



**The Event Planning Guide**  
**Lambda Chi Alpha Fraternity and James R. Favor & Co.**  
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Lambda Chi Alpha Fraternity

# Risk Management

[www.lambdachi.org/collegiate/riskmanagement](http://www.lambdachi.org/collegiate/riskmanagement)

# EVENT PLANNING GUIDE

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Third Edition



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Lambda Chi Alpha  
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# Crisis Management

## What is crisis management?

Crisis management is a process in which the chapter, house corporation, and General Fraternity respond to an incident, such as injury, fire, property damage, assault, fall, fight, or vandalism. The initial steps taken immediately following an incident can be beneficial in the assistance of injured persons. Lambda Chi Alpha cares about its members and their guests and expects that each chapter responds appropriately to a crisis.

## How does crisis management affect me?

Each chapter should have a prescribed crisis management plan. If the chapter has a plan, it should be taught to each member and practiced regularly to prepare for potential incidents in the future. If you are not aware of your chapter's crisis management plan, ask the High Pi, High Alpha, or High Iota if a plan exists. If a plan is not in place, work with members of the High Zeta to create one. The High Iota Manual offers information on procedures that your chapter should have in place.

Crisis management procedures should be major components of all event plans to ensure proper chapter response to an incident. If your chapter needs assistance with this plan, contact the General Fraternity.

# Insurance

## How does the Event Planning Form affect my liability insurance premiums?

As stated throughout this Event Planning Guide, the Event Planning Form directly affects the liability insurance premium of each member of your chapter. It is a simple process: if your chapter's High Iota properly completes or submits an Event Planning Form for each chapter event, each chapter member will enjoy substantially lower premiums. However, if the Event Planning Form is not properly completed or submitted for every chapter event, each chapter member will pay much higher premiums. The bottom line: proper event planning can drastically affect the liability premiums of each active and associate member of Lambda Chi Alpha.

## Why is there so much importance placed on event planning?

Lambda Chi Alpha has greatly reduced the number of claims occurring at chapter events by the event planning process. This process has probably prevented many injuries, claims, and lawsuits. The Fraternity cannot rely on past achievements to carry it through future incidents; it must continue to increase the safety of its members and their guests at each chapter event. Each chapter event must be planned properly to provide a safe, enjoyable experience. If the plans do not adhere to Fraternity policy, the chapter is choosing to risk losing protection by insurance. For related information, review the section of this guide entitled "Insurance Issues."

# Contracts

## What should the chapter do if contracts need to be signed?

**DO NOT SIGN ANY CONTRACT UNTIL THE CHAPTER'S LEGAL COUNSEL HAS REVIEWED IT.**

Many contracts outline stipulations that the chapter can never agree to without losing insurance coverage. Therefore, it is vital that someone qualified to interpret the agreement reviews each contract with a vendor.

**USE THE CONTRACTS IN THE EVENT PLANNING GUIDE.**

These contracts have been designed to bind an agreement between the chapter and a vendor (bartenders, bus company, licensed cash bar, caterer, DJ, hotel, rented facility, security, etc.). Every vendor a chapter uses must sign these contract(s). This will assure that all parties involved are protected properly with insurance, without compromising the Fraternity's coverage. If a vendor is not willing to sign the contract, contact the chapter's legal counsel for assistance.

## What if the chapter does not have legal counsel?

If your chapter does not currently have legal counsel, start looking! Contact the house corporation, High Pi, or other alumni who may be aware of other Lambda Chi Alpha alumni who are attorneys. Hopefully, an alumnus will be able to assist the chapter. If this method fails, ask the school's legal department or attorney for assistance. James R. Favor and Company can offer risk management aid to the chapter's legal counsel should any questions arise.

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The purpose of the *Event Planning Guide* is to increase the knowledge of each High Zeta officer. It is in the spirit of education that each officer is properly instructed in the various issues surrounding event planning. This education enhances the measures taken to complete the mission of the Lambda Chi Alpha Fraternity Risk Management program, as stated below.

*The mission of the Lambda Chi Alpha Fraternity Risk Management program is to promote responsible behavior by all members at all times, and to preserve the ideals of the Fraternity by conducting the operations of each chapter safely and in compliance with the laws and policies of the Fraternity.*

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**Our mission will be accomplished utilizing the following measures:**

- Concern for Others
- Member Education
- Policy Enforcement
- Chapter Programs
- Purchase of Insurance

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**How To Use The Event Planning Guide**

The Event Planning Guide provides the basic information needed to properly plan a chapter event that could be protected by the Fraternity's general liability insurance policy. Planning a chapter event requires communication among members of the High Zeta; therefore, each chapter will receive one copy of this guide for each High Zeta officer. Each officer should place this Event Planning Guide in the three-ring binder that contains his respective manual and should become familiar with the information contained in this guide.

**The enclosed forms are master copies and should be retained as resources. When an officer wishes to plan an event, he should begin by contacting the High Iota, who will provide a copy of the Event Planning Form to that officer.**

# Event Planning Form *(continued)*

If it is a cash bar event, have I completed the Third Party Vendor Checklist? Have I submitted all insurance information of the vendor's to the General Fraternity? Will we need any special permits from the local authorities?

Who will be the sober party monitors? Have they been instructed in their duties?

Are they easily identified in a crowd (for example, wearing referee shirts)? Do they know where an accessible telephone is located and the phone numbers for fire, medical, and police?

Is a taxi service available for guests who have consumed any alcohol? Will the chapter collect keys? If yes, how will it set-up the return of these keys after 10 a.m. the next morning?

Will non-alcoholic, alternative drinks be available? Will food be available (preferably unsalted)?

Lambda Chi Alpha cares about its members and guests, and expects that your chapter will plan to manage its risks as outlined by the Fraternity's policies.

## When do I fill out the Event Planning Form?

The Event Planning Form is designed for all chapter events. Most chapter events will only require the Event Planning Form to be completed 15 days before the event and kept at the chapter. The Risk Management Task Force will review the event plans one week before the event and advise the event coordinator of any changes that should be made.

However, some events throughout the academic year will require long-range planning. Therefore, the form may need to be submitted to the General Fraternity for review at least 30 days before the event. The criteria for submitting the form can be found on the first page of the Event Planning Form. The General Fraternity will review the form, advise the chapter if the plans for the event coincide with applicable policies, and classify the event plan as accepted, rejected, or pending.

## What happens if the form is submitted after the deadline?

For event plans that require General Fraternity review, the form must be received by the General Fraternity no later than 30 days before the event. If the form is received after the 30-day deadline, the form will not be reviewed and the event will be rejected (until an Event Plan Addendum is submitted). An Event Planning Response form will be sent to the High Alpha, High Pi, and High Iota stating the rejection. The chapter has three options:

1. Cancel the event.
2. Submit a completed Event Plan Addendum along with a check for \$100.00. Once the check and the Event Plan Addendum are received by the General Fraternity, the original Event Planning Form will be reviewed. If a second event planning form is received after the 30-day deadline and your chapter wants it reviewed, the cost will be \$250. The chapter may use the Event Plan Addendum twice each semester.
3. Postpone the event.

Options Following Late Receipt of Event Planning Form		
Scenario	Option # 1	Option # 2
If after the 30-day deadline, The first event planning form is received: The second event planning form is received: The third (or greater) event planning form is received:	Cancel the event Cancel the event Cancel the event	Pay \$100.00 for form review Pay \$250.00 for form review Postpone

**THIS PROCESS DOES NOT GUARANTEE AN ACCEPTED EVENT.** The only event plans that will be accepted are plans that adhere to all Lambda Chi Alpha policies.

# Event Planning Form

## When does an event need an Event Planning Form?

An event planning form is required for all chapter events. The internal and external event planning forms have been used for several years. Not anymore! There is just one form, the Event Planning Form. For some events, the form must be submitted to the General Fraternity; other events require that the form be kept on file only at the chapter.

## When does the Event Planning Form need to be submitted to the General Fraternity?

An Event Planning Form is required to be submitted to the General Fraternity if an event that your chapter plans to host/sponsor includes at least one of the following:

1. The event requires the services of a **VENDOR** (bartenders, bus company, licensed cash bar, caterer, DJ, hotel, rented facility, security, etc.);
2. The **LOCATION** of the event is 10 miles from the chapter house or campus;
3. The event will exceed six hours in **DURATION**;
4. A similar, previous event resulted in a member or guest being **INJURED**;
5. The **ATTENDANCE** will exceed three times the chapter size (including active and associate members); or
6. The event will be **COSPONSORED** by another fraternity **OR** sorority.
7. A third party requests to be named an additional insured on the Fraternity's insurance policy.

### NOTE:

At the end of each semester, a staff member will inventory all Event Planning Forms that were submitted to the General Fraternity. If your chapter has submitted Event Planning Forms properly, your chapter's "per man" liability insurance premiums will be lowered. However, if Event Planning Forms are not submitted properly, your chapter's "per man" liability insurance premium will be increased.

## When do we keep the Event Planning Form at the chapter?

If an Event Planning Form is submitted to the General Fraternity, a copy of the form should be kept on file at the chapter. However, if **NONE** of the above seven criteria apply to the chapter event, then the Event Planning Form needs to be completed **AND** only kept on file at the chapter.

### NOTE:

Each semester, the visiting educational leadership consultant will inventory your chapter's Event Planning Form file. Any forms that did not need to be submitted to the General Fraternity will be noted. By having these completed forms on file, your chapter's "per man" liability insurance premiums will be lowered. If the chapter has had events, but no Event Planning Forms are present during the educational leadership consultant's visit, your chapter's "per man" liability insurance premium will be increased.

## How do I fill out an Event Planning Form?

Whether you are filling out an Event Planning Form to submit to the General Fraternity or to keep on file at the chapter, it is imperative that you complete the form honestly. The form is a summary of how your chapter plans to manage the risks of the event. These plans are a commitment to your guests, fellow members, and yourself. The Risk Management Task Force should review the form before it is finalized. When filling out the form, you should be able to answer the following questions (this is not an inclusive list, but should begin your analysis of the event):

Where will this event be held? Does the location have any hazards (for example: missing hand rail on stairs, slippery floor, broken glass on the floor, etc.)?

Does the chapter have to sign any contracts? If yes, with whom? Has the chapter's legal counsel reviewed the contract before signing? Which member will sign the contract? Have I submitted a copy of the contract to the General Fraternity?

Will we permit alcohol at the event? If yes, will it be a BYOB event or a cash bar event?

If it is a BYOB event, will the chapter control the alcohol with tickets or with punch cards? Which members will be running the BYOB system?

