Why are We Here?

To protect the image of the Florida Greek community, the safety of people and assets as well as keep individual chapter charters “on the wall”

Why We are Not Here?

1. To prevent you from having fun
2. Because “the administration” wants to control the Greek community

How do we do this?

1. Conducting training each semester because officers change, new information is learned, and information can be forgotten.
2. By discussing the risk that are inherent (we can never eliminate risks but we can mitigate them) to Greek organizations and their events.
3. Developing strategies for a “mental” or actual checklist that can be discussed with the chapter as a way of mitigating risks and addressing incidents.
4. Discussing ways to maintain chapter traditions, or at least the spirit of those traditions, where appropriate while implementing a process of reducing risks.
5. Giving you tools and skills on how to prevent and/or react to situations.

What could constituent a chapter issue?

• Event occurring at a chapter house
• Event occurring at a facility owned or rented by chapter members
• Event advertised using the chapter’s name
• Event occurring with officers present
• Event occurring with a “threshold” of members present
• Event funded by chapter money or the pooling of funds through chapter members

These are all actions a judicial board, the
What is Risk Management?

Risk Management

Risk management is more than understanding the policies/rules and how to fill out paperwork.

Risk management is a philosophy and routine practice of doing things that do not endanger the chapter's ability to exist on campus.

This philosophy includes:

- Knowing you are the social host for events and that comes with responsibility/liability - even at a bar you are the host!!!
- Understanding the potential and perceived risks associated with an activity or event
- Taking proactive and/or corrective steps to eliminate or reduce injury, loss, or harm
- Assuming responsibility for not eliminating or reducing injury, loss, or harm
- Communicating risks to the chapter and developing a plan of action for mitigating risks

Social Events Philanthropies
New Member Education Coming Out Shows

Types of Risks

Physical risks: can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents, alcohol consumption, or drugs.

Physical risks (examples):
- Hazing - sleep deprivation and workouts
- Social events - sexual assault
- Social events - alcohol transports
- Step Show - stunts resulting in injuries
- Philanthropy - sports injury

Reputation risks: are those things that may result in negative publicity for either your chapter, the institution, you, national organization, and/or your guests.

Reputation risks (examples):
- T-shirts for recruitment or events
- Facebook ads and pictures
- Printed advertisements
- Media coverage of violations

Emotional risks: are those things that can cause a member at your event to feel alienated or negatively impact the feelings of a guest, members of your chapter, the UF, or Florida Greek communities - theme parties especially as well as hazing!!!
Types of Risks

Financial risks are those things that negatively impact the fiscal stability of your chapter.

Financial risks (examples):
- Contracts (or lack thereof) for venues, buses, or services
- Road Trips - refunds and cash handling

Facilities risks are those things which may cause property damage, prevent your event from being held. Facilities risk include:
- bad weather
- not enough space for the number of participants
- lack of equipment or materials needed for the event

Facilities risks (examples):
- Theft/Vandalism – “Raiding”
- Damage to the bus, restaurant, bar, and/or hotel
- Defacing other peoples’ property
- Your “outside” event being rained out

Assessment of Risks

What has your chapter changed in the last 18 months since risk management training or because of an incident?

*SAE – house party protocol*

Ways UF helps you mitigate risks

Program Permitting Process - www.union.ufl.edu/involvement

- Process coordinated by Student Activities and Involvement
- Designed to help promote the success of student organizational events
  - Ensures that organizations know about UF rules and regulations
  - Facilitates a process where campus venues are utilized correctly
- Required for any on-campus or Greek house event other than regularly-scheduled meetings/meal.
- Reserve your space directly with the office responsible for that area. Submitting a program planning form DOES NOT reserve your space. For a list of reservable spaces, please refer to the Reservable Facilities for Student Organizations section of the Student Organization Handbook
- Greek organization receive permits from the Office of Sorority & Fraternity Affairs
- Forms can be completed online at http://www.union.ufl.edu/involvement/studentOrgForms
- Forms must be APPROVED:
  - 3 business days in advance for CLOSED dry events (events w/o alcohol)
  - 10 business days in advance for events with alcohol OR for events that are open to the all UF students and their guests.

Forms You May See

- Programming Planning
  - Every permit has this
  - Some signatures are electronic but contact the person anyway
- Food Form
- Liability Waiver
  - You keep this and make copies for EACH participant to sign
- Tent Form
  - Utilities are underground so no digging or staking w/o PPD
- DJ / Radio Station Form
- You may also be required to have an insurance certificate additionally naming the University of Florida, Board of Trustees, Board of Governors and State of Florida.
Not allowed during class time outdoors on campus and must end by 10pm per the City Noise Ordinance
Only SGP and Reitz Union Board (RUB) may host concerts (live bands) on campus in venues other than chapter houses
Voice amplification equipment may not be used during the day on the North Lawn and outside area around Turlington. Limited amplification is allowed on the Reitz Union Colonnade, Plaza of the Americas, and the Reitz Union Amphitheatre.

Student Organization Policies

Food on Campus

Classic Fare Catering provides up to $5,000 per semester in catering support for student organizations. Applications are available at www.union.ufl.edu/sac/resources.asp.
The sale of ANY food by student organizations is PROHIBITED.
Any food given away or served must be prepared in kitchens inspected by the Health Department (i.e., Greek house, restaurants or caterers).
Chapter must complete Food Form if not prepared at house.
The UF Food Contract states the Reitz Union and surrounding areas is restricted to food from Aramark/Classic Fare Catering.

