

Office Use Only:

Date Received _____ Received by Student Life staff member: _____

Acknowledgement of the Director of Greek Life:

DIRECTOR OF GREEK LIFE

DATE

FRATERNITY/SORORITY CHAPTERS SOCIAL EVENT AGREEMENT FORM

This document is not valid until checked in and dated by a staff member of the Student Life Office at least **seven (7)** days prior to the scheduled event.

The Fraternity/Sorority Social Event Agreement Form is to be completed for any event in which the chapter's members and/or the chapter's alumni organization will be entertaining people who are considered guests of your host chapter, which could include other fraternity/sorority chapters, parents, non-Greek students and alumni members. This form is designed to assist fraternities and sororities and people outside your host chapter in planning safe and organized events.

Chapter Presidents/Executive Officers, Risk Management Officers, and Social Chairs (*including formal event chairs*) are responsible for seeing that the terms of this agreement are executed before, during, and following the event. **Each** chapter participating in a function/social activity is required to fill out **ONE** social event form to be turned in to the Student Life Office.

1. Name of Chapter(s) Participating:

1- _____

2- _____

3- _____

4- _____

2. Date of Event: _____ Time of Event: Start- _____ Finish- _____

3. Type of Event (i.e., 2-way/3-way/4-way function, date party or semi-formal/formal):

4. Theme of the Event: _____

5. Location of the Event: _____

6. Contract with host establishment signed by all participating chapters? **Yes** **No**

7. Indicate each specified service your chapter(s) will be providing in order to host your social event. Each type of service **must** be provided for your organization(s) to be in compliance with the EIU Interfraternity & Panhellenic Council's Alcohol Policy, "Guidelines for Fraternity and Sorority Use of Alcohol."

- **SOBER SECURITY RESPONSIBILITIES** (2 members from each participating chapter doing **all** of these items)

-Check the guest list for the event at the door of the host location

-Check each member & guest's I.D. to ensure they are of legal age to consume alcohol

-Guarantee that non-invited guests do not enter the host location

-Ensure members and invited guests do not over-consume alcohol

- **SAFE TRANSPORTATION:**

_____ Chapter's designated driving program

_____ Chartered bus service picking up and dropping off at on-campus location

_____ Taxi service information clearly posted on-site (i.e. - 348-RIDE)

- **NON-SALTY FOOD PROVIDED** _____

- **NON-ALCOHOLIC BEVERAGES PROVIDED** _____

CHAPTER ADVISORS ACKNOWLEDGEMENT OF EVENT:

Chapter Advisor #1: _____ Chapter Advisor #2: _____

Chapter Advisor #3: _____ Chapter Advisor #4: _____

We, the undersigned representatives of our Fraternity/Sorority, have faithfully and without misrepresentation reported the plans for the aforementioned event. We have read this agreement and the IFC/PHC Alcohol Policy, "Guidelines for Fraternity/Sorority Use of Alcohol," as well as our own Inter/National Fraternity/Sorority risk management policies governing such events. **We acknowledge that IFC/PHC, chapter advisors and the Student Life Office staff have no information pertaining to the event other than what we have provided and are not responsible for attending the event or enforcing the policy. The IFC/PHC, chapter advisors and the Student Life Office staff only provide education to the chapter members and are not responsible for ensuring these policies are performed at the social event. Receipt of this agreement cannot be construed as approval or sanctioning of the proposed event by Eastern Illinois University. This form does not constitute legal advice and the hosting organizations are responsible for complying with all laws particularly with regard to serving alcohol.**

We are fully aware of the IFC/PHC and Eastern Illinois University policies and agree to follow them. Furthermore, we are aware that if our chapter fails to abide by these policies, including adherence to the provisions for this agreement, we will be asked to appear before the Greek Review Board. All member fraternity and sorority chapters are hereby expected to adhere to the following rules and regulations, which constitute the Theme Sensitivity Policy: *"All event/activity themes should be ethnically/racially sensitive to all genders and races. No sexist behavior will be permitted. Event/activity themes cannot have any reference to alcohol. No theme can infer that alcohol will be present at the function/event. All promotional material (advertising, posters, flyers, favors, and T-shirts) should be sensitive in nature regarding the area of concern named in this, the Theme Sensitivity Policy."*

#1- CHAPTER NAME: _____

SIGNATURES-

CHAPTER PRESIDENT: _____ PHONE NUMBER: _____

SOCIAL CHAIR: _____ PHONE NUMBER: _____

RISK MANAGEMENT CHAIR: _____ PHONE NUMBER: _____

DESIGNATED DRIVERS NAMES: #1- _____ #2- _____

SOBER SECURITY (MUST BE 21): #1- _____ #2- _____

#2- CHAPTER NAME: _____

SIGNATURES-

CHAPTER PRESIDENT: _____ PHONE NUMBER: _____

SOCIAL CHAIR: _____ PHONE NUMBER: _____

RISK MANAGEMENT CHAIR: _____ PHONE NUMBER: _____

DESIGNATED DRIVERS NAMES: #1- _____ #2- _____

SOBER SECURITY (MUST BE 21): #1- _____ #2- _____

#3- CHAPTER NAME: _____

SIGNATURES-

CHAPTER PRESIDENT: _____ PHONE NUMBER: _____

SOCIAL CHAIR: _____ PHONE NUMBER: _____

RISK MANAGEMENT CHAIR: _____ PHONE NUMBER: _____

DESIGNATED DRIVERS NAMES: #1- _____ #2- _____

SOBER SECURITY (MUST BE 21): #1- _____ #2- _____

#4- CHAPTER NAME: _____

SIGNATURES-

CHAPTER PRESIDENT: _____ PHONE NUMBER: _____

SOCIAL CHAIR: _____ PHONE NUMBER: _____

RISK MANAGEMENT CHAIR: _____ PHONE NUMBER: _____

DESIGNATED DRIVERS NAMES: #1- _____ #2- _____

SOBER SECURITY (MUST BE 21): #1- _____ #2- _____