUBSECTION 7: ADDITIONAL INFORMATION

1. During the academic year, a no-event period may occur at any time as seen fit by IFC or FSL including but not limited to recruitment and the G.O.L.D. Academy.
 - a. The first eligible week of events after the no-event period from recruitment during fall quarter will be free of alcohol over 15% alcohol content
 - b. Example: If Recruitment ends on a Friday, events would be eligible to occur Saturday, the next day, with proper registration.
2. For the purposes of these policies and other university policies governing events with alcohol, a gathering that needs to be registered is considered to be an event if there are more than 1/5th (one-fifth) of the chapter’s members present.
3. Chapters may not sponsor or co-sponsor events outside the United States or “party destination” without approval from the IFC VP of Risk Management and FSL.
4. Chapters may not sponsor or co-sponsor events outside the United States where alcohol beverages are consumed.
5. Events may not be co-sponsored with any unrecognized/unregistered organization.
6. Events may be co-sponsored with a non-UCLA or non-Greek UCLA organization upon approval from the IFC VP Risk Management and FSL.
 - a. *The event must be registered and comply with the IFC Risk Management bylaws*
7. *For all events, co-sponsoring shall be defined as, including any of the following:*
 - a. Contributing monetarily to the event
 - b. Placing more than one chapter name on anything associated with the event (e.g., promotional fliers, t-shirts, pictures, contracts, banners, calendars, web-postings, Facebook groups, etc...)
 - c. A chapter may co-sponsor or co-finance functions with an organization not under the jurisdiction of this policy, but the social function MUST follow, in entirety, the guidelines and policies delineated within this document.

SECTION 7: WHAT IS CONSIDERED AN EVENT?

1. If the function is announced in Chapter.
2. If signs are posted in facility about function.
3. If e-mail, phone lists, text messages, Facebook, GroupMe, Evites or any other type of messages, mass communications are used to pass on information about the function.
4. If 1/5th (one-fifth) or more chapter members are involved.
5. If chapter funds are used.
6. If funds are collected from chapter members for the function.
7. If only select chapters, groups or people are asked to participate in the function.
8. If function is off chapter property that is either rented, leased or owned by members.
9. If chapter is at Chapter house and it is outside of an alcohol-free brotherhood/ritual event.
10. If the event is discussed amongst members 24 hours before the actual function.
11. Where row walks done to announce said function.
12. Is outside of a recruitment event. (Follow IFC/ specific rules for recruitment events and registering)
13. If any services are contracted to put on the function include but are not limited to third party event planners, bus companies, hotels, and security.

If your function meets **ANY** of the specifications above, it is considered an event. It is then subject to the Interfraternity Council Risk Management Guidelines and must be registered.

SECTION 8: SECURITY GUARDS, SOBER MONITORS, AND BARTENDERS

Security guards are required for all in-house registered events with alcohol and events with more than two organizations. Security guards are responsible for:

1. Checking identification
2. Affixing wristbands (see above)
3. Making sure that persons under the age of 21 do not enter with alcoholic beverages
4. Making sure that guests do not enter with glass bottles
5. Making sure that the guests over 21 comply with the BYOB Guidelines
6. Patrolling inside the party to make sure that everyone at the party has a wristband and that only those with a colored wristband are consuming alcoholic beverages
7. The guards must deny entry and eject any obviously intoxicated persons and may eject all minors found in possession without warning. A log of ejections shall be maintained.
8. For events with less than 500 guests and attendees, two (2) security guards and a third-party bartender are required for the duration of the event. Events with over 500 guests or attendees must consult with the IFC Risk Management to determine an appropriate number of security guards and/or third-party bartenders.

IFC requires security guards to review any and all observed violations of these policies. Security guards shall have their "guard card" in their possession and wear clothing that clearly distinguishes them as security personnel. At the conclusion of the event, guards and/or bartender(s) are to submit written reports to IFC recapping the event and any behavior or incidents that require further action.

Per event registration forms, each event is required to have two (2) executive board members act as sober monitors. For each 50 guests over 150 an additional sober monitor is needed. For parties, sober monitors must be comprised of executive board and active members and must be the members as defined on the submitted form for the event. No new members may serve as sober monitors.

Expectations and responsibilities of Sober Monitors include but are not limited to:

1. **SOBER MONITORS MUST BE COMPLETELY SOBER DURING THE DURATION OF THE EVENT**
2. Being stationed in different locations of the event to watch behavior and state of all guests and attendees.

3. Room checks in areas outside of the designated event area and removing guests or attendees from these areas.
4. Stationing a room with food and non-alcoholic beverages (Reference “*Alcoholic Beverages at Events*” for specific details).
5. Contacting UCPD, LAPD, or emergency medical services (Reference “*Alcoholic Beverages at Events*” for specific details).
6. Assisting hired security with flow of guests and attendees at the main entrance.
7. At least two sober monitor members must be wearing the Risk Management T-shirt as issued by IFC.
8. *Best practice, but not required, is utilizing a rotation for sober monitors at a given event so that the same chapter members are not sober monitors at every event.*

SECTION 9: Alcoholic Beverages At Events

Please refer above to “Alcohol and Drugs” for general substance protocol and regulations

The service and/or consumption of alcoholic beverages are to be complementary to the event, and under no circumstances should an event have the consumption of alcohol as its primary purpose.