## The First Steps of Planning a Chapter Event



Each member of the High Zeta will probably coordinate the planning of a chapter event sometime during his term. Alumni gatherings, parents' weekends, community service projects, philanthropic events, pre-initiation events, recruitment functions, education sessions, formals, brotherhood events, parties, mixers, and athletic events could be sponsored by your chapter. Chapter events should be enjoyable for members and their guests. More importantly however, chapter events should be safe for the participants, spectators, facilitators, and bystanders. A successful event will have thorough plans for maximizing the safety and enjoyment for all persons associated with the event.

If you want to have a successful event, you must first define "successful." Whether the chapter's purpose is to recruit new members, raise money for a charitable organization, or socialize, the first goal of any chapter event is to ensure safety measures are in place for the participants. How do you achieve this goal? Begin by using this Event Planning Guide. It will provide:

- Basic information on safety measures that you, as the event coordinator, can incorporate into the plans for an event;
- Information about the proper way to plan an event that could protect yourself and the Fraternity with insurance; and,
- Answers to frequently asked questions about event planning, insurance, and other risk management topics.

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### Definition Of A Chapter Event

Over the last 10 years, attorneys, judges, juries, and insurance companies have reviewed hundreds of incidents that have occurred at fraternity and sorority events. Experience has shown that if any of the following scenarios apply to a chapter function, gathering, or event, the incident could be associated with the organization.

- The chapter implicitly or explicitly is hosting, sponsoring, or cosponsoring the event.
- The event is held on chapter property.
- Any amount of money affiliated with the chapter is used for the event (for example, money from the chapter's bank account, donations on behalf of the chapter, or pooling money from chapter members).
- The event is announced in a chapter meeting or through a chapter "phone tree."
- The event is publicized (flyers, ads, posters, etc.) with reference to the chapter.

Carefully consider the points listed above as you begin to plan the event; they will affect the risk that the chapter will be facing.

# The First Steps of Planning a Chapter Event

Any event that a chapter plans can be classified as a dry event, a BYOB event, or a cash bar event. Each event must adhere to all laws, rules, and policies. Although all events can be classified as dry, BYOB, or cash bar, there are numerous themes and plans that can be used to make each event unique.

Once you choose the type of event you wish to plan, please refer to the section entitled “General Guidelines for All Chapter Events” and the “Special Guidelines” section for the respective type of event.

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## A Dry Event

A theme-based social event in which alcohol is NOT permitted to be consumed or possessed during the event.

\* See Special Guidelines for Dry Event

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## A BYOB Event

A theme-based social event at which alcohol is only permitted to be consumed or possessed under “Bring-Your-Own-Beverage” guidelines, which include:

1. Alcohol may only be brought to the event by guests or members of legal drinking age;
2. Only persons of legal drinking age may consume or possess alcohol; and,
3. The maximum amount of alcohol allowed at the event is limited to a six-pack of beer (or 4. wine coolers) per person of legal drinking age.

\* See Special Guidelines for BYOB Events

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## A Cash Bar Event

A theme-based social event at which alcohol is only permitted to be consumed or possessed under “Cash Bar” or “third party vendor” guidelines, which include:

1. Only persons of legal drinking age are permitted to consume or possess alcohol;
2. The cash bar must be contracted with a licensed and properly insured company;
3. All bartenders must be licensed and properly insured; and,
4. The amount of alcohol consumed is under the bartender’s discretion.

\* See Special Guidelines for Cash Bar Events



## Policies

### **What constitutes a chapter event?**

The following scenarios have been used in lawsuits and claims to determine if a gathering, function, or party is associated with a chapter. If at least one of the following items is true of an event involving your chapter, then the event could be construed as a chapter event.

The chapter explicitly or implicitly is hosting or sponsoring the event.

The event is held on chapter property.

Any amount of money affiliated with the chapter is used for the event (for example, the chapter's bank account, donations on behalf of the chapter, or pooling money from chapter members).

The event is announced in a chapter meeting or through a chapter "phone tree".

The event is publicized (flyers, ads, posters, sidewalk chalk, etc.) with materials referring to Lambda Chi Alpha.

### **What are the risk management policies of Lambda Chi Alpha?**

In 1988, the 42nd General Assembly in Scottsdale, Arizona, mandated various regulations regarding alcohol, hazing, dry recruitment, and sexual harassment. This legislation was developed by undergraduates in an effort to decrease incidents of unacceptable behavior. More importantly, the legislation was created to promote the ideals and teachings of the Fraternity.

The policies outline the risks associated with the Fraternity and the measures each member must take to manage those risks. A complete list of the policies is located in this Event Planning Guide.

### **What happens if my chapter does not follow the policies?**

If any chapter (or any member of the chapter) violates the policies of Lambda Chi Alpha, at least three results could occur:

1. Members and/or guests could be injured, physically and/or emotionally.
2. Because of the violation, the entire chapter could be disciplined by the executive committee, the school, the General Fraternity, and/or the local authorities.
3. By violating the policies of Lambda Chi Alpha, all members of the chapter could lose the benefits of liability insurance coverage. This means that if an insurance claim or lawsuit results from the violation, each member, his parents, and his future earnings could be pursued to pay a resulting claim or lawsuit settlement.

Lambda Chi Alpha cares about its members and guests. We expect that all members of all chapters abide by the policies of Lambda Chi Alpha to promote a safe environment for members and their guests.

# Resolution Approved by the Forty-Second General Assembly Scottsdale, Arizona, 1988

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## **A Resolution on Dry Recruitment**

WHEREAS, the excessive use and abuse of alcoholic beverages is widely recognized as a major problem in our society; and

WHEREAS, the period of membership recruitment is the first substantive contact a prospective member has with Lambda Chi Alpha; and

WHEREAS, the use of alcohol to attract young men to membership is held to be counterproductive to introducing and developing true brotherhood; and

WHEREAS, due to the trend of the rising legal drinking age, the majority of prospective members are under legal age; and

WHEREAS, there has been an alarming rise in the number of liability cases involving the illegal use of alcohol with prospective members; and

WHEREAS, a recruitment program based upon the development of honest interpersonal relationships has been proven more effective, and that the presence of alcohol inhibits this development; and

WHEREAS, the Lambda Chi Alpha Fraternity requires “dry recruitment” in its policy on alcoholic beverages; therefore

BE IT RESOLVED by the Lambda Chi Alpha Fraternity during the 1988 General Assembly duly convened that we, in communion with the spirit of our undergraduate and alumni brothers in chapters represented at colleges and universities across North America, do this day direct all chapters to implement a membership recruitment program which eliminates the use of alcoholic beverages during any and all membership recruitment activities and functions.

In so doing, it is our distinct belief that:

- (1) We will attract a greater number of high quality prospective members.
- (2) We will improve the retention ratio of new members.
- (3) We will enhance public support of fraternity membership.
- (4) We will diminish the risk of legal liability and violation of liquor laws.
- (5) We will develop more fully the interpersonal skills of our members.

BE IT FURTHER RESOLVED that we, as Brothers of Lambda Chi Alpha, will strive diligently to promote dry recruitment on our campuses by encouraging our respective inter-fraternity councils and member fraternities to move immediately toward the elimination of alcohol in all recruitment programs.

# General Guidelines For All Chapter Events

## Themes

Every chapter event should have a theme. A theme is an idea that establishes the environment of an event: the style of clothes to wear, the music played, the decorations used, and the activities offered. Creating a theme for an event is simple. For example, the chapter is planning an event at which each member's father travels to the chapter for a cookout. This description seems boring and most chapter members will probably not be receptive to the event. However, the theme could be presented to the chapter simply by posting signs in the chapter facility stating:



### **Attend Dads' Day**

**Who:** All Active and Associate Members and their Dads

**What:** Cookout, Volleyball & Basketball

**When:** Saturday, October 24th, at Noon

**Where:** Smith Park

**Why:** Show your Dad that Lambda Chi is the best!

By bringing this idea to the chapter in an exciting way, the event coordinator will build anticipation about the event. If the anticipation for the event is positive because of the theme, the participants will be more enthusiastic about the event. This enthusiasm will often determine much of the event's "suc-

## Activities

Once a theme has been established for the event, activities should be planned. They should coincide with the theme and be in good taste. Dancing, watching sports, eating, and socializing are some activities commonly offered at chapter events. Once the activities are determined, the event coordinator should make them the focus of the event; CONSUMPTION OF ALCOHOL SHOULD NEVER BE THE FOCUS OF ANY CHAPTER EVENT.

Any athletic events (basketball, flag football, volleyball, softball, wiffleball, soccer, Watermelon Festival games, Teeter-Totter-a-Thons, or any other activity that requires physical exertion) have special requirements for planning:



1. Any person who has consumed alcohol may not participate in any athletic activity. Event plans should include measures to prevent persons who have consumed alcohol from participating in these activities. Alcohol can impair performance, which may lead to physical injury. Prevent injuries by not "mixing" alcohol with athletic activities.
2. The chapter's legal counsel should develop a liability waiver form and each participant, including members, should sign the form before participating. The form should waive all liability from the chapter, the house corporation, and the General Fraternity. A poster-size version of a blank waiver form should also be posted during the event for all participants to review.
3. The activity area (playing field, court, etc.) should be inspected before the event to ensure that no hazards exist (for example, broken glass, exposed lawn sprinkler heads). The activity area should also be roped-off to prevent non-participants from entering the area. Accidents often occur due to persons being in the "wrong place" during an athletic event. By roping-off the activity area, the chapter can prevent many of these accidents.
4. Qualified emergency personnel should be on-site during all athletic events. Most local ambulance service companies or emergency medical technicians will provide their services at no charge. The chapter must outline an emergency response plan before the event.
5. Proper supervision must be provided. Whether the athletic activity calls for referees, umpires, or other supervisors of the game, the chapter should arrange for certified supervisors to be present. This allows the chapter to delegate the responsibility to others and focus on other aspects of the event.

## Activities (continued)

6. If the activity requires any construction, a professional contractor who is licensed and insured should be hired. By hiring a contractor, the chapter will transfer risks associated with the construction.

These recommendations were designed to provide a high standard of safety for event participants and to attempt to protect the chapter, house corporation, and General Fraternity by adhering to the regulations of our liability insurance policy.

Themes and activities are vital to each chapter event, but many special guidelines exist for the three types of events: dry, BYOB, and cash bar. These special guidelines, which begin on the next page, will assist the event coordinator as he develops the plans for each event. These guidelines are not inclusive because each event will be unique. These guidelines, however, are the minimum requirements the event coordinator must follow to manage the risks of the respective type of event.

## Special Guidelines For Dry Events

Any chapter event at which alcohol is not permitted to be consumed or possessed is classified as a dry event. Dry events are typically lower risk events compared to “wet” events (events allowing the consumption and/or possession of alcohol). With alcohol removed from the event, the risks are often more predictable, and therefore, more manageable. Although dry events provide substantially lower exposures to loss, there are a few guidelines that the event coordinator needs to know.