Distribution of Printed Material

Flyers, handouts, posters, banners, t-shirts, etc. making reference to the use, sale, consumption or distribution of alcohol or illegal drugs are prohibited, including, but not limited to advertising of 2-4-1 specials, beat-the-clock deals, happy hours, lady's night, or illustrations/photos depicting these activities.
Posters or flyers may be placed on public bulletin boards around campus.
Post on outside official university bulletin boards only (No trees, walls, doors, cars, etc.)
Must have name of organization & current contact information
Chalking is limited to the Reitz Union South Terrace.
No leaving stacks of materials unattended on university grounds
Posting materials in on-campus housing facilities may occur with permission from housing.
Materials may not be forced on individuals or thrown on ground as litter.
Students violating these rules may be held accountable through the judicial process.
Use staples or tacks only (No tape or adhesives)
For more information, visit the rule in the Student Organization Handbook

Fundraisers NOT allowed on Campus

No raffles / gambling (illegal)
No eating contests
No bake sales
No car bashes
No Date Auctions (speed dating and silent auctions are allowed)
No food discount cards
No credit card applications

Social Events Guidelines

States that:
1. Greek-lettered organizations are responsible for utilizing the program permitting process (where applicable) as well as following the policies of their respective organization and councils. In the event discrepancies exist, the strictest policy will apply.
2. Classifies events in three categories
a. Alcohol-Free Events On-Campus
b. On-Campus Events with Alcohol
c. Off-Campus Events

Category One: Alcohol Free Events On-Campus
1. Must be dry (no alcohol or drunk people)
2. Event must be REGISTERED (program permit submitted and approved):
   a. At least 3 business days in advance for CLOSED events (events that are restricted to the members of the sponsoring organization and their guests)
   b. At least 10 business days in advance for OPEN events (open to all UF students/general public).
3. Organization is responsible for the behavior of its members and its guests
4. Attendance is limited to the facility’s capacity
5. Chapters may be required to submit additional documentation or information depending on the nature of the event.
6. Alcohol-free events may require security. Security requirements are determined and coordinated by UPD.
7. Must end by 1:45 am and everyone out by 2 am.

Social Events Guidelines
Social Events Guidelines

**Category Two: On-Campus Events with Alcohol**

**BEFORE THE EVENT**
1. **BYOB** (6 12 oz. cans per person 21+)
2. Event must be **REGISTERED** (program permit submitted and approved) at least 10 business days in advance.
3. On campus events NOT in a chapter house (Union, Emerson, Touchdown Terrace) MUST be approved by the Dean of Students Office.
4. Attendance is limited to the facility's capacity, chapter members and two guests, or 300 persons, whichever is LESS.
5. Chapters must submit a printed guest list for the event at least two (2) business days in advance. List must include names and birthdays of all guests.
6. Chapters are NOT allowed to purchase alcohol with chapter funds
7. UPD is required to staff events with alcohol at the chapter house, with the exception of Game Day BBQs or certain regal events like alumni dinners.

**AT THE EVENT**
1. A minimum of two executive officers from the sponsoring organization must be present at the door. These members should be SOBER.
2. A copy of the typed guest list and Event permit should be provided at the door.
3. All guests must present a valid ID. This ID should be used to verify the entrants name and date of birth. Persons name should then be highlighted on the list.
4. Wristbands should be distributed to event entrants who are over 21 and bring beverages. Wristbands can be secured from the Office of Sorority & Fraternity Affairs.
5. All alcohol must be brought and turned into a designated distribution area (1st floor of facility, in clearly visible area).
6. Chapter should provide non-salty foods as well as non-alcoholic drinks (water, soft drinks, etc.) in plastic bottles or cans. NO CUPS.
7. Proportion of non-alcoholic drinks should meet or exceed the proportion of attendees who are not drinking.
8. Event must end by 1:45 am with everyone out by 2:00 am.

**Category Three: Off-Campus Events**
1. No **PERMIT** issued by UF
2. Should use on-campus guidelines as a starting point and consult with chapter advisor.
3. Contact Inter/National Headquarters to ensure that the event is covered by the chapter/headquarters' liability insurance
4. Participation in off-campus events does not recluse organizations or individuals from local, state, federal, or University policy.

Other Resources
1. Student Organization Handbook
2. ARB Constitution (IFC/PC)
3. Homecoming Resolution (IFC/PC)
4. Council Standards/Judicial Boards
5. OSFA/OSA Staff Member Consultations
6. FIPG (insurance, bar tabs, etc.)

Identifying and Reducing Risks
1. Once you identify the potential risks involved (physical, reputation, emotional, financial, physical) you need to think about the potential consequences for:
   a. The Chapter including individual members
   b. The Florida Greek Community
   c. The University
2. Evaluate the risks to determine the most effective method for managing each risk. Organizations may choose to eliminate, limit, or accept the risks involved.
   a. Eliminate or cancel the event or activity
   b. Limit the associated risks (change the theme, venue, method of advertising)
   c. Accept the associated risks AND the CONSEQUENCES that go with those actions

3. Communicate your plans and educate members of the organization as well as other participants on what the plan is.
   a. What risks exist and how are we going to mitigate them? (Prevention)
   b. Monitor progress to ensure the plan is working - hold people accountable (Intervention)
   c. If the plan is not working, consider (a) other strategies or (b) remove people/ending the event.

Final Words of Advice
- Accept responsibility as both individuals and members of a larger organization
- Empower the Risk Manager to have a voice in the chapter on all matters like intake/new member education, philanthropy, house management, and socials. Conduct a risk management training together with the chapter that includes the proactive processes (e.g., social events guidelines, FIPG) that have been developed by UF and your national organization
- Empower membership to create events that are consistent with organizational values (WWMFD/T?, Exec protocol)
- Respond appropriately to decisions and/or incidents that are not aligned with Chapter expectations