Muhlenberg College Fraternity/Sorority Chapter Event Questions

What constitutes a chapter event?
Ask yourself the following questions to determine if an activity could be viewed as a chapter event:

- Was the event pre-planned or pre-meditated?
- Was the event discussed during a chapter meeting or executive committee meeting? Was it advertised among the members through any means (word of mouth, flyer, email)?
- Were chapter funds used in any way?
- Did chapter officers help plan the event in any way? Were they in attendance?
- Did the event occur as a result of another chapter function (e.g. big brother/sister night, bid night, post-initiation party)?
- Was the property where the gathering occurred owned, rented or leased by a member of the chapter?
- Is it possible that a third party construe the function as chapter-related?
- Was the chapter required to submit a report to Inter/National headquarters?

If you answer “yes,” to any of the preceding questions, the event has the potential to be identified as a “chapter event”.

Which chapter events must be registered?
Most, if not all, chapter events need to be registered with the College. If you are unsure, the best rule of thumb to use is, “Does this event involve anyone from outside of the chapter as participants or guests?” If the event involves more than the active membership, it definitely needs to be registered.

Similarly, if the event is to take place away from campus, it needs to be registered. In most cases, your national organization also requires notification for events occurring at “third party” facilities.

Events are classified as one of the following types:

- **Open** – the event is open to all members of the Muhlenberg community. Open events may not include alcohol. No invitation list is required for Open events.

- **Closed** – Closed events are between two or more of the recognized Muhlenberg College fraternities and sororities. No guest list is required as all members of the organizations are known to the College.

- **Private** – Private events are restricted to one guest per member. The invitation list should clearly identify each member and the guest for whom they are responsible.

- **Invitation** – Invitation events are restricted to two guests per member based upon the chapter’s national risk management policy. The invitation list should clearly identify each member and the guests for whom they are responsible.

- **Recruitment** – Recruitment events are programs specifically targeted at attracting new members to the organization. Recruitment events may not include alcohol. No invitation list is required for recruitment events.

- **Brotherhood/Sisterhood** – The event is restricted to active members of the chapter. These events do not require registration if occurring in the chapter house.

How many Guests can we invite?
Any alumni/ae or guest must be on a guest list with the total number of invited guests in attendance to these functions being the lesser of the following:

1. The chapter members and no more than 2 guests per member or,
2. The occupancy limit established by the Allentown City Fire Marshall.
What information do we need to provide?

A. If in a College-owned or managed facility, complete a Facility Reservation Request Form (FRRF). FRRF forms are expected to be completed at least two weeks in advance of the program date. Forms are available from the Seegers Union Information Desk.

B. If the event is off-campus or in a chapter-owned facility:
   1) Complete a Chapter Event Registration Form, available online at: http://goo.gl/forms/LyecbRi00u. Completed forms must be submitted to the Office of Greek Affairs at least three (3) weekdays before the event (think Tuesday for Friday and Wednesday for Saturday).
   2) A copy of the facility contract (Muhlenberg College may not be listed as a sponsor on the contract).
   3) A copy of the national event registration/planning form (if required by the national).

C. If the event will include alcohol, the chapter must provide a copy of its national risk management policy.

D. For Private and Invitation events you must provide:
   • A complete invitation list identifying all potential guests, the member hosting each guest, and their student status (Muhlenberg student, other college student, non-student).
   • Invitation lists must be delivered to the Office of Campus Safety at least two hours prior to the event. This same list may be used as a “travel” list, indicating who is taking arranged transportation to the event.

What happens if we fail to properly register an event?

If the chapter fails to properly register an event the chapter will fail Component 22 of the Annual Review.

If a form is submitted late, it will be rejected by the Office of Fraternity & Sorority Life. The chapter may still conduct the event, but the rejection of the paperwork means that the chapter will fail Component 22 of the Annual Review.

If the chapter demonstrates a continual pattern of improperly registering or failing to register events after failing Component 22, the chapter will be penalized additional points in the Annual Review. The chapter may also be referred for campus judicial action.

What happens if we violate the national risk management policy?

• The one million dollar liability insurance policy carried by a national will not respond to any claims arising from the event.
• Members will be forced to pay for any legal fees or settlements.
• Most members may still be afforded coverage under their parents’ homeowner’s insurance policies, which means their parents’ policy may be drawn into paying for legal fees or settlements.
• Your national insurance rates will increase, perhaps as much as double the current rate.(just like when someone gets a DUI their rates skyrocket)
• Since Muhlenberg College alcohol policies mirror the national policies, there will likely be a College Social Code policy violation as well.