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THE OFFICE OF STUDENT AND COMMUNITY ENGAGEMENT
The Office of Student and Community Engagement (SCE) is dedicated to providing opportunities for students to become productive citizens through the creation of a vibrant, synergistic, learning based student life community. Through this community, students strive to create programs, services, community partnerships, and resources that contribute to the students' intellectual, cultural, social, moral, ethical, and emotional growth and exploration while encouraging self-governance. In doing so, students engage in a wide and diverse range of initiatives within the University and the community that contributes to their foundation for a lifelong learning that will transform their lives and the lives of others. The Office of Student and Community Engagement supports and supplements our institutional mission through programs, resources, services, and a mutual-collegial relationship with campus offices to support students' formal academic work.

The functional areas within the Office of Student and Community Engagement are Activity Management and Programming (AMP), Community Engagement, Fraternity and Sorority Life (FSL), Leadership, Major Events and Weekend Programming, Orientation, Parent and Family Programs, Student Government (SG), and Student Organizations.

STUDENT ORGANIZATION RECOGNITION AND BENEFITS

**Importance of Being a Recognized Student Organization**
Student organizations must register with the Office of Student and Community Engagement to be eligible for the following benefits:

- Request audiovisual equipment, including DVD players, TV's, easels, and overheads, at no charge.
- Laptops may be reserved for student organization use through their campus advisor with IT;
  - Reserve rooms throughout campus;
  - Reserve and use university vans and cars that are available for a nominal fee;
  - Participate in the annual Student and Community Engagement Fair held each semester to recruit new members;
  - Apply for the usage of an organization room, as rooms are available;
  - Be acknowledged on the Capital University website;
  - Access to Student Government funding;
  - Have a University financial student organization account;
  - Advertise for events on campus bulletin boards and TV screens; and
  - Use facilities throughout campus.

**Assistance for Student Organizations**
- **Consultation and Presentation** – The staff of the SCE is available to consult with student organizations on any topic related to the operation of the organization. The SCE has numerous presentation and information files on topics such as: motivation, organizational communication, diversity, leadership styles, conflict resolution, delegation, time management, publicity, fundraising, budgets, parliamentary procedure, creative programming, rewards and recognition, etc. You can also request a SCE staff member to present at your organization’s meetings or events or to facilitate workshops on social change, reflection, community service and more.
• **Community Engagement and Volunteer Opportunities** – Groups and individuals can find assistance and information about local community needs and volunteer opportunities by visiting the SCE.

• **Leadership Development** – Groups and individuals can find assistance and resources for leadership development by visiting the SCE. Staff can recommend and evaluate training workshops, connect you with leadership development activities, or consult with your organization on skill building programs like fundraising, public speaking, program planning, implementation, evaluation and related leadership development skills.

• **SCE Event Calendar** – This resource can be used to consult, in addition to the SCE staff, as you plan your event to learn of other events and programs scheduled. The calendar also serves to notify other groups to reduce conflicts. The calendar only includes events programmed by university recognized organizations. Events are added to the calendar when an Event Registration Form has been submitted and approved.

• **Student Organizations Records and Directory** – the SCE maintains records on recognized student organizations. These records include constitutions and current officers, including the faculty/staff advisor(s). The SCE will provide student organization contact information to any student wishing to learn more about a group on campus.

• **Contract Review** – To protect individuals, the organization, and the institution, all contracts must be reviewed by a member of the SCE, and then approved by University Legal Counsel and signed by the Vice President of Business and Finance.

• **Photocopies** – Student organizations can make photocopies in the SCE and the charges will be billed to the organization. Student organization accounts will automatically be charged for the number of copies made. Your organization’s copy code can be obtained from any SCE team member.

**Creating a Student Organization**

Process for creating a new student organization: students interested in forming a new organization must abide the appropriate steps. These steps have been created to ensure proper growth and success of the organization(s).

1. Meet with a professional staff member in the Office of Student and Community Engagement to discuss your group and how it will benefit student life;
2. Complete the Student Organization Registration form. All groups are required to have an advisor that is a full-time Capital University faculty or staff member;
3. Give the Office of Student and Community Engagement a complete roster based on the roster template available here and e-mailed to sce@capital.edu. To be a recognized group the organization must have at least 10 members;
4. Turn in a constitution to sce@capital.edu. A sample constitution will be given upon request;
5. Registration paperwork & constitution will be reviewed by the Office of Student and Community Engagement.

A recognition status letter will be sent to the group president and advisor by a professional staff member of the Office of Student and Community Engagement. Once an organization is registered it is
the responsibility of the members to re-register every year by the fall semester deadline to maintain your recognition.

**Nondiscrimination Policy**
Capital University believes that the principles of diversity and inclusion are paramount to creating informed, productive citizens. Student Organizations shall not discriminate based on race, religion, age, gender, nationality, ancestry, marital status, disability, sexual orientation, or other identities. Federal and state law provide no clear or consistent definition of gender, therefore the Office of Student and Community Engagement in an effort to prevent exclusion defines male and female:

- Female is defined as any individual who self-identifies as a female, regardless of assigned sex at birth, expression, or perceived express of gender.
- Male is defined as any individual who self-identifies as a male, regardless of assigned sex at birth, expression, or perceived expression of gender.

**Student Organization Registration and Expectations**
Registration is the process student organizations go through in order to be recognized by the university as a student organization. Existing student organizations must compete requirements for registration each year during the organization's registration window to maintain active status and to receive access to funds and resources.

To maintain recognized status, a student organization must:

A. Have active membership of 10 members
   i. All members must be enrolled at Capital University. Alumni, faculty, and staff are eligible for associate, honorary, or alumni status, but not full membership.
   ii. Student organizations have the right to select members based on their mission and constitution.

B. Have a president, treasurer and secondary leader
   i. To hold an executive board position, students must maintain a 2.5 cumulative grade point average or the minimum set by your organization, whichever is higher. GPAs can be verified in the Office of Student and Community Engagement, by having potential executive board members sign a grade release form.