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## Types of Refreshments

The chapter should ensure that ample refreshments (preferably those that coincide with the theme) are available to all participants. Non-alcoholic beverages (soft drinks, juices, sport drinks, or water) should be provided when appropriate.

The event coordinator should plan to have food available at events. Prepackaged foods and snacks, preferably unsalted, should be provided when appropriate. Cooked food is a risk that requires special attention. If the chapter event calls for cooked food to be present, the chapter should attempt to have the food prepared by a caterer who is properly licensed and insured. Meat and seafood present several biological risks that are managed with proper preparation. However, if the food is not properly prepared, the party responsible for the preparation could be held liable for any damages that result from the ill-prepared food. The chapter can avoid this liability by using a food caterer.

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## The Entrance

The entrance to the event shall serve two purposes:

1. To ensure all persons entering the party are members or invited guests; and
2. To ensure that no person who appears to have, or is known to have consumed alcohol enters the event.

At least one party monitor must be at the entrance at all times. Acceptable forms of identification must have a picture of the person and the person’s birth date (for example, most driver’s licenses or school ID cards). The chapter must prevent any person who has consumed alcohol from entering the event. The entrance is the best place to confront this problem.

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## Ending Times

All dry events shall have a designated ending time. The ending time should always be in accordance with school, local, and state ordinances and should never go past 2:00 a.m. local time.

# Resolution Approved by the Forty-Second General Assembly Nashville, Tennessee, 1988

Be it resolved by the 1982 General Assembly duly convened that the following be adopted as the official policy of Lambda Chi Alpha Fraternity:

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## A Resolution Regarding Hazing

WHEREAS, the Lambda Chi Alpha Fraternity, in accordance with Statutory Code VI-10 (also Code XI-3), has taken the position that “hazing of associate members and initiates shall not be permitted at any time whether on or off Fraternity premises. Hazing is defined as any action taken or situation created intentionally to produce physical discomfort or mental discomfort by embarrassment, harassment or ridicule”; and

WHEREAS, the Fraternity has, through its laws and policies, developed and supported constructive educational and inspirational programs to provide every opportunity to eradicate such practices and to preserve the human dignity of its members; and

WHEREAS, the Fraternity espouses the belief that true fraternalism is nurtured in an atmosphere of social and moral responsibility and loyalty to the principles of higher education; and the Fraternity further believes it is essential that the precepts embodied in the laws of the Fraternity are such as will ensure an experience which will be a constructive influence upon college men; and

WHEREAS, the Fraternity further believes that it has a solemn obligation to the development of its members, and that this responsibility extends alike to the institutions where Lambda Chi Alpha is represented, to parents and others who make possible the education of these men, to the communities of which its chapters should endeavor to be good citizens, and to the college fraternity system of which it is a part; and

WHEREAS, the Fraternity further believes, despite the fact that much progress has been made, that one of the most damaging instruments to true fraternalism is the employment of a program of education which includes hazing, and that this unproductive, demeaning, and hazardous custom has no rightful place in Lambda Chi Alpha; and

WHEREAS, the Fraternity further believes its members to be mature, intelligent, and self-governing men, and that they alone can eradicate hazing in all its varied forms; therefore

BE IT RESOLVED that the 1988 General Assembly of Lambda Chi Alpha duly convened directs all members of the Fraternity, undergraduates and alumni alike, to eliminate entirely any and all hazing practices and to continue to implement positive and constructive educational programs; and

BE IT FURTHER RESOLVED that the Fraternity encourage its members to work together with college administrators to rid the campuses of any lingering evidence of hazing and other injurious practices; and

BE IT FURTHER RESOLVED that the General Fraternity endeavors to broaden and strengthen its programs for the development in members of leadership responsibility and the appreciation of moral, spiritual and intellectual values consistent with the ideals and teachings of Lambda Chi Alpha.

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## Policy on Alcoholic Beverages *(continued)*

13. The Fraternity directs its chapters to develop a balanced social program which incorporates creative, non-alcoholically oriented programming.
14. The chapter Executive Committee is directed to supervise the design and implementation of the chapter's social program so that it conforms to the spirit of this policy. It is further directed to take corrective and/or disciplinary measures when warranted on any individual who negatively affects the well-being of a chapter through misuse or over-indulgence of alcoholic beverages.

The Lambda Chi Alpha Fraternity bases its position upon recognition that clear evidence exists that the misuse of alcoholic beverages can erode the foundation of fraternalism and diminish the complete attainment of the goals and objectives of Lambda Chi Alpha and the educational community.

## Resolution Approved by the Thirty-Ninth General Assembly Nashville, Tennessee, 1982

Be it resolved by the 1982 General Assembly duly convened that the following be adopted as the official policy of Lambda Chi Alpha Fraternity:

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## Policy on Illegal Drugs

Recognizing that the use of illegal drugs has adversely affected the morale, operations, and standards of its collegiate chapters, Lambda Chi Alpha Fraternity adopts this policy related to the use of such drugs within the Fraternity.

- A. There shall be no possession or use of illegal drugs, including paraphernalia, in chapter houses, on Fraternity premises, at Fraternity functions wherever held, or in any other fashion that would be connected in any way with the Fraternity. Violation by a member or a chapter is an offense against the Lambda Chi Alpha Fraternity, which shall not be tolerated.
- B. Chapters are to strictly enforce this policy as prescribed in Article X of the Constitution as well as to take a positive educational approach on illegal drugs in preventing problems affecting a chapter.
- C. The Grand High Zeta is directed to take the necessary action, where warranted, to enforce this policy as to individual members and chapters and colonies.
- D. The administrative Staff is further directed to obtain and/or develop appropriate materials for an educational program dealing with drug usage. The material should be appropriate whether a chapter currently has a drug problem.
- E. The fraternity encourages each chapter to implement a comprehensive educational program dealing with drug usage and its injurious effects on the individual member and on the well being of our chapters.
- F. The Fraternity's position is based upon the recognition that clear evidence exists that the use of illegal drugs, including marijuana, is both injurious to the individual member and detrimental to the well being of its chapters.

# Special Guidelines For BYOB Events

A chapter event is considered a BYOB event if alcohol is permitted to be consumed or possessed by participants under a “Bring-Your-Own-Beverage” policy. The following guidelines are not inclusive, but offer the minimum procedures for a BYOB chapter event. These guidelines should be implemented with all other applicable Lambda Chi Alpha, school, city, county, state, and country policies.



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## Types and Amounts of Alcohol

Hard alcohol, liquor, and spirits are strictly prohibited from BYOB events. The maximum amount of alcohol allowed is one six pack of beer (or four wine coolers) per person (of legal drinking age) per event. Absolutely no beverages in glass containers are allowed at any event. Non-alcoholic beverages and non-salty foods must be served throughout the entire event.

---

## The Entrance

The entrance to the event shall serve three purposes:

1. To ensure all persons entering the party are members or invited guests;
2. To identify all persons are of legal drinking age; and,
3. To ensure that no person who appears to have, or is known to have consumed alcohol enters the event.

At least one sober party monitor must be at the entrance at all times. It is recommended that the chapter hire professional security guards for crowd control and identification of participants. If the chapter cannot hire professional security guards, at least one sober party monitor should check each participant’s identification. Acceptable forms of identification must have a picture of the person and the person’s birth date (for example, most driver’s licenses or school ID cards).

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## Wristbands

Wristbands should be given only to those persons of legal drinking age. Wristbands should be the type that, once clasped, can only be removed by being cut off. They should not be stretchable. No one without a wristband should be permitted to possess, obtain, or consume alcoholic beverages.

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## The Bar

There should be no more than one bar area at a BYOB event. The bar area should be controlled by designated servers, preferably licensed bartenders, who are of legal drinking age and who are not consuming alcohol. No alcohol may be distributed from any other area (for example, individuals’ rooms in the chapter house). Designated servers should not continue to serve any person who is visibly intoxicated.

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## Sober Party Monitors

There is to be a minimum of six sober party monitors at any event where alcohol is present. The number of monitors should increase directly with the number of persons attending the event (for example, 6 monitors per 100 attendees). Sober party monitors are not to consume alcohol before or during the event. At least one sober party monitor should be at the entrance checking IDs. Another monitor should be supervising the bar, and the remaining monitors should ensure that all event participants are following BYOB, FIPG, and Lambda Chi Alpha policies. All monitors should wear distinctive clothing, such as referee shirts, to identify themselves at all times during the event.

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## Procedure for BYOB

Once a person of legal drinking age arrives at the event with alcohol, he/she should be given a wristband. An appointed sober party monitor should immediately take that person's alcohol to the bar and exchange it for a ticket stating the brand of alcohol and the number of containers. The ticket should be given to the event participant who brought the alcohol. Remember:

- \* An individual may not receive his/her alcoholic beverage without presenting a ticket/punch card AND a wristband.
- \* An individual may only receive one beverage at a time.
- \* The maximum amount of alcohol any person can bring to the event is six beers or 4 wine coolers.
- \* If a person appears to be intoxicated or is known to be intoxicated, neither a wristband nor an alcoholic beverage should be given to that person.

## Sample Punch Cards for BYOB Functions

<b>Brand:</b> <u>Seagram</u>			
<b>Wine Cooler</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

<b>Circle Brand of Beer:</b>					
Bud	Coors	Natural Light			
Bud Light	Coors Light	Old Style			
Miller	Heineken	Milwaukee			
Miller Lite	Busch	Milwaukee Light			
MGD	Busch Light	Red Dog			
Other: _____					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

---

## Departure and Alcohol Checkout

All BYOB events shall have a designated ending time. The ending time should always be in accordance with school, local, and state ordinances and should never go past 2:00 a.m. local time. Serving of alcohol must stop at least one hour before the scheduled ending time. No one should be allowed to leave the event with alcohol, whether it is in opened or unopened containers. Any alcohol still at the bar at closing time shall stay in a secured location at the event site until the following day, when it may be picked up. Any alcohol that is not picked up should be discarded.

Any person who has consumed alcohol should not be permitted to drive an automobile. A taxi service or other form of public transportation should be used.

# Resolution Approved by the Forty-Second General Assembly Scottsdale, Arizona, 1988

## **A Resolution on Alcoholic Beverages**

Be it resolved by the 1988 General Assembly duly convened that the following policy be adopted as official policy of Lambda Chi Alpha Fraternity (Amended by the 1992 General Assembly):

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### **Policy on Alcoholic Beverages**

Recognizing its responsibility for the social well-being and welfare of its members; and with the objective that the social atmosphere and environment of its chapters be one in harmony with the spirit and ideals of this Fraternity; Lambda Chi Alpha Fraternity adopts this policy related to alcoholic beverages.