It is the fraternity's responsibility to see that all persons consuming or holding alcoholic beverages at a function are 21 years of age or older (must be wearing the proper wristband at events where wristbands are required). If members or guests under the age of 21 are caught in possession of alcoholic beverages they may be escorted off the premises under the security or chapter member's discretion.

At all functions where alcohol is consumed, the fraternity must provide an adequate supply of free, non-alcoholic beverages (in cans or plastic bottles) in a conspicuous location. Drinks other than bottled water must be chilled. An adequate supply is at least one standard beverage serving (12-ounce can or bottle) per hour for each guest under the age of 21 (generally about $\frac{3}{4}$ of those in attendance).

For all events where alcohol is consumed, an adequate supply of food (preferably non-salty, high in fat or protein) shall be provided. An adequate supply would be one slice of pizza or two breadsticks per attendee. Other acceptable food includes food high in protein and/or carbohydrates such as chicken wings, sandwiches, meats, cheese and crackers, etc.

No one who is obviously intoxicated shall be admitted to a chapter event or allowed to board the bus for a chapter-related event held off-site. No person who is obviously intoxicated should be permitted to consume any alcoholic beverages.

The fraternity has an obligation to provide for the safety of any member or guest exhibiting intoxication. This might require taking the person home or allowing the person to spend the night and ensuring that someone is present to monitor their condition until they are sober. If the person is unconscious, is breathing irregularly, has a weak pulse, or has discolored skin, immediate medical attention should be sought.

No one is permitted to leave an event with an open alcoholic beverage.

Drinking Games including but not limited Beer Pong, Beirut, Quarters, etc. are strictly prohibited.

In addition, any National/International IFC guidelines regarding co-sponsored events shall be followed by member organizations.

Chapters should not be negotiating with venues or event planners for wristbands for members who are under the age of 21. Chapters must be ethical and follow local, state and federal laws complying with legal drinking laws and policies. **Chapters should not encourage underage drinking at any time.**

SECTION 10: OFFICIAL REGISTRATION OF EVENTS

SUBSECTION 1: EVENT CALENDARS

1. Event calendars will be due by noon Friday of 9th week each quarter for the following quarter.
2. Calendars that are turned in past noon will be considered late and the chapter will be restricted to a total of four events for the quarter. 1 event with alcohol and 3 dry or alcohol-free events will be permitted. No exceptions.
3. Event calendars must include but are not limited to raids, pinnings, formals, philanthropies, bus trips, invite parties, tailgates, of-campus brotherhood events, alumni events where the undergraduate chapter is attending, Founders day celebrations, bid day celebrations, events with family members, etc.

SUBSECTION 2: REGISTRATION OF EVENTS

1. **Brotherhood events do not need to be registered, unless a chapter is leaving the confines of the chapter house or Westwood Proper.**
 - a. All Brotherhood events that take place off campus must follow these guidelines:
 - b. Paperwork must be filed with IFC as a sober event and thus must be registered 5 days in advance per the registration form
 - c. Busses must be taken and approved through UCLA approved bus companies
 - d. No alcohol is to be consumed
2. **Philanthropy and Community Service Events must be noted on your events calendar.**
 - a. *Forms required:*
 - i. Philanthropy Event Registration forms must be submitted a minimum of **2 weeks** prior to the event.
 - ii. Community Service Event Registration forms must be submitted a minimum of **one week** prior to the event
 - iii. Prior to Philanthropy events that are large scale to include but are not limited to: tournaments, concerts, etc. philanthropy chairs must meet with both IFC and their respective staff advisor.
 - iv. Both Chapter Advisors and staff advisor should consult on the any liability forms before they are presented for students to sign. Forms should support and fall in line with current University and Inter/National Council policies.
 - v. **THERE IS TO BE NO ALCOHOL** consumed post, during, or prior to any **PHILANTHROPY EVENT OR COMMUNITY SERVICE EVENT!**
3. **Raids, Pinnings, Special Events trips, Formals, In House Events MUST be noted on your social calendar.**
 - a. *Forms required:*
 - i. *IFC* Forms are required for all events where alcohol will be consumed
 - ii. All events must be registered with IFC by 12:00 P.M (noon) **5 days** prior to the social event.
 1. In-house events must be registered 5 days in advance by 4pm per the registration form.
 - iii. The IFC registration forms are due in the IFC dropbox.
 - iv. Form **MUST** be completed and signed in its entirety.
 - v. Participating organizations are required to turn in separate forms. All signatures from the presidents, social chairs and advisors are required.
 1. IFC VP of Risk Management will consult with the participating chapter's council to ensure that forms are submitted honestly, fully, and on time.
 - vi. All signatures are required by the deadline.