C. Have an on-campus faculty or staff advisor

D. President attends monthly meetings hosted by Student Government

E. Participate in the Annual Leadership Confernce

F. Comply with all rules, regulations, and policies of the SCE

G. Be in good standing (i.e. no disciplinary issues) with the institution

H. Complete any sanctions planned on an organization in the event of misconduct

I. Be timely in due dates/deadlines of information

J. Reapply for active status annually
**Registration Windows and Important Dates**

Every Spring semester, student organizations must register for the following school year.

For all existing organizations:
- April 1 – August 1: Fall Registration Window
- September 15: Updated Fall Roster Due (All organizations)
- February 1: Updated Spring Roster Due (All organizations)

For new student organizations registering in the Fall:
- December 1: All required documents must be submitted to the SCE

For new student organizations registering in the Spring:
- March 15: All required documents must be submitted to the SCE

After March 15th all interested new student organizations must wait until the Fall Registration Window to open on April 1st.

**PUBLICITY POLICY**

No publicity is permitted until an Event Registration Form has been submitted and approved.

**Flyers**
- Flyers must be approved to be hung on campus. Organizations may bring a copy to the SCE or email the flyer to the SCE for approval. After the flyer has been approved, the organization is responsible for making copies.
- If flyers are distributed outside of campus, they must follow brand guidelines set by the University.
- Numbers of flyers to be posted
  - Residence Halls – 47 copies (to be divided and place in residence life mailboxes
  - Academic Halls – 20 copies
  - Throughout all of campus (both academic and residence halls) – 67 copies
  - If an organization wants flyers only placed in specific buildings (i.e. certain residence halls or academic) the organization must ask to do so
- Flyers are only allowed on approved bulletin boards and should never be placed on doors, windows, or painted surfaces. If flyers are placed on non-approved surfaces, the organization may lose their privilege to post flyers anywhere on campus, at the discretion of the SCE staff.
- SCE staff will place flyers on approved bulletin boards twice weekly.
- Flyers approved the same week as the event advertised must be hung by the organization in approved locations.
- Maximum size of 11x17 paper.
- Any paper aside from traditional white printer paper should be provided by the organization to SCE.
- All organizations will be charged for copies.

**Banners in the MDR**
To request for banner space in the MDR, organizations must bring the banner to the SCE for approval by a SCE staff member.

Banner(s) must be removed within 24 hours of the approved event.

**Television Slides**
- Student organizations may create and have slides on the televisions throughout the Student Union. To do so, e-mail sce@capital.edu with the slide (in portrait style, Power Point format, saved as a jpg.).
- Slides may be requested two weeks before the event and will be removed after the event. Slides must be submitted by Thursdays at noon, in order to be added the following Friday morning.
- You may advertise up to two weeks prior to your event.

**Side Walk Chalk**
Student organizations may request to chalk campus sidewalks. Student organizations must email the SCE to receive approval. Chalking any bricks and University buildings is prohibited and could result in disciplinary actions towards the organization.

**Stall Talks**
Stall Talks are created from events listed as open to campus on the Event Registration Form. Stall Talks will be updated regularly. For specific date information, please see a staff member in the SCE.

**EVENT PLANNING**
All student organization event planning must begin by filling out one of the Event Management forms at [http://www.capital.edu/student-org-resources/](http://www.capital.edu/student-org-resources/).

- Only recognized student organizations may reserve university facilities for their activities. There is no charge for space.
- Any need for equipment not normally in the room, (blackboard, PA system, projector, room arrangement, lobby signs, tables, etc.) should be included as part of the room reservation so appropriate arrangements can be made.
- Should your scheduled activity be cancelled, please notify the SCE as soon as possible. This allows another group to schedule the room and allows for notification to the campus personnel.
- For tips on how to plan an event see Appendix A – Student Organization Event Planning and Meeting Tips

Once your event has been approved by SCE, a confirmation will be forwarded to you by Conference Services. A Conference Services representative will be assigned to your event (614-236-6200). All details and set up and/or catering needs should be provided no later than 2 weeks prior to your event.

**Clean-up**
After the event closes down, the sponsoring organization should:
- Pick up all of the cups and trash and dispose of them in trash cans.
- Check the public areas (lobbies, restrooms, stairwells) and pick up and throw away trash.
• Assist Conference Services staff in moving tables and chairs to restore the room to the original set-up.
• Return all equipment to its original location.

If an organization is found to have prohibited items at an event, privileges regarding scheduling other events may be reconsidered and the organization may be suspended from campus. There are several instances in which housekeeping will be scheduled by Conference Services to come in after the event. Any combination of the following may result in a cleaning fee billed to your student organization:
  • If the event is large-scale (larger than 100);
  • If the event is open to the public;
  • If prohibited items are found;
  • If the room is not returned to its original condition; and/or
  • If there is excessive trash or litter.

Planning an On-Campus Social Activity/Gathering with Alcohol
• Start planning your social activity/gathering with a SCE staff member and Conference Services at least forty-five (45) days in advance of the social event (party).
• Indicate that you will be having alcohol at your event when filling out the online Event Planning form.
• Meet with your advisor to discuss your plans. Be sure to cover the following topics:
  o The alcohol policy/other applicable University policies that pertain to your event
  o Date and time of the proposed event
  o Refreshments to be served – prices, quantity, ordering.
  o Control arrangements – I.D.’s, doors, Underage consumption, behavior, beer dispensing.
  o Location of the social event – Checking the university Calendar with Conference Services.
  o Theme of social event – decoration, entertainment, set-up, admission price
  o Anticipated attendance
• Public Safety is required for all events with alcohol. Please note there is an additional charge.
• Clear all publicity with the SCE.

After Hours Programming Policy
After Hours Programming is consider as any social event that is held on- or off-campus after 10:00pm. All event activities must conclude by 2:00am.
• Breakdown and “moving the crowd” from the social area should begin at 1:45am.
• Two organization officers may be present at all times.
  o They must stay until all attendees have left.

Entrance into After Hours Event
• Event attendees must present some form of photo identification, preferably a University ID card. Failure to do will be grounds for removal from the social space.
• All attendees must be frisked and bags should be checked. This should be done by hired police officers (Public Safety, Bexley PD, Columbus PD).
• Unless pre-approved alcohol is not permitted. Illegal substances are never permitted on the premises. Individuals who appear to be “under the influence” upon entry are not permitted to enter the social space. They should be asked to leave immediately.
• There should only be one entry and one exit. However, the organization officers should be aware of all emergency exits in case of emergency.