1. The possession, consumption, and distribution of alcoholic beverages on the premises of any chapter or colony or at any entertainment or function given in the name of, or for the benefit of, Lambda Chi Alpha Fraternity shall not be in conflict with institutional, state, provincial or local regulations and policies.
2. There shall be no sale of alcoholic beverages by a chapter or colony.
3. Chapter funds shall not be used to purchase alcohol.
4. No chapter shall sponsor or cosponsor any activity, which is classified as an “open party” that is characterized by unrestricted and/or public access to alcoholic beverages.
5. No chapter may cosponsor 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.
6. No member shall permit, tolerate, encourage, or participate in “drinking games” on chapter premises or at any chapter activity or function.
7. No alcohol shall be present at any associate member, pre-initiation or initiation activity of the chapter.
8. Designated drivers shall be available in sufficient numbers at any function where alcoholic beverages are present.
9. Adequate procedures shall be used to admit only invited guests to chapter events.
10. The presence of alcoholic beverages shall be monitored in an appropriate manner to assure compliance with the risk management guidelines of Lambda Chi Alpha Fraternity.
11. The Fraternity directs its chapters to implement a membership recruitment program, which eliminates the use of alcoholic beverages.
12. Chapters are directed to develop a comprehensive alcohol awareness program of education on the responsibilities and liabilities of alcohol possession, consumption, and distribution.



# ΛΧΑ Lambda Chi Alpha Fraternity

VISION/MISSION ► CREED ► WHY LAMBDA CHI? ►

- GENERAL FRATERNITY
- EDUCATIONAL FOUNDATION
- PROPERTIES
- PUBLICATIONS
- EVENTS & ACTIVITIES
- IMPACT LEADERSHIP
- CONFERENCES
- COLLEGIATE
- MENTORING
- ALUMNI
- DIGITAL LCA
- MERCHANDISE

► SITE MAP

## COLLEGIATE

◀ — □ — ▶  
HOME



Risk Management

Lambda Chi Alpha  
Chapter Officer  
Manuals

Lambda Links

Approved Initiations

Lambda Chi Legacies

## Risk Management

Quick links:

[Chapter Accident](#)

[Event Planning](#) \*New Item Available

[Policies](#)

[Premium Credit](#) \*New Item Available

[Stories of True Commitment](#) \*New Item Available

[James R. Favor & Co. Brochures](#)

[Publications/Manuals](#) \*New Item Available

[Questions? E-mail Risk Management or call \(317\) 872-8000.](#)

The mission of the Lambda Chi Fraternity Risk Management Program is to promote responsible behavior by all members at all times, and to preserve the ideals of the Fraternity by conducting the operations of each chapter safely and in compliance with the laws and policies of the Fraternity.

Search

GO

Our mission will be accomplished by utilizing the following measures:

- Concerns For Others*
- Member Education*
- Policy Enforcement*
- Chapter Programs*
- Purchase of Insurance*

**VISIT US AT:  
WWW.LAMBDA CHI.ORG/COLLEGIATE/RISKMANAGEMENT  
TODAY!**

# Special Guidelines For Cash Bar Events



A chapter event is considered a cash bar (third party vendor) event if alcohol is permitted to be consumed or possessed by event participants under a cash bar policy. The following guidelines are not inclusive, but offer the minimum procedures for a cash bar chapter event. These guidelines should be implemented with all other applicable Lambda Chi Alpha, school, city, county, state, and country policies.

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## Types and Amounts of Alcohol

Alcoholic beverages are permitted at cash bar events at the discretion of the third party vendor and may only be served to persons of legal drinking age. The alcoholic beverages may only be served on a pay-per-drink basis. The limit on amounts of alcohol is the decision of the third party vendor. The vendor must be contracted as outlined in the third party vendor checklist of the Event Planning Form. The vendor must be properly licensed and insured to assure that the chapter, house corporation, and the General Fraternity are adequately protected. Non-alcoholic beverages and non-salty foods must be available throughout the entire event.

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## The Entrance

The entrance to the event shall serve three purposes:

1. To ensure all persons entering the party are members or invited guests;
2. To identify all persons are of legal drinking age; and,
3. To ensure that no person who appears to have, or is known to have consumed alcohol enters the event.

At least one sober party monitor and a professional security guard (or other appointed person not participating in the event) must be at the entrance at all times. During a cash bar event, only the person appointed by the vendor is allowed to check identification of members and guests. Acceptable forms of identification must have a picture of the person and the person's birth date (for example, most driver's licenses or school ID cards).

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## Wristbands

Wristbands should be given to only those persons of legal drinking age. Wristbands should be the type that, once clasped, can only be removed by being cut off. They should not be stretchable. No one without a wristband is permitted to possess, obtain, or consume alcoholic beverages.

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## The Bar

The bar area should strictly be the responsibility of the professional bartenders. No alcohol may be distributed from any other area (for example, individuals' rooms in the chapter house or hotel). The bartenders must abide by all applicable policies.

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## Sober Party Monitors

There is to be a minimum of six sober party monitors at any event where alcohol is present. Sober party monitors are not to consume alcohol before or during the event. The number of monitors should increase directly with the number of persons attending the event (for example, 6 monitors per 100 attendees). At least one sober party monitor should be at the entrance. The remaining monitors should ensure that all people at the event are following cash bar, FIPG, and Lambda Chi Alpha policies.

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## Ending Time and Departure

All cash bar events shall have a designated ending time. The ending time should always be in accordance with school, local, and state ordinances and should never go past 2:00 a.m. local time. Serving of alcohol must stop at least one hour before the scheduled ending time. No one should be allowed to leave the event with alcohol, whether it is in opened or unopened containers. Any alcohol still at the bar at closing time shall be the responsibility of the third party vendor.

Any person who has consumed alcohol should not be permitted to drive an automobile. A taxi service or other form of public transportation should be used.

# Off Campus and 'Unofficial' Chapter Events

Some chapters have intentionally participated in gatherings, functions, parties, or events that

were held away from the chapter's house or off campus in an attempt to circumvent the spirit and intent of the Fraternity's policies. Most of these events occur at the private residences (apartments, rental houses, etc.) of members or even at the residence of a non-member and are classified as "unofficial" because they are "not chapter sponsored."

**The risks posed by such events are often more substantial than "official" chapter events.** A discussion of the myths associated with off-campus and "unofficial" events follows:



## Myth #1

**We are not liable for events at a member's apartment.**

Wrong. Courts have held that if a "reasonable" person testifies that the event was in fact a "chapter event" it IS a chapter event. In most cases, the chapter is held liable ... even at a member's apartment. Think of your Greek Adviser or girlfriend walking into an event. If he or she would say it is a "chapter" event, it is.

## Myth #2

**An individual member cannot be held liable for events he sponsors at his private residence.**

Wrong. Most states have laws that incriminate a social host for serving alcohol to minors. If not, civil remedies are available to a person alleging injury after attending an event hosted by a chapter member. In addition, the member's parents may be held liable for the actions of the member if he hosts a party and someone gets hurt.

## Myth #3

**We will just have the event at a non-member's residence.**

Think again. If a "reasonable" person says that the event is a "chapter" event, then it is. Think of your Greek Adviser or girlfriend walking in a particular event. If he or she says that the event is a "chapter" event, it is, even if held off campus.

## Myth #4

**The General Fraternity cannot discipline a chapter for something that happens at an "unofficial" event.**

The General Fraternity will not hesitate to discipline a chapter if there is an incident of any kind at a social event where event participants are violating the Fraternity's risk management policies.

**The bottom line: If Lambda Chi Alpha could avoid liability by moving all chapter events off campus or making events "unofficial," it would have instructed all chapters to do so.**

If a chapter wants to practice sound risk management, it will not tolerate "unofficial" events sponsored by members. Every chapter should practice sound risk management all the time, regardless of the circumstances.

## General Fraternity Staff Contacts

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The following persons comprise the risk management department of Lambda Chi Alpha. If you need to contact the General Fraternity with risk management concerns or questions, please contact one of the persons listed below. Each person's responsibilities are listed for your convenience.

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### Jennifer McCloud, Assistant to the Risk Manager

*Responsibilities:*

- Event Planning (Event Planning Form Administration)
- Assist Associate Director of Risk Management and Education with Administrative Duties
- Risk Management Supplies (Videos, Booklets, Brochures, Etc.)
- Liability & Property Insurance

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### Eric L. Richards, Risk Manager

*Responsibilities:*

- Risk Management Education & Publications
  - The Crossed Swords*
  - Chapter Risk Management Visitation Program*
  - Event Planning Guide, Etc.*
- Crisis Management
- Liability & Property Insurance
- Discipline/Probations
- Discipline/Probation Follow-up and Tracking

**The risk management department can be contacted at the Office of Administration:**

8741 Founders Road  
Indianapolis, IN 46268-1389  
E-mail: [headquarters@lambdachi.org](mailto:headquarters@lambdachi.org)  
<http://www.lambdachi.org>  
FAX: (317) 875-3828  
Phone: (317) 872-8000

Eric Richards - Ext. 7327 [erichards@lambdachi.org](mailto:erichards@lambdachi.org)  
Jennifer McCloud - Ext. 7317 [jmcccloud@lambdachi.org](mailto:jmcccloud@lambdachi.org)

# Bartending Agreement: Exhibit A

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1. **CHAPTER FUNCTION:**

- A) Date of function: \_\_\_\_\_
- B) Place of function: \_\_\_\_\_
- C) Hours of service: \_\_\_\_\_
- D) Description of services: \_\_\_\_\_  
\_\_\_\_\_

2. **COMPENSATION:**

- A) Number of security officers present at function: \_\_\_\_\_
- B) Hourly rate or other fee: \_\_\_\_\_
- C) Payment terms: \_\_\_\_\_  
\_\_\_\_\_

# Special Hazards

The following list of hazards requires special attention to risk management by the chapter.

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## Firearms

Firearms (handguns, shot guns, rifles) do not have a role in the Fraternity environment. All firearms are prohibited from all chapter premises and chapter events.



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## Roofs, Windows, and Ledges

Each year, fraternities and sororities experience numerous incidents where individuals fall from rooftops or out of windows. Unfortunately, many of these incidents result in death or serious injury. Each chapter and house corporation should implement and enforce specific rules eliminating access to roofs and other premises hazard areas at all times, especially during social events.



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## Illegal Drugs

There is a zero tolerance policy of illegal drugs in Lambda Chi Alpha. Chapter by-laws and house corporation housing contracts should include a definitive statement regarding the usage of illegal drugs by members and include specific disciplinary action to be taken against an offending member. The chapter's risk management education program should include at least one presentation per academic year about illegal drugs.



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## Transportation

Vehicle accidents have often led to large monetary awards and settlements when evidence has shown indiscriminate driver selection procedures, drivers without valid licenses, and inadequate driver training.

