

Part 2

As we move into Part 2 of the assessment, please remember that this is a tool created to help you zoom out and take a look at your community's current operations around event management, specifically events where alcohol is present. The more honest you are, the better-quality conversation and work product you will leave with.

For the following three questions please circle all answers that apply

Per the Alcohol and Drug policies of *your institution*, the chapters on my campus are allowed to host events with alcohol:

- a. by using a licensed and insured third-party vendor to serve alcohol in our facility
- b. by renting out an off-site venue to host our event (restaurant/hotel/etc.) and using their third-party vendor to serve alcohol
- c. by hosting a BYOB event
- d. my institution does not have policies regarding the management of alcohol at events

Per the policies of *your council*, the chapters on my campus are allowed to host events with alcohol:

- a. by using a licensed and insured third-party vendor to serve alcohol in our facility
- b. by renting out an off-site venue to host our event (bar/restaurant/hotel/etc.) and using their third-party vendor to serve alcohol
- c. by hosting a BYOB event
- d. my council does not currently have policies regarding the management of alcohol at events

Chapter event basics

Event Locations

- Where do your chapters host registered events with alcohol?
- What do your chapters consider their chapter facility(s)?
- Are there facilities/locations on your campus that unregistered social events with alcohol are being held?
- Is there an event registration process for the chapters on your campus?

If yes: Who manages that process?

What is a "chapter event"?

- What does your institution consider a "chapter event"?
- What does your council consider a "chapter event"?
- What do you think the average chapter member on your campus considers a "chapter event"?

Event management basics

Yes No Are your chapters required to prepare a guest list for their social functions either by the IFC, the OFSL, or the institution?

If yes: Is the guest list submitted to anyone? If so, who?

If no: What is the thought process behind not having a managed guest list?

Yes No As a general rule, do your chapters hire professional (licensed and insured) security to check members and guests' IDs?

If no: Is there any type of security for each chapter's social events?

Yes No Do your chapters use wristbands or a unique mark to designate members/guests who are 21 and over?

If yes: Who is responsible for checking IDs of members and guests and providing the wristband or unique mark?

Yes No Do the chapters on your campus understand that they cannot use any type of fund collection process to purchase alcohol?

Yes No Do your chapter members understand that kegs and other forms of bulk alcohol are not allowed at chapter social functions?

Yes No Do your chapters do a good job of managing pre-gaming before social events with alcohol?

If no: What could your community do better to address this issue?

Yes No If permitted for your campus, when hosting a BYOB function do the chapters establish one centralized location for the distribution of alcohol brought in by their members and guests that are 21 and over?

Yes No If permitted for your campus, when hosting a BYOB function do the chapters ensure that no hard liquor is present at social events?

Reflection on the Event management basics section.

- What does your community do really well in this area?
- What area(s) of improvement does your community have in this area?
- Do you need additional support for any of the things you identified in the *Event management basics* section?

Sober monitors

Yes No Does your community, council, or institution currently have a policy regarding the number of sober monitors per member that must be present at any chapter event with alcohol?

If yes: What is that number?

Yes No Are new members/pledges allowed to be sober monitors for your chapter?

If yes: On a night when new members/pledges would be serving as sober monitors, would there also be older members that would be serving as sober monitors with them?

Yes No Are sober monitors educated before an event on their responsibilities?

If yes: When is that education done and who leads it?

Reflection on the Sober monitor section.

- What does your community do really well in this area?
- What area(s) of improvement does your community have in this area?
- Do you need additional support for any of the things you identified in the *Sober monitors* section?

Education of expectations

Yes No Does your council leadership review all council and institutional event policies and member expectations at events with alcohol with chapter leaders each semester?

If yes: How was that review conducted, who lead the review, and how often does that review occur?

If yes: Do you feel like the review was effective? And, if not, what could be done differently in the future?

Yes No Does your council provide additional educational opportunities to review all council and institution event policies and member expectations at events with alcohol with community new members/pledges/associate members each semester?

If yes: How was the review conducted and who lead the review?

If yes: Do you feel like the review was effective? And, if not, what could be done differently in the future?

Yes No Does your council set clear expectations around chapter events with alcohol?

If yes: What are those expectations and how are they shared?

Accountability

Yes No Does your community do a good job of holding members accountable when they violate a council and/or institutional policy?

What does that accountability process look like?

Yes No As we begin the Spring semester, do you feel like all members of our community understand all policies regarding events with alcohol and what will happen if they violate a policy?

If yes: Why do you feel that way?

If no: What can you do to ensure this occurs?

Reflection on the Education of Expectations & Accountability sections.

- What does your community do really well in this area?
- What area(s) of improvement does your community have in this area?
- Do you need additional support for any of the things you identified in either the Education of Expectations or Accountability sections?

Member Safety

- Who is responsible for member safety education for your council?
- What types of member safety education do your council members participate in?
- Do your council leaders take the safety of all members very seriously?

Assuming yes: How is that conveyed to chapter members?

Major takeaways

Now that you have completed the entire assessment, please list three major takeaways or “ah-hah moments” below. Then list the one area that you feel you need to focus on most in regard to member safety.

- Major takeaway #1

- Major takeaway #2

- Major takeaway #3

- In regard to member safety, the area I need to focus my time on right away is:

- How will you communicate this to your advisor and your council leaders?

- What type of reception do you think you’ll receive when you share this with area with your council leaders? What about with your chapter presidents?

- What type of support and from whom do you need as you work on this area?