**Entry Cover for Events**
Organizations are advised to decide on the cost of an event entry cover well in advance, and it should be communicated to all attendees!

For instance, if the event is free for the first hour, then the group (and those collecting money), need to know what the cost is after the first hour. Take a moment to ponder—does the cost go to $10.00 at 11:00 p.m. until 12:30 p.m.; and, then $20 afterwards?

**Staff/Advisor in Attendance**
Capital University organizations that are sponsoring an “After Hours” event MUST HAVE a staff member or organizational advisor in attendance. Failure to do so may cause future events to be cancelled.

**Security at Events**
When planning an on-campus event, it is important to make sure that everything runs smoothly. In the event that something goes wrong, it is important to make sure that the situation stays controlled. The following are times when a university security officer may be required at your event:
• Event is open to the public outside of Capital University;
• If you expect more than 100 participants;
• If alcohol is served at your event;
• If tickets for admission and/or a cash box at your event;
• If an outside speaker has body guards or brings firearms; and/or
• As determined by Conference Services, SCE, and/or other University administration. Exceptions may be granted dependent on event and other specific details.

**Dining Services**
• Work directly with Conference Services in regard to catering at 614-236-6200.
• Student Organizations have a variety of options when it comes to catering for events. To speak with a representative from Aramark, please contact Leah Fetters (614-236-6163 or fetters-leah@aramark.com).
• Student Organizations are permitted to provide their own food at events and/or use an outside caterer.
• Grills are reserved through Conference Services. You are responsible for your own charcoal, lighter fluid and matches. Each grill will also come with a fire extinguisher.

**Acknowledgement of Risk at Events**
Due to the high-risk nature of certain events, SCE or organization advisors may require that all participating members of an organization to submit a Risk Release Form (Appendix D). All
organizations will be notified by the SCE or their advisor, prior to the event, if they must complete the release form. All Risk Release forms must be completed and submitted (in-person or electronically), before the event in question may occur.

**FINANCIAL INFORMATION**

**Contracts**
Organizations must have a signed contract for each performer, artist, or external vendor no matter the intended cost of service provided. Organizations are not authorized to sign University contracts and therefore, may not enter into any contracts on behalf of the organization or the University. Organizations can request contracts through the Office of Student and Community Engagement, if one is not provided by external contact, by filling out this form. The Director of Student and Community Engagement is authorized to sign contracts up to $250. Contracts $251 or more require additional signatures. Please note that the contract process may take up to three weeks. All contracts should be submitted to the SCE for approval. Organizations cannot request checks or payments until the contract has been approved.

**Deposits**
Deposit all money into your student organization account immediately. This will allow for less confusion and insure that the correct amount is being deposited into the account. Never allow any member or officer to take the money home or deposit it into their personal account – this is a violation of university policy. To deposit the money into the student organization account, complete the deposit slip and submit it with your cash, checks, change, anything that is to be deposited to the Finance Office. It is important for processing procedures that all checks be made payable to Capital University. The deposit transaction will be promptly credited to your organizations account. The Finance Office will give you a copy of the deposit receipt for the organization’s records.

Completing a deposit slip:
- Fill in the total of cash and coins in the “currency and coin” lines.
- Itemize each check number and value of check. Add the total of all checks together. Put the total of the currency and check into the “total” box.
- Make sure to add your organization name and account number in the correct spot. A deposit without an account number cannot be processed.
- Specify where the funds are coming from, i.e. fundraiser
- The name of the individual completing the transaction should fill in their name on the “Deposited by” line
- Place the deposit slip and money in an envelope and submit to the Finance Office advisor

**Cash Boxes**
Student organizations wishing to use a cash box must indicate so on the Event Planning Form. Cash boxes may be checked in and out, within the SCE on a first come, first served basis. The student organization is responsible for the return of the cash box with the correct amount returned. No large bills will be accepted; change should be made available for the next organization that wishes to use them.
Financial Support from Student Activity Fee
Budget Requests forms are sent to Presidents, Treasurers, and Advisors at least 4 weeks before the due date. Organizations may utilize the Student Activity Fee to present campus programming, open to all of campus. Receipts must be submitted following the procedure outlined below within 30 days of the event.

Fundraising
Recognized student organizations can sponsor a wide variety of projects to raise funds for the organization or for charitable activities. Fundraising is defined as generating money or items for a drive, donation, or collection. All student organization fundraising events must be registered through the Event Planning Form available online through Conference Services and must be filled out to reserve a date for your organization’s fundraiser. This is to ensure that no organization is performing that same fundraiser and to enable the organization maximize their fundraising efforts. The money that is made from these fundraisers must be deposited to their student organization account in the Finance Office. The balance at the end of the year automatically rolls forward to the new fiscal year for the student organization.

Reimbursements
There are 4 modes of reimbursement for organizations, depending on how they paid for an activity or event.

A. Option 1 – Personal Reimbursement and no SG Reimbursement: Use this option if you or a member of your organization used your personal money (via cash, credit, check, etc.) to make a purchase not using Student Activity Fee funds.
   i. Fill out the payment requisition form (found at capital.edu/student-org-resources)
   ii. Get advisor signature as approval of purchase
   iii. Turn in to Jason Davis in Finance, in the basement of Yochum Hall.

B. Option 2 – Personal Reimbursement and SG Reimbursement: Use this option if you or a member of your organization used your personal money (via cash, credit, check, etc.) to make a purchase funded through Student Activity Fee.
   i. Fill out the payment requisition form (found at capital.edu/student-org-resources), leave account number blank. Please write student organization name as department.
   ii. Fill out the SG Receipt form (found at capital.edu/student-org-resources)
   iii. Make two copies of Payment Requisition Form, SG Receipt form and the receipt
      • Turn in one packet to the SCE where it will be reviewed and submitted to the Finance Department on the next Wednesday
      • Keep second copy for your records

C. Option 3 – Use of SCE Credit Card and SG Reimbursement: Use this option if you or a member of your organization used the SCE credit card to make a purchase funded through Student Government.
   i. Fill out the credit card check out form on the iPad in the SCE
   ii. After use, fill out the credit card check-in form on the iPad in the SCE
iii. Make two copies of the receipt(s)
   • Keep one for your records
   • Give the other copy, original receipt(s), and credit card to SCE staff

D. **Option 4 – Use of other University Credit Card and SG Reimbursement:** Use this option if you or a member of your organization used a university card, other than a SCE staff member’s credit card to make a purchase funded through Student Government.
   i. Make two copies of the receipt(s)
      • Keep one for your records
      • Give the other to SCE with a SG Receipt form
      • Give original receipt and credit card to the card owner

**STUDENT ORGANIZATION TRAVEL POLICY**

The safety of Capital students, faculty, staff, and the public is of the upmost importance to Capital University. The policies governing the use of University owned, rented, or leased vehicles by students, faculty, and staff are designed to support the safety of vehicle occupants and prudent use of the vehicles.