Whenever a chapter event is scheduled away from the chapter house or off campus, the chapter should make transportation a high priority in the event plans. If members are to use personal transportation, the chapter should issue guidelines prohibiting the usage of alcohol before and during traveling to and from the event.



Hired and non-owned automobile insurance is provided by the general liability insurance policy of Lambda Chi Alpha. This does not minimize the attention that should be given to transportation when planning a chapter event.

In most situations, the chapter should arrange for a leased bus with a driver being furnished by the bus company. In the event that car pools are the option, measures should be followed to determine that drivers are licensed, insured, and responsible individuals who demonstrate good driving habits. The maximum number of persons in an automobile should never exceed the number of available seat belts.

A certificate of insurance (naming the chapter, the house corporation, and the General Fraternity as additional insured) should be obtained from the transportation company. If an automobile or its driver does not have insurance coverage, it should not be used.

# Renting Facilities and Equipment

Often a chapter event will call for leasing, renting, or borrowing a facility or equipment. A member of the chapter's Risk Management Task Force should inspect the facility/equipment. If the inspection reveals anything that can be considered hazardous to spectators, guests, members, or other participants, it should be identified and corrected by the owner or identified in the con-



## **DO NOT AGREE TO USE ANY FACILITY OR EQUIPMENT THAT IS UNSAFE!**

Some examples of exposures to loss due to unsafe facilities and/or equipment:

- Fires
- Diving boards at pools
- Bleachers
- Sidewalks
- Ice
- Carnival rides

If a contract is signed by the chapter that agrees to the facility/equipment "as is," the chapter is assuming liability for injuries to members, guests, and other participants. Remember to always have chapter legal counsel review each contract associated with a chapter event before it is signed by the chapter.

**NOTE:** The local Fire Marshall typically has various policies that the chapter must know and observe. The policy that will probably most affect a chapter event pertains to the number of persons allowed in a facility.

A Facilities Agreement can be found in the Event Planning Guide. Each time the chapter must use a facility that will be leased, rented, or borrowed, this agreement should be signed.

# Bartending Agreement Independent Contractor Agreement

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ Chapter/Colony of Lambda Chi Alpha Fraternity, a non-profit association (“Chapter” or “Colony”), and \_\_\_\_\_ (“Contractor”).

1. **DUTIES.**

- a. Contractor is hereby engaged by Chapter/Colony to provide the following bartending services during the Chapter function described on Exhibit A to this Agreement:
  - (1) follow measures to ensure that only persons of legal drinking age are served alcoholic beverages;
  - (2) exercise discretion in serving alcoholic beverages to Chapter members and guests and refuse to serve alcoholic beverages to any Chapter member or guest if the Contractor believes that such person is acting in a manner that could be detrimental to either the member or guest, Chapter or other persons; and;
  - (3) comply with the Rules (as defined below).
  
- b. Contractor warrants and represents that all bartenders provided by Contractor
  - (1) are TIPS certified;
  - (2) are familiar with all state, local, university and Lambda Chi Alpha Fraternity laws, regulations, policies and guidelines (including any campus “BYOB” policy) applicable to the serving of alcohol at the Chapter function (the “Rules”);
  - (3) will perform their duties in accordance with the Rules; and;
  - (4) will not consume or use illegal substances or alcoholic beverages while performing their duties.
  
- c. Nothing contained in this Agreement or otherwise shall be construed to constitute Contractor as an employee or agent of Chapter/Colony, it being intended that Contractor is an independent contractor solely responsible for the actions of Contractor and Contractor’s employees and agents.

2. **COMPENSATION.** Contractor will be paid upon a per-job basis and will be solely responsible for paying Contractor’s employees and agents.

3. **INDEMNIFICATION/INSURANCE.** Contractor shall indemnify and hold harmless Chapter/Colony, house corporation, Lambda Chi Alpha Fraternity, Incorporated and their members, officers and agents from liability for any claim arising out of injuries or damage caused by an act or omission of the Contractor or Contractor’s employees or agents. Contractor shall be required to carry liability insurance covering such indemnity obligation and agrees to provide a certificate of insurance naming at least the Chapter, house corporation, and Lambda Chi Alpha Fraternity, Incorporated as additional insureds (“additional insureds”). Contractor’s insurance shall provide that, with respect to any other insurance coverage which may be available to any additional insureds, Contractor’s coverage shall be primary and not contributory or excess.

4. **MISCELLANEOUS.** This Agreement (including Exhibit) contains the entire agreement between the parties, and no amendments, changes, additions, or qualifications may be made or will be binding unless made in writing signed by both parties.

IN WITNESS WHEREOF, Chapter and Contractor have signed this Agreement to be effective as of the date set forth above.

Contractor	Chapter/Colony
By: _____	of Lambda Chi Alpha Fraternity, Inc.
Title: _____	By: _____
	Title: _____

# Security Agreement: Exhibit A

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1. **CHAPTER FUNCTION:**

- A) Date of function: \_\_\_\_\_
- B) Place of function: \_\_\_\_\_
- C) Hours of service: \_\_\_\_\_
- D) Description of services: \_\_\_\_\_  
\_\_\_\_\_

2. **COMPENSATION:**

- A) Number of security officers present at function: \_\_\_\_\_
- B) Hourly rate or other fee: \_\_\_\_\_
- C) Payment terms: \_\_\_\_\_  
\_\_\_\_\_

## Hold Harmless Agreements and Certificates of Insurance

The involvement of third party vendors (for example, leasing, renting, or borrowing facilities) will sometimes require the chapter to provide an indemnity agreement to the facility owner. An indemnity agreement, often a Hold Harmless Agreement, states that the chapter indemnifies the owner. In other words, the chapter will not transfer any liability for a claim to the owner and will assume owner's liability and defense. The chapter should never enter into an indemnity agreement, specifically a Hold Harmless Agreement, without contacting the chapter's legal counsel first.

A certificate of insurance is a sheet of paper that outlines the types of liability coverage that an insured (policyholder) maintains. The limits of coverage (the most the policy will pay for a claim) are also stated. When using a third party vendor, a certificate of insurance must be obtained from the vendor. This certificate of insurance verifies that the vendor's liability insurance coverage names the chapter, the house corporation, and the General Fraternity as additional insured.

## Insurance Issues

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### Protection and Lambda Chi Alpha

Even extensive event planning cannot always prevent incidents from occurring. Therefore, it is in the best interest of the Fraternity, house corporation, chapter, alumni, actives, associates, guests, and yourself to have the greatest protection possible from any costs resulting from such an incident.

Lambda Chi Alpha offers one of the best "protection services" available to fraternities: the general liability insurance policy available to undergraduate members, alumni volunteers, and other representatives of Lambda Chi Alpha. All named insured (the General Fraternity, chapter, house corporation, alumni volunteers, undergraduate members, etc.) are protected by this policy EXCEPT:

1. When the named insured is not acting on behalf of Lambda Chi Alpha;
2. When the named insured commits a crime that leads to a claim;
3. When the named insured violates Fraternity policies;
4. When the named insured hazes an individual;
5. When the named insured sexually harasses an individual; OR,
6. When other insurance is available to the chapter and its members.

When a person is acting on behalf of the Fraternity and is abiding by all applicable rules, regulations, laws, and policies, there is a high probability that the person will be protected by the liability insurance policy.

## General Liability Insurance Policy Endorsements

The endorsements listed below are part of the general liability insurance policy of Lambda Chi Alpha. These endorsements outline circumstances under which the Fraternity's insurance policy may not protect a named insured. The endorsements are summarized below.

### Endorsement A: Limited Hazing

#### I. HAZING LIABILITY COVERAGE:

- A. The definitions of "Bodily Injury" & "Occurrence"... are extended to include the term hazing, and this policy is understood and agreed to afford coverage therefore.
- B. This insurance does not apply to any alleged or actual criminal act or in any jurisdiction in which such insurance is not permitted.
- C. It is agreed that coverage afforded by this Endorsement shall not apply to any insured who directly or indirectly, actively or passively, directs or directly causes or perpetrates hazing towards any person, nor to any insured who knew, or had reason to know, of conduct by any insured which could foreseeably result in such hazing.

#### II. DEFINITION

As used in this policy, "Hazing" means without limitation:

Any act or situation created by any insured, with or without the consent of another party, including punishment, harassment, disturbance, embarrassment, intimidation, ill-treatment, discomfort, personal abuse, persistent torment, criticism, or ridicule, of a physical or mental nature, which is imposed upon any person via the execution upon them, their subjection to, or the extraction from them of any unnecessary, needless, unpleasant, disagreeable, difficult, absurd, abusive, offensive, or ridiculous, tricks or tasks, including those of a foolish, deceptive, or fraudulent nature."

If the Chapter/Colony or individual commits any act of hazing (definition above), insurance coverage may not be provided.

### Endorsement B: Limited Sexual Abuse or Misconduct

#### I. SEXUAL ABUSE OR MISCONDUCT LIABILITY COVERAGE:

- A. The definitions of "Bodily Injury" & "Occurrence"... are extended to include the term Sexual Abuse or Misconduct, and this policy is understood and agreed to afford coverage therefore.
- B. This insurance does not apply to any alleged or actual criminal act or in any jurisdiction in which such insurance is not permitted.
- C. It is agreed that coverage afforded by this Endorsement shall not apply to any insured who directly or indirectly, actively or passively, directs or directly causes or perpetrates Sexual Abuse or Misconduct towards any person, nor to any insured who knew, or had reason to know, of conduct by any insured which could foreseeably result in such Sexual Abuse or Misconduct.

#### II. DEFINITION

As used in this policy, "Sexual Abuse or Misconduct" means any form of sexually abusive behavior whether physical, mental, or emotional."

If the Chapter/Colony or individual commits any act of Sexual Abuse or Misconduct (definition above), insurance coverage may not be provided.

# Security Agreement Independent Contractor Agreement

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AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ Zeta of Lambda Chi Alpha Fraternity, a non-profit association (“Chapter” or “Colony”), and \_\_\_\_\_ (“Contractor”).

1. **DUTIES.**

- a. Contractor is hereby engaged by Chapter/Colony to provide the following security services during the Chapter/Colony function described on Exhibit A to this Agreement:
  - (1) check identification of members and guests;
  - (2) ensure that only persons of legal drinking age are allowed to purchase and consume alcoholic beverages;
  - (3) take reasonable steps to maintain crowd control, prevent disorderly or offensive conduct and enforce the Rules (as defined below); and
  - (4) take reasonable steps to prevent substance abuse by members and guests including:
    - (i) preventing an obviously intoxicated individual from purchasing or consuming alcoholic beverages; and
    - (ii) peaceably and without the use of force removing disruptive and/or intoxicated individuals from the immediate premises.
  