Failure to complete paperwork, submit on time by given deadlines, forged advisors signatures and failure to obtain signatures will result in a postponement or cancellation of your event.

SUBSECTION 3: UCPD PARTY NOTIFICATION

1. The IFC needs to notify the UCPD at least 2 days prior to the expected date of the party. Failure to turn in event forms by the time required will result in immediate forfeit of invite party or other event.

SECTION 11: COMMUNITY RELATIONS

SUBSECTION 1: GLASS BOTTLES

1. Guests may not be permitted to enter with glass bottles, nor may members be carrying glass bottles in common areas during a party.
2. Chapters should not be throwing bottles at other chapter houses or persons.
3. Reports from chapters, law enforcement, advisors, neighbors, or chapter members. Throwing bottles at neighbors or passerbys may result in a fine of \$100 per bottle, a general fine to the chapter and a referral to the IFC Chief Justice for review.
4. Chapter who are found throwing glass bottles at Law Enforcement Officials or University Administrators maybe fined \$2000 and will be referred to the IFC Chief Justice and/or Fraternity and Sorority Life for review.

SUBSECTION 2: NOISE

If the music or crowd noise is clearly audible 50 feet away from your house after 10:00 p.m. any day of the week, the chapter is in violation of the law, unless a valid noise permit is in effect.

1. If a neighbor complains that the noise is too loud, UCPD or LAPD may come and test the decibel level. If the noise exceeds the decibel limit, the fraternity event may be shut down at the officer's discretion or the attendees will be given a warning. If the police have to return after issuing a warning and the music is again above the limit, the event may be immediately closed down and the fraternity may be referred to the IFC Chief Justice.
2. Chapter related social events are not permitted at private residences.
3. Spill-over into the streets and surrounding properties is prohibited.
4. The event is not considered over as long as at least one third of the members and invited guests are still present or at 2:00 a.m. whichever occurs first.
5. Please be advised that at any time you can be given a citation for noise by UCPD or LAPD.

SUBSECTION 3: CROWD CONTROL AND DISPERSAL

Crowd control and crowd dispersal is the primary responsibility of the fraternity. If the members and security guards need assistance, they can call the UCPD. Care should be taken to keep people out of the streets.

If a fight breaks out or is imminent, the UCPD should be called immediately. To the degree possible, fraternity members should leave it to the security guards and police to handle fight situations. Although it may sometimes be necessary for fraternity members to intervene in violent situations to help restrain and/or escort someone from the premises, use of clearly excessive force may lead to university judicial action and possibly expensive litigation, especially if anyone is seriously hurt in the process. Mutual combat is not considered self-defense.

For evening events, ALL music must be turned off at 2:00 a.m. turning on lights on the dance floor and turning off outside flood lights helps disperse the crowd. If the crowd is large, it may be useful for some of the members and security guards to form a line in the back of the party and gradually move the crowd toward the exits.

Security guards and/or fraternity officers should be assigned to patrol the exterior perimeter of the party to keep persons from entering from other than the established entrance. Although it is advisable to only have one entrance to a party, **the fraternity shall not lock doors or block exits so that the crowd would be hindered from quickly exiting in the event of a fire or other emergency.**

SUBSECTION 5: LITTER, DECORATIONS, AND TARPS

In the interest of maintaining good community relations with neighbors, the host organization will keep trash from the event from being left or deposited on adjacent property, sidewalks, and street and will be responsible for cleaning up any trash within 12 hours following the event.

Within 24 hours of the event, the chapters will be responsible for taking down tarps, decorations, displays or another decorative item from the outside of the house. If items are too big for disposal in dumpsters, host chapters will work collaboratively with the City to make accommodations for debris to be hauled away.

- Chapters may not dispose of waste or party items in dumpsters that do not belong to the fraternity.
- *For disposal of bulk items call 3-1-1 to contact the city for arrangements*

Vandalism to a fraternity/sorority house by throwing paint, stealing letters, trampling flowers, stealing composites or chapter valuable, breaking windows, urination, fighting, disrespect to house mothers, etc. will be referred to the IFC Chief Justice for review.

SECTION 12: ENFORCEMENT OF THE IFC RISK MANAGEMENT POLICY

Chapter(s) that violate this policy will be subject to a referral to the IFC Judicial Board and/or administrative review by Fraternity and Sorority Life, and/or through the UCLA Dean of Students Office.

Attendance is required for all scheduled social chair meetings, judicial board training programs, or other designated workshops that are provided by IFC and/or the Office of Fraternity and Sorority Life.

IFC, UCPD, and/or University Administrators have the right to shut down any function.

IFC and/or UCPD may do periodic checks before events begin to ensure chapters are following policy and to report any violations.

Note: *These guidelines shall apply for violations of the IFC and/or University Risk Management Policies. Modifications to these guidelines and above enforcement are subject to change by the IFC Vice President of Risk Management in collaboration with the Office of Fraternity and Sorority Life as deemed necessary at any time.*

All forms and resources can be found online at:

www.ifcucla.com