All formal off-campus events (i.e. meetings, conference, social functions, etc.) must be registered by completing the online request form. As well as the [Student Organization Travel Form](http://www.capital.edu/student-org-resources/), which should be submitted to the Office of Student and Community Engagement 14 days prior to the event. The form must be filled out completely for approval. All trips must have a coordinator participating in the trip and serve as a person of contact. The student organization must inform the SCE of the coordinator’s contact information via e-mail (sce@capital.edu) 24 hours in advance of the trip. Once the organization has returned to campus, an [Off-Campus Travel Check-in](http://www.capital.edu/student-org-resources/) form must be completed.

*The student organization travel policy form to be filled out is available at [http://www.capital.edu/student-org-resources/](http://www.capital.edu/student-org-resources/).*

**University Owned Vehicles/Approved Drivers**
The student organization must work with Public Safety to reserve a van or other vehicles and must be an approved driver.

In order for students to drive, he/she must:
   • Take and pass the online Alert Driving Course one time (expires after 4 years).
   • Complete a Driver History Form one time (expires after 4 years).
   • Submit a copy of his/her State driver’s license to the Public Safety Department one time (expires after 4 years).
   • Submit a Vehicle Use Authorization form each time he/she uses a University vehicle, found on the Public Safety website.

Once approved to drive by the Department of Public Safety, the faculty, staff, or student drivers must submit a Vehicle Usage Authorization form prior to each trip, signed by their department head or advisor.
Office of Student and Community Engagement  
614-236-6901, sce@capital.edu  
The SCE provides support for our student organizations, fraternities and sororities, and community outreach programs and initiatives.

Conferences Services  
614-236-6200, events@capital.edu  
Student Organizations needing to reserve rooms, tables, and/or request media equipment must complete the Student Event Planning Forms located on http://www.capital.edu/student-event-request/. The SCE will receive the request, determine approval and it will then be forwarded to Conference Services for room reservation confirmation.

Public Safety  
614-236-6504 (non-emergency line)  
614-263-6666 (emergency line)

FRATERNITY AND SORORITY LIFE POLICIES

Social Fraternity and Sorority Relationship Policy  
Social fraternities and sororities are a subset of registered student organizations at Capital University. These organizations are values based and founded on the principles of scholarship, leadership, civic engagement, and brotherhood/sisterhood. These ideals along with the support of Fraternity and Sorority Life will promote the highest standards for the principles of which these organizations strive to achieve. Capital University recognizes and supports the members and chapters of the social fraternity and sorority community as crucial part of Capital’s mission of inspiring lives through higher education. A recognized social fraternity or sorority will complement the curricular and co-curricular aims of Capital University by enhancing student growth and development. The University is committed to assisting fraternities and sororities to achieve their potential. Through the endeavors of the institution, the University will assist fraternities and sororities in accomplishing their goals.

Capital University recognizes the authority of the Interfraternity Council, National Pan-Hellenic Council, and the Panhellenic Council. These councils will regulate matters of fraternities and sororities subject to their governance and university policies. According to the Office of Student and Community Engagement policies university recognition requires student organization registration to be completed in the appropriate guidelines.

Section I – Definition  
Social fraternities and sororities are expected to follow and embrace the educational purposes of their respected (inter)national organization, local organization, university, governing councils, and local policies, guidelines and values. Activities of social fraternities and sororities must not interfere with academic endeavors. Chapters must also adhere to Capital University’s mission.
A. Social fraternities and sororities will follow the United States of America Department of Education outline of guidelines, which include:
   i. do not limit membership to persons pursuing or having interest in a particular field of study or profession;
   ii. do not serve as an honorary society for leadership, academics, or other purposes;
   iii. do not allow members to hold concurrent membership in other social fraternities and sororities; and
   iv. be tax-exempt under Section 501(c)(7) of the Internal Revenue Code.

B. All social fraternities and sororities must comply with local, state and federal law, university policies and guidelines, and Fraternity and Sorority life guidelines. Specific Fraternity and Sorority Life guidelines regarding:
   i. Chapter Event;
   ii. Expansion;
   iii. Fraternity and Sorority Life Standards of Excellence;
   iv. New Member/Intake.

C. In accordance to the mission and initiatives of Capital University, Fraternity and Sorority Life believes the strength and validity from diversity of all people. Federal and state law provides no clear or consistent definition of gender, therefore Fraternity and Sorority Life in an effort to prevent exclusion defines male and female:
   i. Female is defined by any individual who self identifies as a female, regardless of assigned sex at birth, expression, or perceived expression of gender.
   ii. Male shall be defined as any individual who self identifies as a male, regardless of assigned sex at birth, expression, or perceived expression of gender.

Section II – Authority to Register & Continued Recognition
A. Fraternities and sororities must adhere to the following:
   i. authority to annually register a social fraternity or sorority is in the jurisdiction of the Office of Student and Community Engagement;
   ii. membership to applicable governing council;
   iii. all social fraternities and sororities seeking initial registration must complete expansion guidelines; and
   iv. Capital University may withdraw registration from a social fraternity or sorority that is not in good standing based off of annual results from the Fraternity and Sorority Life Standards of Excellence program, in addition to not being in good academic, disciplinary, or financial standing with the university or the (inter)national organization.