- b. Contractor warrants and represents that all personnel provided by Contractor;
  - (1) are trained in security procedures appropriate to the Chapter function,
  - (2) are familiar with all state, local, university and Lambda Chi Alpha Fraternity laws, regulations, policies and guidelines (“Rules”) applicable to the Chapter function,
  - (3) will perform their duties in accordance with the Rules,
  - (4) will not consume or use illegal substances or alcoholic beverages while performing their duties, and,
  - (5) will not possess firearms while performing their duties.
  
- c. Nothing contained in this Agreement or otherwise shall be construed to constitute Contractor as an employee or agent of Chapter, it being intended that Contractor is an independent contractor solely responsible for the actions of contractor and Contractor’s employees and agents.

2. **COMPENSATION.** Contractor will be paid upon a per-job basis in accordance with Exhibit A and will be solely responsible for paying Contractor’s employees and agents.

3. **INDEMNIFICATION/INSURANCE.** Contractor shall indemnify and hold harmless Chapter/Colony, Lambda Chi Alpha Fraternity, Incorporated and their members, officers and agents from liability for any claim arising out of injuries or damages caused by an act or omission of the contractor or contractor’s employees or agents. Contractor shall be required to carry liability insurance covering such indemnity obligation and agrees to provide a certificate of Insurance naming at least the Chapter/Colony, house corporation, and Lambda Chi Alpha Fraternity, Incorporated as additional insureds (“additional insureds”). Contractor’s insurance shall provide that, with respect to any insurance coverage which may be available to any additional insureds, Contractor’s coverage shall be primary and not contributory or excess.

4. **MISCELLANEOUS.** This Agreement (including Exhibits) contains the entire agreement between the parties, and no amendments, changes, additions, or qualifications may be made or will be binding unless made in writing and signed by both parties.

IN WITNESS WHEREOF, Chapter and Contractor have signed this Agreement to be effective as of the date set forth above.

Contractor	Zeta of Lambda Chi Alpha Fraternity, Inc.
By: _____	By: _____
Title: _____	Title: _____

# Facilities Agreement

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3. Further Agreements (continued)

d. This agreement contains the entire agreement between the parties, and no amendments, changes, additions, or qualifications may be made or will be binding unless made in writing signed by both parties.

IN WITNESS WHEREOF, Chapter and Contractor have signed this Agreement to be effective as of the date set forth above.

\_\_\_\_\_  
Contractor

\_\_\_\_\_ Zeta of  
Lambda Chi Alpha Fraternity, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

# Insurance Issues

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## **Endorsement D Coverage Limitation: Excess Insurance-Chapters/Colonies/Individuals**

"If any other insurance with any other insurer is available to any "Chapter" or "Colony" covering any loss which may also be covered hereunder, this insurance shall specifically be in excess of, and shall not contribute with such other insurance.

If any other insurance with any other insurer is available to any "Individual Insured" covering any loss, which may also be covered hereunder, this insurance shall specifically be in excess of, and shall not contribute with such other insurance.

### **Additional Definitions**

*"Chapter" or "Colony." Those collegiate undergraduate organizations or entities which are chartered or officially recognized to exist as such by the National Fraternal Organization at the time of loss.*

*"Individual Insured." Persons who are collegiate Members, Associate Members, or undergraduate students otherwise affiliated with a "Chapter" or "Colony" and whose status is officially recognized as such by the National Fraternal Organization at the time of loss."*

If the Chapter/Colony or individual member has a loss that would normally be protected by the Fraternity's insurance policy, but the Chapter or Colony has other insurance that would cover this loss, the Fraternity's insurance policy would only cover the loss after the other insurance has reached its limits of coverage.

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## **Endorsement E Special Additional Exclusion: Criminal Acts**

"Any Duty to Defend or any insurance coverage afforded by this policy to any "Chapter" or "Colony," or any "Individual Insured" is subject to the following Special Additional Exclusion:

No Duty to Defend, nor any insurance coverage afforded by this policy, shall apply to any claim arising out of or in any way resulting from any "Criminal Acts."

### **Additional Definitions**

*"Chapter" or "Colony:" Those collegiate undergraduate organizations or entities which are chartered or officially recognized to exist as such by the National Fraternal Organization at the time of loss.*

*"Individual Insured:" Persons who are collegiate Members, Associate Members, or undergraduate students otherwise affiliated with a "Chapter" or "Colony" and whose status is officially recognized as such by the National Fraternal Organization at the time of loss.*

*"Criminal Acts:" Violation of any law or ordinance (including but not limited to the possession by or the selling or furnishing of alcoholic beverages to a person under the legal drinking age or to an intoxicated person), the penalty for violation of which may include incarceration, and which has resulted in the filing of criminal charges against a "Chapter" or "Colony" or any "Individual Insured" by a legally and duly authorized prosecuting authority unless the charges are dismissed or the individual or entity is found not guilty."*

The general liability insurance policy of Lambda Chi Alpha will not protect a Chapter, Colony, or Individual Insured, from a claim arising out of or in any way resulting from any "Criminal Acts."

# Insurance Issues

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## **Endorsement F Special Additional Exclusion: Violations of Fraternity Alcohol Policy**

“Any Duty to Defend or any insurance coverage afforded by this policy to any “Chapter” or “Colony,” or any “Individual Insured” is subject to the following Special Additional Exclusion.

“No Duty to Defend, nor any insurance coverage afforded by this policy, shall apply to any claim arising out of or in any way resulting from any “Criminal Acts.”

### **Additional Definitions**

*“Chapter” or “Colony:” Those collegiate undergraduate organizations or entities which are chartered or officially recognized to exist as such by the National Fraternal Organization at the time of loss.*

*“Individual Insured:” Persons who are collegiate Members, Associate Members, or undergraduate students otherwise affiliated with a “Chapter” or “Colony” and whose status is officially recognized as such by the National Fraternal Organization at the time of loss.*

*“Fraternity Alcohol Policy:” The written rules, regulations, or procedures regarding alcohol, which are established by the National Fraternal Organization or its Local Chapter at the time of loss.*

*“Violation:” Determination by the executive board of the National Fraternal Organization, or legal authority that some breaking, infraction, or breach of “Fraternal Alcohol Policy” occurred.”*

These endorsements will affect you as long as you are acting on behalf of Lambda Chi Alpha. If you know that members of your chapter are committing a crime or violating Fraternity policies, you know that an uninsured event is happening. Help protect your fellow chapter members and yourself by following Fraternity policies.

# Facilities Agreement

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ Zeta of Lambda Chi Alpha Fraternity, a non-profit association (“Chapter” or “Colony”), and \_\_\_\_\_ (“Contractor”).

1. **Facilities.** Contractor hereby rents to Chapter/Colony the \_\_\_\_\_ (“Facilities”) for a Chapter/Colony function on the following terms:

- a. Date \_\_\_\_\_
- b. Hours: \_\_\_\_\_
- c. Rate or fee: \_\_\_\_\_
- d. Payment terms: \_\_\_\_\_

2. **Services.** Contractor hereby agrees to provide to Chapter/Colony the following services at the function described above:

- a. Food Service
  - 1) Description: \_\_\_\_\_
  - 2) Rate or Fee: \_\_\_\_\_
  - 3) Payment Terms: \_\_\_\_\_
- b. Bar Service
  - 1) Description: \_\_\_\_\_
  - 2) Serving alcoholic beverages to cease one hour before scheduled end of function.
  - 3) Rate or Fees: \_\_\_\_\_
  - 4) Payment Terms: \_\_\_\_\_
- c. Security Service
  - 1) Description: \_\_\_\_\_
  - 2) Rate or Fee: \_\_\_\_\_
  - 3) Payment Terms: \_\_\_\_\_
- d. Other
  - 1) Description: \_\_\_\_\_
  - 2) Rate or Fee: \_\_\_\_\_
  - 3) Payment Terms: \_\_\_\_\_

3. **Further Agreements.**

- a. Contractor warrants and represents that all personnel provided by Contractor:
  - (1) have received training appropriate to the Chapter function,
  - (2) are familiar with all state, local, university and Lambda Chi Alpha Fraternity laws, regulations, policies and guidelines (“Rules”) applicable to the Chapter function,
  - (3) will perform their duties in accordance with the Rules,
  - (4) will not consume or use illegal substances or alcoholic beverages while performing their duties, and,
  - (5) will not possess firearms while performing their duties.
- b. Nothing contained in this Agreement or otherwise shall be construed to constitute Contractor as an employee or agent of Chapter/Colony, it being intended that Contractor is an independent contractor solely responsible for the actions of Contractor and Contractor’s employees and agents.
- c. Contractor shall indemnify and hold harmless Chapter/Colony, house corporation, Lambda Chi Alpha Fraternity and their members, officers and agents from liability for any claim arising out of injuries or damages caused by an act or omission of the Contractor or Contractor’s employees or agents. Contractor represents and warrants that it carries liability insurance covering such indemnity obligation and agrees to provide a certificate of insurance naming at least the Chapter, house corporation, and Lambda Chi Alpha Fraternity, Incorporated as additional insured (“additional insureds”). Contractor’s insurance shall provide that, with respect to an other insurance coverage which may be available to any additional insureds, Contractor’s coverage shall be primary and not contributory or excess.

# Event Planning Response Form

<b>CHAPTER/COLONY:</b>	<b>SCHOOL:</b>
<b>NAME OF EVENT:</b>	<b>DATE OF EVENT:</b>
<b>DATE RECEIVED:</b>	<b>WAS EVENT PLANNING FORM SUBMITTED ON TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO</b>

**EVENT IS ACCEPTED.**

The chapter/colony has submitted event plans that indicate adherence to the Lambda Chi Alpha risk management policies and guidelines for the event noted. Variations from the event described with the Event Planning Form will result in a LOSS of insurance coverage. Some adjustments may be recommended; see below. We encourage your continued awareness of these matters throughout the event.