B. Per semester, the fraternity or sorority president, advisor, and advisory board president (if applicable) must sign the Recognition & Anti-Hazing Compliance Form (Appendix B) and return to the Office of Student and Community Engagement as an agreement of recognition. Failure to abide by this policy and guidelines (as outlined in Section 1B) and/or return of the form in the appropriate timely fashion will result in loss of compliance at Capital University which includes, but not limited to, suspension or removal of the organization.
**Section III – Benefits**

There are standard privileges granted to all student organizations that complete the registration process. These privileges include:

A. Reserve rooms throughout campus;
B. Reserve and use university vans and cars that are available for a nominal fee;
C. Participate in the annual Student and Community Engagement Fair held each semester to recruit new members;
D. Request audiovisual equipment, including DVD players, TV's, easels, and overheads, at no charge. Laptops may be reserved for organization use through their campus advisor with IT;
E. Apply for the usage of an organization room, as rooms are available;
F. Be acknowledged on the Capital University website;
G. Access to Student Government funding;
H. Have a University financial student organization account;
I. Advertise for events on campus bulletin boards and TV screens; and
J. Use facilities throughout campus.

**Risk Management Policy**

Capital University’s Fraternity and Sorority Life (FSL) seeks to promote meaningful membership experience for all members of our fraternity and sorority life community. To this end, the Capital University fraternity and sorority community commits to provide a safe, enjoyable, and educational experience for members throughout their time at Capital. The guidelines outlined in this document exist to ensure the safety of all individuals and organizations during their Capital FSL experience. As many of our recognized social fraternities and sororities our members of the Fraternal Information and Programming Group (FIPG). Capital University utilizes the FIPG Policy (Appendix C) as a guide to best assist our social fraternities and sororities in regards to risk management.

**Section I – Definition of a Chapter Event**

A. An event will be defined as anything a reasonable observer would associate with the chapter;
B. if the event can be reasonably associated with the chapter, the organization will be held responsible for any actions or behaviors of any participants at the event whether the event takes place on or off campus;
C. all chapter events must be registered with Capital University's Fraternity and Sorority Life following the procedures outlined in this policy; and
D. as registered student organizations at Capital University, all chapter events are subject to the policies for registered student organizations outlined in the Capital University Office of Student and Community Engagement policies.

**Section II – Eligibility for Holding Chapter Events**

A. All groups must be registered as social fraternities/sororities with the University;
B. all groups must be in good standing with Fraternity & Sorority Life, and their (inter)national headquarters; and
C. at least one representative of the chapter is required to attend the Risk Management workshop sponsored by Fraternity & Sorority Life each semester.

Section III – Event Planning Pre-Approval Process
A. Chapters are required to submit the Chapter Event Management Form to FSL at least 2 weeks prior to any event that meets the following criteria:
   i. over 1/3 of active chapter members will be attending the event;
   ii. over 20 people will be attending the event;
   iii. the event takes place over 20 miles off campus or out of the State of Ohio;
   iv. alcohol will be present at the event; and
   v. money, including donations, will be collected at the event.
B. Designated officer(s) must schedule a 30 minute walk through meeting with a Student and Community Engagement staff member. This meeting must take place at least 1 week prior to the event date.
C. At a minimum, your Chapter Event Management Plan should include:
   i. an overview of the event and an explanation of how this event furthers the mission of the organization;
   ii. a detailed description of the event activities;
   iii. an itemized budget for the event;
   iv. an overview of roles and responsibilities for all attendees;
   v. a risk assessment and risk management plan for the event;
   vi. copies of any contracts related to the event;
   vii. cash handling procedures (if applicable);
   viii. alcohol management policy that abides by FIPG regulations;
   ix. list of attendees (can be submitted as an addendum 1 week prior to the event);
   x. any necessary documentation required by Inter/national headquarters for the planning of the event (licenses, third party vendor forms, etc.).

Section IV – Capital University Office of Student and Community Engagement Requirements
As registered student organizations at Capital University, all chapter events are subject to the policies for registered student organizations outlined in the Capital University student handbook.

Section V – Violations
A. Violations of the chapter event policy may result in a referral to the University Conduct Officer or a staff member in the Office of Student and Community Engagement or respective governing bodies for conduct violations against the chapter and/or individual members, and the loss of registration as a fraternity/sorority at Capital University. Loss of recognition will prevent the organization from participating in/hosting any social functions (on or off campus), participating in philanthropies, reserving space on campus, or otherwise functioning as a student organization.
   i. Violations include, but are not limited to:
      • submission of improper paperwork or the lack of submitting required paperwork;
New Member Education/Intake Guidelines

Fraternity and Sorority Life (FSL) at Capital University is committed to the success of the new member education and intake programs throughout our FSL community. In an effort to encourage development of our fraternity and sorority community, these procedures will require all IFC, NPHC, and Panhellenic member organizations to report their new member education/intake processes to Fraternity and Sorority Life to ensure the safety and well-being of our students, fraternities and sororities, local community, and the University.

Each fraternity and sorority conducting membership recruitment or intake will keep the office informed of all activities each semester. The steps outlined below must be completed in addition to the corresponding (inter)national organization’s policies and procedures for the membership recruitment, education, and intake processes.

Members, new members/neophytes, alumni, chapter/campus advisors, and members of graduate chapters are responsible for their actions during the new member/intake process, because their actions may have repercussions on the chapter. Chapters are responsible for communicating Fraternity and Sorority Life procedures and the Capital University Hazing Policy to all members, new members, alumni, advisors, and members of graduate chapters.

Section I - Eligibility

A. All groups must be registered social fraternities/sororities with Capital University Fraternity and Sorority Life;
B. all groups must be in good standing with Capital University, Fraternity and Sorority Life, and their (inter)national headquarters. Good standing is defined by a fraternity or sorority not having a suspension or expulsion status and having any ongoing sanctions which prohibits fraternity and sorority functions;
C. all fraternities and sororities must submit a New Member/Intake Program Plan to the Office of Student and Community Engagement at least three weeks prior to the beginning of any new member education/intake activities. The new member/intake plans are kept confidential and are not shared with other fraternities or sororities;
D. all fraternities and sororities must submit the Recognition & Anti-Hazing Compliance Form (Appendix B) each semester; and
E. at least one representative of the chapter is required to attend the Risk Management workshop sponsored by Fraternity and Sorority Life each semester.

- holding chapter events without adhering to the procedures outlined by Capital University Fraternity and Sorority Life;
- hazing: Any violations of the event policies outlined in the Capital University Student and Community Engagement policies and Fraternity and Sorority Life policies;
- any conduct violations against the chapter during chapter events.
**Section II – General Requirements**

A. Your new member education/intake program will support and mirror the Capital University mission statement;

B. new member education/intake programs will support first and foremost a student’s academic endeavors (i.e. no late nights, excessive programs, and etc.);

C. all new member/intake programs will be alcohol and illegal substance free;

D. any new member/candidate tests and/or homework will be those which are approved by your (inter)national new member/intake programs;

E. new members/candidates will understand what is expected of them during the new member/intake period and additionally, will be told when their initiation will take place;
   
   i. Per Section II.D and E, if an organization is a local fraternity/sorority, approval must be done by the Office of Student and Community Engagement

F. all active chapters will be educated on Capital University’s hazing policy and will agree to adhere to it by signing the Recognition & Anti-Hazing Compliance Form (Appendix B);

G. new member/neophyte events, meetings, and programming cannot take place over university recognized breaks/holidays; and

H. because of the importance of scholarship within the fraternity and sorority community, all new member/neophyte events, meetings, and programming must end by the following times:
   
   i. Sunday – Thursday by 10:00 p.m.
   
   ii. Friday – Saturday by 11:00 p.m.; and
   
   iii. First day of Finals Week.

**Section III – Meetings and Documentation**

A. Documentation of the proposed New Member Education/Intake Program must be provided to Capital University’s Fraternity and Sorority Life at least 3 weeks prior to any new member education/intake activities or designated date by the campus FSL professional; and

B. all chapters participating in new member education/intake activities are required to submit the following forms:

   i. Capital University’s Fraternity and Sorority Life Recognition & Anti-Hazing Compliance Form (Appendix B); and

   ii. updated roster information as determined by deadlines.

**Section IV – Presentation of New Members/Neophytes**

This policy also applies to icebreaker and step show events:

A. All new member/unveiling shows must adhere to the following guidelines:

   i. All participants must be treated with respect during the event and all activities should align with the core values of Capital University’s fraternity and sorority community;

   ii. groups need to confirm with Fraternity and Sorority Life the details of the event at least 2 weeks in advance of the show;

   iii. security or staff must be present for the entire duration of the show;

   iv. during the show there will be no disrespecting acts, actions, and verbiage of other fraternity and sorority members or any other peoples;

   v. Fraternity and Sorority Life would like to publicize these shows to the campus staff and faculty so that they have the opportunity to support our fraternities and sororities; and
vi. all coming out shows, icebreakers, step shows if deemed to be “after hours” (i.e. between 10:00pm to 2:00am) must abide by Capital University’s After Hours Programming Policy (refer to pages 9 and 10).

Section V – Hazing
A. Ohio Hazing Law:
   i. As used in this section, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another. The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

B. Capital University Hazing Policy:
   i. Any action or activity, regardless of location, intent, or willingness of the participant, which:
      • does not contribute to the positive development of a person;
      • inflicts or causes physical or mental harm or anxieties;
      • deems, degrades, disgraces, harasses or ridicules a person;
      • intentionally or unintentionally endangers a student’s admission to or affiliation with any student organization;
      • Hazing can occur on-campus or off-campus and to both new members/neophytes and active members; and
      • to report hazing, call Public Safety and e-mail hazing@capital.edu. Please be advised that while information of hazing allegations are crucial to Capital University’s investigation(s), the knowledge of who alleged victims are is vital for completion.

Section VI – Violations
Violations of the new member education/intake procedures may result in a referral to the University Conduct Officer, conduct violations against the chapter and/or individual members, and the loss of registration as a fraternity/sorority at Capital University. Loss of recognition will prevent the organization from participating in/hosting any social functions (on or off campus), participating in philanthropies, reserving space on campus, or otherwise functioning as a student organization.

A. Violations include, but are not limited to:
   i. submission of improper paperwork or the lack of submitting required paperwork;
   ii. holding new member education programs/intake without adhering to the procedures outlined by Capital University Fraternity and Sorority Life;
   iii. hazing: Any violations of the Capital University Hazing Policy will result in an immediate referral to the university conduct processes; and
   iv. any conduct violations against the chapter during new member/intake programs.
Expansion Guidelines
Capital University adheres to conditional growth. This growth promotes the restricted and evaluated expansion of all social fraternities and sororities and maintaining campus based authority over the processes to ensure success for all constituencies involved. No local fraternities or sororities are permitted to colonize.

Outlined will be the guidelines for expansion. These guidelines are:
- position statement and documentation that meets the Social Fraternity and Sorority Relationship Policy;
- presentation and support from the Capital University Expansion Team; and
- benefits and expectations of newly colonized or chapters of fraternities and sororities
  - Any specific guidelines from the North American Interfraternity Conference, National Pan-Hellenic Council, National Panhellenic Conference, and other national governing councils will be followed and completed.

Section I – Position Statement
Any social fraternity and sorority seeking recognition at Capital University must file the proper documentation to the Office of Student and Community Engagement. In this documentation, which is outlined below, the new fraternity or sorority must identify which governing council it wishes to join in order for those policies to be followed, as well as processes from its national counterpart. In order for a fraternity or sorority to continue with the expansion process the following must be documented:
A. documentation of tax status as stated in the Social Fraternity and Sorority Relationship Policy;
B. any possible contact information with the following:
   i. alumni with interest of helping and guiding expansion processes
      • specifics include a formation of an alumni advisory board and
      • list of alumni in a 30-mile radius of the city of Columbus, Ohio
   ii. full names and student identification numbers of the Capital University students interested in the expansion
   iii. proper documentation from the organization of policies such as:
      • risk management;
      • recruitment/intake process;
      • new member education/intake curriculum;
      • national and proposed local constitution and bylaws;
      • plan of action/timeline. This includes when the first new member class is to be inducted, tentative date for organization to be chartered, etc;
      • rules or policies from the national or international colonization process; and
      • any further documentation that may be requested from Fraternity & Sorority Life
   iv. In the event of a fraternity or sorority receiving its charter from its national or international organization a partnership must be established with Capital University for a chartering event. Specifics of the event will be completed by the (inter)national office, local chapter of the fraternity or sorority, and the university

Section II – Expansion Team
An expansion team or committee will conduct the review and evaluation of any fraternity or sorority for consideration. The Expansion Team will be approved every semester by the Director for Student and
Community Engagement. The committee will also review all presentations of the potential new fraternity or sorority.