**EVENT IS REJECTED due to LATE RECEIPT of The Event Planning Form.**

The information was received later than the 30 day advance notice required by Lambda Chi Alpha risk management guidelines. The chapter/colony has three options:

- 1) Postpone the event (Submit notice in writing).
- 2) Cancel the event (Submit notice in writing).
- 3) Submit an Event Plan Addendum with the appropriate late fee. (\$100 1<sup>st</sup> time, \$250 2<sup>nd</sup> time)

**EVENT IS REJECTED due to NON-COMPLIANCE with guidelines.**

Based upon the information provided, this event does not comply with the risk management guidelines of Lambda Chi Alpha. Holding an event which does not comply with these guidelines voids your insurance coverage. **EVENT PARTICIPANTS, OFFICERS AND/OR MEMBERS WILL BE EXPOSED TO SUBSTANTIAL PERSONAL LIABILITY AS A RESULT OF ANY CLAIM ARISING FROM THIS EVENT.**

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EVENT IS PENDING.** *\*\* Written confirmation of the actions marked below must be submitted seven days prior to the event. \*\**

- |  |   |
|--|---|
| <input type="checkbox"/> Submit the Third Party Vendor Checklist.<br><input type="checkbox"/> Submit a list of designated drivers.<br><input type="checkbox"/> Submit details of the BYOB system (Tickets/Punch cards).<br><input type="checkbox"/> Submit University permission.<br><input type="checkbox"/> Keep guest list on file at the chapter.<br><input type="checkbox"/> Submit a copy of the Third Party Vendor's liquor license<br><input type="checkbox"/> Submit details on identification system of participants of legal drinking age (wristbands, hand stamps).<br><input type="checkbox"/> Submit a copy of all contracts, specifically for: <input type="checkbox"/> Security <input type="checkbox"/> Bartenders <input type="checkbox"/> Vendors <input type="checkbox"/> Facilities <input type="checkbox"/> Bus Co. <input type="checkbox"/> Caterer <input type="checkbox"/> DJ<br>(All contracts must be signed in Chapter/Colony's name)<br><input type="checkbox"/> Submit a certificate of insurance naming Lambda Chi Alpha as an additional insured with primary coverage from: | <input type="checkbox"/> Keep list of sober party monitors at the chapter.<br><input type="checkbox"/> Keep list of persons driving to event at the chapter.<br><input type="checkbox"/> Professional security guards should be contracted (1 per 50 people).<br><input type="checkbox"/> Review crisis management plan with all members before event.<br><input type="checkbox"/> Submit signatures: <input type="checkbox"/> High Pi <input type="checkbox"/> High Alpha <input type="checkbox"/> High Iota<br><input type="checkbox"/> Submit a list of sober monitors (1 for every 10-15 people, minimum of 5). |
|--|---|

\_\_\_\_\_

\_\_\_\_\_

**Warning: Failure to comply with the risk management policies of Lambda Chi Alpha and procedures outlined in the Event Planning Form will result in increased personal liability to members and others, as well as loss of insurance coverage.**

**Date:** \_\_\_\_\_ **LCA Staff:** \_\_\_\_\_

## Completing the Event Planning Form



The following process outlines the proper method of planning a chapter event. Please familiarize yourself with this process. It will affect you!

Members of the High Zeta decide to have an event. The event coordinator (for example, the High Epsilon, High Beta, or High Delta) begins an outline of the event. The event coordinator decides if any of the following seven criteria apply to the event.

- Contracts have been/will be signed with a third party vendor (bartenders, bus company, licensed cash bar, caterer, DJ, hotel, rented facility, security, etc.).
- The event is planned at a site more than 10 miles from the chapter house or campus.
- The event is planned to exceed six hours in duration.
- During a similar previous event, an accident or injury occurred.
- The total number of people, including members, who will be allowed to attend will exceed three times the chapter membership (the number of associate and active members).
- The event will be cosponsored with another fraternity or sorority.
- A third party has requested to be named as an additional insured on the Fraternity's insurance.

**If NONE of the above criteria apply to the upcoming event**, please complete the Event Planning Form.

**If AT LEAST ONE of the above criteria applies to the upcoming event**, please continue.

After a rough outline of the event has been drafted, the event coordinator contacts vendors (bartenders, bus company, licensed cash bar, caterer, DJ, hotel, rented facility, security, etc.) for service availability and prices. When the chapter chooses a vendor, obtain a copy of a contract that the chapter will be signing for the services. Obtain a certificate of insurance at this time. The certificate should name the chapter, the house corporation, and the General Fraternity as additional insureds.

The chapter's legal counsel must review each contract **BEFORE** the chapter signs it. The vendor(s) must also sign the contracts located in the Event Planning Guide. Also, obtain university permission if necessary.

The event coordinator and the High Iota complete the Event Planning Form. All attachments (contracts, waivers, etc.) necessary to complete the form should be gathered.

After all necessary information is gathered, the Event Planning Form should be finalized. The completed Event Planning Form is presented to the entire Risk Management Task Force for review.

The High Iota makes a copy of the completed Event Planning Form for the chapter files. The form is mailed to the General Fraternity for receipt no later than 30 days before the planned event.

# Completing the Event Planning Form



## Once the Event Planning Form Is Submitted

### Scenario #1

If the Event Planning Form is received on or before the 30-day deadline, the event will be classified as accepted, rejected, or pending.

- ➔ If **ACCEPTED**, the event may proceed as planned.
- ➔ If **REJECTED**, the event must be canceled or the chapter and its members will not be protected by the Fraternity's liability insurance.
- ➔ If **PENDING**, a list of recommendations will be sent to the High Pi, High Alpha, and High Iota. In order for the Event Planning Form to be accepted, all recommendations must be completed no later than one week before the event.

### Scenario #2

If the Event Planning Form is **received after the 30-day deadline** the event will be classified as rejected. However, the chapter has three options:

- 1) The chapter can cancel the event.
- 2) The chapter can choose to continue with the event, **BUT THE CHAPTER WILL NOT RECEIVE PROTECTION FROM INSURANCE.**
- 3) The chapter can submit an Event Plan Addendum with payment. The original Event Planning Form will then be reviewed by a staff member. This process does not guarantee that the form will be accepted. The payments charged are listed below.

\$100.00 for the first Event Plan Addendum submitted.

\$250.00 for the second Event Plan Addendum submitted.

### **The third (or greater) Event Planning Form that is late will not qualify for an Event Plan Addendum.**

1. An Event Planning Response will be sent to the High Pi, High Alpha, and High Iota. The Event Planning Response will describe the classification of the event (accepted, rejected, or pending). In order for a pending event plan to be accepted, all recommendations listed on the Event Planning Response form must be implemented into the plan of the event at least one week before the event.
2. The Risk Management Task Force reviews the plans of the event with the event coordinator and the event committee.
3. The event coordinator meets with all persons vital to the execution of the event.
4. Follow through with the plans and have a safe, enjoyable event!

# Event Plan Addendum

**This form should only be completed if the Event Planning Form was (will be) submitted less than 30 days prior to the event.**

The Event Planning Addendum will only be accepted if:

- **The event plans adhere to all policies;**
- **The Event Planning Addendum is submitted at least 10 days before the event; AND,**
- **The corresponding payment is included.**

The payments are as follows: \$100.00 for the first Event Planning Addendum submitted this semester and \$250.00 for the second Event Planning Addendum submitted this semester. If your chapter or colony has submitted more than two Event Planning Addendums this semester, the event plans will be rejected.

<b>CHAPTER/COLONY:</b>	<b>SCHOOL:</b>
<b>CONTACT NAME:</b>	<b>EVENT DATE(S):</b>

Name of Event: \_\_\_\_\_  
 Location of the event: \_\_\_ Chapter House \_\_\_ Rented Facility \_\_\_ Other: \_\_\_\_\_  
 Beginning time of the event: \_\_\_\_\_ Ending time of event: \_\_\_\_\_  
 Purpose of event: \_\_\_ Recruitment \_\_\_ Socialize \_\_\_ Other: \_\_\_\_\_  
 Description of activities at this event: \_\_\_\_\_

**- If any plans have changed for this event, please submit a new Event Planning Form.**

We are submitting this event planning request for Executive Staff review. The undersigned declare that to the best of their knowledge and belief, the statements set forth herein are true. We recognize that this event plan does not bind the General Fraternity or its Staff. The undersigned, on behalf of the organization, agrees that this form and said statements are a basis of consideration for acceptance, rejection, or recommendations concerning this event, and that this submittal is for advisory purposes only. The General Fraternity Staff is hereby authorized to make any investigation and inquiry desired about this event.

**WARNING!! FAILURE TO COMPLY WITH THE RISK MANAGEMENT POLICIES OF LAMBDA CHI ALPHA AND PROCEDURES OUTLINED IN THIS EVENT PLANNING FORM WILL RESULT IN LOSS OF INSURANCE COVERAGE AND POTENTIAL DISCIPLINARY ACTION.**

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

High Alpha Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High Iota Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High Pi Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*PLEASE RETAIN A COPY OF THIS FORM FOR YOUR CHAPTER FILES\*\***

**THIS PROCESS DOES NOT GUARANTEE ACCEPTED EVENT PLANS. THE ONLY EVENT PLANS THAT WILL BE ACCEPTED ARE THE EVENT PLANS THAT ADHERE TO ALL LAMBDA CHI ALPHA POLICIES.**

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## Signatures

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We are submitting this event planning request for Executive Staff review. The undersigned declare that to the best of their knowledge and belief, the statements set forth herein are true. We recognize that this event does not bind the General Fraternity or its staff. The undersigned, on behalf of the organization, agree that this form and said statements are a basis of consideration for acceptance, rejection, or recommendations concerning this event, and that this submittal is for advisory purposes only. The General Fraternity staff is hereby authorized to make any investigation and inquiry desired about this event.

*Variations from the event described herein may adversely affect the insurance coverage.*

**WARNING!! FAILURE TO COMPLY WITH THE  
RISK MANAGEMENT POLICIES OF LAMBDA CHI ALPHA  
AND PROCEDURES OUTLINED IN THIS EVENT PLANNING FORM  
WILL RESULT IN A LOSS OF INSURANCE COVERAGE AND POTENTIAL  
DISCIPLINARY ACTION!**

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

High Alpha: \_\_\_\_\_ Date: \_\_\_\_\_

High Iota: \_\_\_\_\_ Date: \_\_\_\_\_

High Pi: \_\_\_\_\_ Date: \_\_\_\_\_

*Please retain a copy of this from for your chapter files.*

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Lambda Chi Alpha Fraternity International Headquarters

8741 Founders Road • Indianapolis, IN 46268 • (317) 872.8000 • FAX (317) 875-3828 • www.lambdachi.org

## Event Planning Form

Zeta/Colony:	School:
Contact Name:	Event Name:
Phone Number:	Event Date:
E-mail Address:	

### 1. Please check all applicable boxes for the upcoming event.

- Contracts have been/will be signed with a third party vendor (caterer, licensed cash bar, bartenders, rented facilities, security, bus company, etc.).
- The event is planned at a site more than 10 miles from the chapter house or campus.
- The event is planned to exceed six hours in duration.
- During a similar previous event, an accident or injury occurred.
- The total number of people, including members, that will be allowed to attend will exceed three times the chapter membership (the number of associate and active members).
- The event will be cosponsored with another fraternity or sorority.
- A third party has asked to be named an additional insured on the Fraternity's insurance policy.

### 2. What should I do with this form?

- **If NONE of the above criteria applies to the upcoming event**, please complete this form and keep the form on file at the chapter or colony. \* *See below*.
- If at least one of the above criteria is applicable to the upcoming event, please complete this form and submit it to the General Fraternity, recommended 60 days in advance, but **NO LATER THAN 30 DAYS PRIOR TO THE EVENT** (see address and FAX information above).