A. Expansion Team Membership – The Expansion Team will consist of the following positions:
   i. Dean of Students or Dean of Studies;
   ii. Director and Assistant Director for Student and Community Engagement;
   iii. designated selected advisors each affiliated with one social fraternity or sorority;
   v. designated student representatives which are representatives of IFC, NPHC, and PHA;
   vi. Adjustments to committee membership may be done if deemed necessary by the Office of Student and Community Engagement

Section III – Initial Reviews and Formal Presentations
All initial reviews and formal presentations will be heard and reviewed by the Expansion Team. The committee will review all documentation as mentioned above to determine if the proposed fraternity or sorority will continue with a formal presentation. The presentation must consist of topics such as:

- reason for expansion
- alumni support
- resources from national or international office to assist with colonization and expansion
- explanation of process from the national or international organization
- risk management, educational, and event planning information
- explanation of how Office of Student and Community Engagement can be of assistance
- financial standing and resources
- recruitment/intake plans and processes
- explanation of how the new organization will benefit students at capital university, the local community, and the fraternity and sorority community.

After a formal presentation is made, the Expansion Team will provide feedback or offer plans to the professional staff of the Office of Student and Community Engagement or designee. An approved timeline from expansion to chartering based from the national or international organization’s headquarters as well as national governing council’s guidelines will be provided as well.

Section IV - Recognition
A recognized social fraternity or sorority will receive the standard privileges granted to all registered student organizations. There privileges include:

- Reserve rooms throughout campus;
- Reserve and use university vans and cars that are available for a nominal fee;
- Participate in the annual Student and Community Engagement Fair held each semester to recruit new members;
- Request audiovisual equipment, including DVD players, TV’s, easels, and overheads, at no charge. Laptops may be reserved for organization use through their campus advisor with IT;
- Apply for the usage of an organization room, as rooms are available;
- Be acknowledged on the Capital University website;
- Access to Student Government funding;
- Have a University financial student organization account;
- Advertise for events on campus bulletin boards and TV screens; and
- Use facilities throughout campus.
A recognized fraternity or sorority must adhere to the following expectations:

A. student code of conduct;
B. membership to applicable governing council;
C. constitution and bylaws of the fraternity or sorority’s governing council;
D. Fraternity & Sorority Life’s policies and standards:
   i. chapter event;
   ii. expansion
   iii. Fraternity and Sorority Life Standards of Excellence
   iv. new member/intake; and
   v. any other administrative policies, guidelines, or decisions as determined by Fraternity &
      Sorority Life;
E. residence life housing policies (if applicable);
F. national organization constitution and bylaws; and
G. all other applicable federal, state, university, state, and local laws and policies.

**Standards of Excellence**

The Standards of Excellence (SOE) Program at Capital University serves as an accreditation program that holds our fraternities and sororities accountable as values-based organizations and leaders within the community.

The Standards of Excellence program serves to assess chapters on the minimum standards they should be meeting to be viable and successful members the Capital FSL community and of their (inter)national organizations. In doing so, the Office of Student and Community Engagement can more accurately target and provide assistance to individual chapters in the specific areas in which they may have fallen short of the standards.

In addition, the University understands that achievements and excellent chapters often go unnoticed; therefore, the Standards of Excellence program serves as a tool to publicly recognize the great work of all chapters.

**Method of Evaluation**

All chapters will submit a goal-setting chapter plan at the beginning of the executive officers’ term, and a comprehensive self-evaluation (chapter report) at the end of the executive officers’ term. Chapters will also submit Professional Development Programming reports at the end of each semester to reflect on their selected educational programs. The Office of Student and Community Engagement is responsible for reviewing and evaluating all submitted documents. It is the responsibility of each chapter to ensure that each of the area’s components have been completed and that the necessary forms, reports, and verification are submitted by the indicated due dates.

- **Annual Chapter Plan (Goal Setting):** February 15th (calendar year elections); May 15th (academic year elections)
- **Comprehensive Annual Chapter Report (Self-Evaluation):** November 30th (calendar year elections); March 30th (academic year elections)
• Professional Development Programming Reports: November 15th and April 30th

It is strongly recommended that each chapter assigns one of its officers the responsibility of maintaining the required documentation throughout the year, however it should be a group effort to make sure that all components are completed. The Office of Student and Community Engagement will provide the links to each designated officer and will provide instructions for collecting the required documentation. Each chapter’s plans, report, and other documentation forms are considered confidential, for the review only by the chapter, its advisors, its (inter)national organization (if applicable), the Office of Student and Community Engagement personnel, and Student Affairs staff. Upon request, the documentation forms will be returned to the chapter after they have been reviewed and evaluated.

For all details pertaining to the Standards of Excellence Program at Capital University please refer to http://www.capital.edu/FSL/.
APPENDICES
STUDENT ORGANIZATION EVENT PLANNING AND MEETING TIPS

DEVELOP GOALS AND OBJECTIVES
Establishing goals and objectives for your event/meeting can be made easy by asking yourself/group the following questions: (Note: These should be measurable)

- What is the purpose of this event/meeting?
- What type of event/meeting will this be?
- What are the desired outcomes of this event/meeting?
- Who is the intended audience?
- What value does this event/meeting bring to the overall university community?
- Make a checklist covering all details of your event/meeting.

ESTABLISH A BUDGET
Establishing a budget early on provides a solid foundation for any event or meeting. Consider the following with establishing your event/meeting budget:

- Facility rental costs
- Equipment rentals (chairs, tables, audio visual needs, etc.)
- Entertainment
- Travel and accommodations
- Design and Printing for Promotional materials
- Décor
- Catering
- Security

SELECT A DATE, TIME, AND LOCATION

- Plan your event as far in advance as possible.
- Select at least two dates, one preferred and one alternate date.
- Select a time that will work best for your intended audience.
- Select a location and connect with University Scheduling to confirm availability.
  - Be sure to consider the following when selecting a location:
    - How many people will be in attendance?
    - What type of space will you need?
    - Will you have any equipment requirements?
      - Chairs
      - Tables
      - Audio visual
      - Other
DEVELOP A MARKETING PLAN

Informing your intended audience of your event/meeting is one of the most important elements of planning. Be sure to consider the following:

- What is your primary message?
- What format will you use to inform the intended audience of your event/meeting?
  - Invitation
  - Email
  - Flyer/Poster
  - Digital signage
  - Social Media
  - Other
- Will you need design and printing assistance?

DEVELOP AN EVENT AGENDA

Planning how your event/meeting will run prior to the event is the best way to ensure success. Be sure to plan the following:

- Select a point person for the day of the event/meeting.
  - If there will be a team of people helping with the event, make sure everyone knows what their role is and the expectations for the event/meeting. Share this information with the team a minimum of three days prior to the event.
  - Have someone other than the point person assigned as to trouble shooting. If things don’t go as planned. This person is the go-to for answers.
- Create a timeline for the order of tasks/activities during event/meeting.

TIE-UP LOOSE ENDS AND LAST MINUTE DETAILS

Tie-up any last minute details and loose ends at least one week prior to your event/meeting date.

DOUBLE CHECK

Double check, triple check, and look over your checklist one more time to ensure no detail has been overlooked. Check it one more time for good measures.

EVALUATE

Evaluate how your event/meeting went. Ask yourself/your team the following questions:

- Did this event/meeting meet the set goals and objectives?
- What went well?
- What didn’t go well?
- What will be changed for the next event/meeting?
Capital University Fraternity and Sorority Life Recognition & Anti-Hazing Compliance Form

Fraternity/Sorority and Chapter Name: ____________________________________________

In consideration of official recognition by Capital University as stated in the Social Fraternity and Sorority Relationship Policy, the chapter fully understands and agrees to the following (Chapter President must initial, and by initialing the chapter agrees to the following):

______ The definition of social fraternities and sororities both locally and nationally and the endeavors of the organizations as outlined in the Relationship Policy Section I.

______ The understanding and compliance of all Fraternity and Sorority Life and student organization policies which include: Relationship, Standards of Excellence, Expansion, New Member/Intake, Chapter Event, Student and Community Engagement Organization policies, and other Capital University policies, regulations, and procedures.

______ Capital University’s right for authority to register and continued registration as outlined in the Relationship Policy, Section II.

______ All institutional benefits as outlined in the Relationship Policy Section III.

______ Hazing is not tolerated in any form—as part of the new member program and endeavors thereafter, or as acts of individual members of the chapter.

______ The chapter and its officers, members, and new members agree to fully cooperate in investigations of hazing allegations by the University, law enforcement, or both.

______ The chapter expressly consents to the entry into chapter facilities [including into all common areas, basements, hallways, or any room in which a meeting is taking place] by University officials when the University has information to reasonably believe that hazing is occurring.

ANTI-HAZING COMPLIANCE

Additionally, by signing below the chapter also agrees and understands hazing and the implications of such actions:

Capital University Hazing Policy:

A. Any action or activity, regardless of location, intent, or willingness of the participant, which:
   i. does not contribute to the positive development of a person;
   ii. inflicts or causes physical or mental harm or anxieties;
   iii. demeanes, degrades, disgraces, harasses or ridicules a person;
   iv. intentionally or unintentionally endangers a student’s admission to or affiliation with any student organization;
   v. Hazing can occur on-campus or off-campus and to both new members/neophytes and active members. Please be advised that while information of hazing allegations are crucial to Capital University’s investigation(s), the knowledge of who alleged victims are is vital for completion.

__________________________________________  ____________________________________________  ____________
Chapter President (print)                      Chapter President (signature)                Date

__________________________________________  ____________________________________________  ____________
Chapter Advisor (print)                        Chapter Advisor (signature)                 Date
Appendix C – FIPG Risk Management Policy

FIPG Risk Management Policy
As adopted July 2008; affirmed by the membership July 2011

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined in the FIPG Guidelines as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.

No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, “big sister - little sister” events or activities, “family” events or activities and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY

All chapter houses should meet all local fire and health codes and standards.
All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.

Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

For more information, refer to www.fipg.org

For questions or interpretation of FIPG policy provisions please contact David Westol, FIPG Administrator at 317-250-3799 or David.Westol@gmail.com
Appendix D – Capital Fraternity Agreement and Acknowledgement of the Assumption of Risk

CAPITAL UNIVERSITY
AGREEMENT TO PARTICIPATE, RELEASE, AND ACKNOWLEDGEMENT OF ASSUMPTION OF RISK

In consideration of being permitted to participate in the following Capital University Program/Activity, the undersigned (“Participant”) affirms and executes this Agreement to Participate, Release, and Acknowledgement of Assumption of Risk.

Sponsoring Student Organization: ____________________________________________

Program/Event: ____________________________________________________________

Description: ______________________________________________________________

Potential Risks: _____________________________________________________________

Location: Main Campus, Capital University, Bexley, Ohio

Date: _______________________________ , 20_____

In full recognition and appreciation of the dangers and hazards inherent in this Program/Activity, including but not limited to risks arising from the conduct, including negligent conduct, of other participants, staff, and spectators, which I have had a full opportunity to investigate through any questions I wished to ask of the responsible persons, I hereby affirm that my participation is entirely voluntary and that I assume all risks and responsibilities arising out of my participation in this Program and related activities.

I do for myself, my heirs and personal representative(s) hereby release, hold harmless, and forever discharge Capital University and all its officers, trustees, agents and employees from and against all claims, demands and actions or causes of action, including for loss or damage to personal property, personal injury or death which may result from my participation in the Program/Activity; and

I affirm that I possess adequate medical insurance and agree to release and hold Capital University harmless with respect to all financial and other liability, costs and damages arising out of any illness, injury, infirmity or medical condition, treatment, insurance or other expenses incurred in connection with my participation in the Program/Activity. I affirm that I have provided written notification to Capital University of all relevant information regarding any physical or mental condition that could present special requirements or risks to others or me by virtue of my participation in the Program/Activity.

In witness whereof, I have caused this release to be executed this _____ day of ________________, ________.

_________________________________________  __________________________
Participapant Signature                          Printed Name

_________________________________________  __________________________
Co-signature of parent or guardian             Printed Name
If Participant is under 18 years of age