### 3. What happens after the form is properly completed?

- **If the event is planned such that this form needs to be submitted to the General Fraternity**, the plans for the event will be classified ACCEPTED, REJECTED or PENDING. If classified as pending, recommendations will be given so that the chapter can adjust the plans to adhere to applicable policies. This information will be used to adjust liability. If requested additional information is not received by the specified time, the event is automatically REJECTED.
- **If this form does not require General Fraternity review**, the form must be kept on file at the chapter. Each semester, the visiting educational leadership consultant will inventory all files kept at the chapter. By keeping the forms on file, your chapter will receive a reduction in its liability insurance premium for the following semester.

**WARNING!! FAILURE TO COMPLY WITH RISK MANAGEMENT POLICIES OF LAMBDA CHI ALPHA AND PROCEDURES OUTLINED IN THIS EVENT PLANNING FORM WILL RESULT IN A LOSS OF INSURANCE COVERAGE AND POTENTIAL DISCIPLINARY ACTION!**

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## General Information

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Name of event: \_\_\_\_\_

Location of event:    Chapter House    Rented facility    Other: \_\_\_\_\_

Beginning time of the event: \_\_\_\_\_ Ending time of the event: \_\_\_\_\_

Purpose of event:    Recruitment    Socialization    Other: \_\_\_\_\_

Detailed description of activities at this event: \_\_\_\_\_  
\_\_\_\_\_

Will there be any special construction or decorations for this event:    Yes    No

*\*If yes, please explain:* \_\_\_\_\_  
\_\_\_\_\_

Person(s) performing construction: \_\_\_\_\_

Phone Number: \_\_\_\_\_

How many times has this event been held in the past? \_\_\_\_\_

Did any accidents occur at any of these previous events?    Yes    No

*\*If yes, attached an explanation of the accident and changes made to prevent reoccurrence.*

Is University permission required for this event?    Yes    No   *\*If yes, please submit a copy.*

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## Crowd Control

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<b>Planned attendance:</b>	Members: _____
	Alumni: _____
	Dates: _____
	Guests: _____
	TOTAL: _____

How will admission be controlled:    Guest list    Open to public    Other: \_\_\_\_\_

How many chapter members will serve as sober party monitors: \_\_\_\_\_

*\*At least one monitor for every 10-15 guests, with a minimum of five monitors.*

Will professional guards be hired for this event?    Yes    No   *\*If not, please proceed to the next section.*

How many will be hired? \_\_\_\_\_ Hours of service: \_\_\_\_\_ to \_\_\_\_\_

Name of company: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*\*POSSESSION OF FIREARMS BY SECURITY PERSONNEL IS PROHIBITED! DO THEY UNDERSTAND THIS AND WILL THEY COMPLY?    Yes    No**

<b><u>Alumnus involved in event planning review:</u></b> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (w) _____ (h) _____	<b><u>Member involved in event planning review:</u></b> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (w) _____ (h) _____
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## Third Party Vendor Checklist

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*\*If the chapter is planning to hire a "third party vendor" to serve alcohol at this event, the following checklist items must be implemented in order to adhere to the policies of Lambda Chi Alpha.*

**University/College:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**The Vendor MUST:**

- Be properly licensed by the appropriate local and state authority.**

This might involve both a liquor license and a temporary license to sell on the premises where the function is being held.

*\*Attach copies of state and local licenses to the Event Planning Form.*

- Be properly insured with a minimum of \$1,000,000 of GENERAL and LIQUOR LEGAL LIABILITY INSURANCE, evidenced by a properly completed certificate of insurance prepared by the insurance provider.**

This "certificate of insurance" must also show evidence that the vendor has:

- off premises liquor liability coverage, and non-owned and hired auto coverage (At a minimum) the local chapter, the house corporation, and Lambda Chi Alpha.
- Fraternity Incorporated named as an additional insured. This insurance coverage shall be primary and not contributory or excess.

*\*Attach a copy of the certificate of insurance.*

- Agree in writing to cash sales only, collected by the vendor, during the event.**

Alcohol may not be purchased through the chapter treasury or through members pooling funds. Drink "specials" and chapter subsidized drink pricing is expressly illegal.

- Assume in writing (using the attached bartending contract) all of the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:**

1. Checking identification cards upon entry.
2. Not serving minors.
3. Not serving individuals who appear to be intoxicated.
4. Maintaining absolute control of ALL alcoholic containers present.
5. Collecting all remaining alcohol at the end of a function (No excess alcohol, open or unopened, is to be given, sold, or furnished to the chapter).
6. Removing all alcohol from the premises.

**This form must be signed and dated by both the Vendor and the High Iota.** In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with the Lambda Chi Alpha risk management policies.

High Iota: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

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## Contracts

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- Contracts have been or will be signed with a third party vendor (caterer, licensed cash bar, rented facility, security company, bus company, etc.)** *\*If not, proceed to the next section.*

**Please check all of the following types of property the chapter will be renting or borrowing.**

<u>Real Property</u> <input type="checkbox"/> Banquet Room <input type="checkbox"/> University facilities <input type="checkbox"/> Hotel Room <input type="checkbox"/> Sports Field <input type="checkbox"/> Other: _____	<u>Personal Property</u> <input type="checkbox"/> Stereo Equipment <input type="checkbox"/> Props <input type="checkbox"/> Party Equipment <input type="checkbox"/> Boats <input type="checkbox"/> Other: _____
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**Please check all vendors that will be used for this event**

- Food Caterer       Security Guards       Bus Co.       Licensed Cash Bar       Bartenders  
 DJ                       Band                       Other: \_\_\_\_\_
- Copies of all contracts **MUST be submitted** to the General Fraternity. Please use the contracts attached to this Event Planning Form.
  - A Certificate of Insurance naming Lambda Chi Alpha Fraternity, the chapter, and the House Corporation as additional insured (with primary coverage) **MUST be submitted** from each vendor marked above.
  - If either a licensed cash bar or bartenders will be used, the Third Party Vendor Checklist **MUST be submitted**.  
*\*Page six of this form.*

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## Location

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**Is the event planned at a site more than 10 miles from the chapter house of campus?**

*\*If not, proceed to the next section.*       Yes     No

- All persons attending this event should use round-trip transportation.

**What is the distance to the site of the event from the chapter house or campus?** \_\_\_\_\_

**How will members and guests travel to the event?**

Driving separately       Carpool       Renting automobiles or boats       Chartering bus(es)

- If driving separately or carpooling, please submit a list of drivers.
- Please complete section for contracts if renting transportation of any type.

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## Event Length

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**Is the event planned to exceed six hours in duration?**     Yes     No    *\*If not, proceed to the next section.*

**Why will the event exceed six hours in duration?** \_\_\_\_\_

**Will ample food (non-salty snacks) and non-alcoholic beverages be available?**     Yes     No

Who will provide the food? \_\_\_\_\_ Phone: \_\_\_\_\_

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## Security

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Will the total number of people attending, including members, exceed three times the chapter membership (the number of associate and active members)?  Yes  No

*\*If not, proceed to the next section.*

- Security guards must be hired for this event. *\*At least one guard per 50 people.*
- Please complete the Third Party Vendor Checklist.
- Both the security contract and a certificate of insurance **MUST be submitted** with this form.

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## Co-sponsors

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Will another fraternity or sorority co-sponsor this event?  Yes  No

*\*If not, proceed to the next section.*

What fraternity or sorority is co-sponsoring the event? \_\_\_\_\_

Does this organization have insurance?  Yes  No

Do both organizations appear on all contracts?  Yes  No

Have officers from both organizations met to establish event plans?  Yes  No

Will the alcohol policies of all organizations be followed?  Yes  No

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## Alcohol Monitoring

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Will alcohol be present at this event?  Yes  No *\*If not, proceed to the next section.*

Is written permission required by the university for alcohol use at this event?  Yes  No

Have you read and do you understand the policies of Lambda Chi Alpha?  Yes  No

Does the use of alcohol at this event comply with these policies?  Yes  No

**WARNING!! FAILURE TO COMPLY WITH THE RISK MANAGEMENT POLICIES OF LAMBDA CHI ALPHA WILL RESULT IN A LOSS OF INSURANCE COVERAGE AND POTENTIAL DISCIPLINARY ACTION!**

Will alcoholic beverages be permitted?  Before  During  After

Who will provide alcoholic beverages?  Licensed Cash Bar (3<sup>rd</sup> Party Vendor)  BYOB  
 Other \_\_\_\_\_

Who will serve alcohol?  Professional bartenders  Chapter members of legal age  
 Alumni  Open access  Other \_\_\_\_\_

What types of alcohol will be present?  Beer  Liquor  Wine/Wine coolers

What charge, if any, will be made for alcohol beverages?  Admission  Charge by drink  Chapter funds  
 Contributions  Donations  No charge

Will the chapter be using an alcohol check-in procedure?  Yes  No *\*If yes, please explain in detail.*

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## Alcohol Monitoring (continued)

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What method will be used to limit individual consumption of alcohol?

- Ticket system  
 Punch card system  
 Professional bartender

Will ample non-alcoholic beverages be provided without charge?

- Yes  No

Hours of alcohol service: \_\_\_\_\_ to \_\_\_\_\_ (Must stop one hour before event ends).

How will the verification of legal drinking age be accomplished?

- By chapter members at entrance of event  
 By security guard at entrance of event  
 By professional bartender for each purchase  
 Other \_\_\_\_\_

How will those persons of legal drinking age be identified?

- Unremovable wristbands  
 Non-transferable hand stamp  
 ID checked each time  
 Other \_\_\_\_\_

What procedures will be taken if minors are observed drinking? \_\_\_\_\_

Will public transportation be provided for individuals who have consumed alcohol?

- Yes  No *\*If yes, what type?* \_\_\_\_\_  
 Taxi  University bus system  Sober monitors as drivers  Other \_\_\_\_\_

Will members and guests be required to check their automobile keys at the door?

- Yes  No *\*If yes, how will this be monitored?* \_\_\_\_\_

*\*Public transportation is highly recommended and encouraged!*

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## Emergency Procedures

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Have all officers and members reviewed the Lambda Chi Alpha Crisis Management Plan?  Yes  No

Will emergency services be on site?  Yes  No

Will this event involve any physical activity?  Yes  No *\*If yes, emergency services MUST be on site for the duration of event.*

If the need for assistance arises, what chapter member will be responsible for contacting the following: Emergency personnel, House Corporation President, Chapel Legal Counsel, Hi Pi, Lambda Chi Alpha Headquarters (317) 872-8000, and University Officials

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Who will be responsible for ensuring the event complies with the risk management policies of Lambda Chi Alpha?

Name: \_\_\_\_\_ Title: \_\_\_\_\_

***Alcoholic beverages cannot be consumed by sober party monitors!***