



COLUMBUS STATE

UNIVERSITY

**Fraternity &
Sorority Life**

Guide to Fraternity and Sorority Life

Policies, Procedures, and Regulations

Fraternity & Sorority Life provides students with an environment that fosters personal and professional growth. Through leadership opportunities, excellence in scholarship, and philanthropic involvement, students are able to build their resumes and make important connections that will better prepare them for life after CSU. In addition, Greek Life can offer students a higher level of engagement in their university and the Columbus community.

Mission of the Office of Fraternity and Sorority Life

Fraternities and Sororities at Columbus State University are expected to follow the rules and policies of Columbus State University, Fraternity and Sorority Life, the governing councils, and their inter/national organization. The following is a listing of the rules and policies that pertain to fraternities and sororities at Columbus State University.

The Guide to Fraternity and Sorority Life manual is an all-encompassing document. Chapters must become familiar and educated with each policy and document. This manual also contains resources for the chapter to utilize toward their success at Columbus State University.

¹ Document Can be found at <https://students.columbusstate.edu/policies.php>

² Document can be found at <https://students.columbusstate.edu/student-orgs/index.php>

³ Document can be found at <https://students.columbusstate.edu/greeks/forms.php>

⁴ Policy can be found within this document

Columbus State University | Fraternity & Sorority Life

Policies, Procedures, and Regulation

The following items govern and inform the practice of the Columbus State University Fraternity and Sorority Life community. Each social Greek letter fraternity and sorority must follow the policies and procedures in order to remain active on campus.

- 1. Columbus State University Handbook¹**
 - a. Sexual Misconduct Policy
 - b. Hazing Policy
 - c. Alcohol and Other Drug Policy

- 2. Registered Student Organization Handbook²**
 - a. Organizational Requirements & Responsibilities
 - b. Social Event Policy⁴

- 3. Columbus State University Policies and Procedures for Fraternities and Sororities**
 - a. Fraternity and Sorority Life Eligibility⁴
 - b. Pillars of Excellence Accreditation Program³
 - c. Columbus State University Expansion Procedure³
 - d. Philanthropy Event Procedure⁴
 - e. Social Risk Management Policies⁴
 - i. FIPG Guidelines for Alcohol and Other Drugs
 - ii. Third Party Vendor Event Registration Form
 - iii. Third Party Vendor Agreement Form
 - iv. Pre-Event Checklist

- 4. Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council Constitution and Bylaws³**
 - a. Interfraternity Council Constitution and Bylaws
 - i. Interfraternity Council Recruitment Rules
 - b. Panhellenic Council Constitution and Bylaws
 - i. Panhellenic Council Recruitment Rules
 - c. National Pan-Hellenic Council Constitution and Bylaws
 - i. National Pan-Hellenic Council Intent of Intake Form³
 - ii. National Pan-Hellenic Council Week Checklist Packet⁴

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Fraternity and Sorority Life Organization and Individual Member Requirements

The Department of Fraternity and Sorority Life oversees all social fraternities and sororities at CSU. The registration of fraternities and sororities will be managed by the Office of Student Life and Development as part of the process of registering, and renewing, all student organizations on campus.

Fraternities and Sororities must complete the student organization registration process outline in the Registered Student Organization Handbook¹

In addition to the RSO process for all student organizations, the Department of Fraternity and Sorority Life requires each fraternity/sorority to:

1. Maintain membership in one of the established Councils within the Department of Fraternity and Sorority Life: Interfraternity Council (IFC), Panhellenic Council (CPH), or National Pan-Hellenic Council (NPHC)
2. Be formally affiliated with an Inter/National Fraternity/Sorority for a minimum of three (3) years
3. Be an incorporated organization
4. Operate under the provisions of Title IX of the Educational Amendments and IRS Code Title 26, 501.c.3 - which permits the organization to admit exclusively men or women
5. Provide a current certificate of liability insurance with a minimum of \$1 million coverage or present the National Organization Insurance Policy Coverage
6. Provide a copy of the organization's anti-hazing policy or policies
7. Be in good standing with its Inter/National Headquarters
8. Have a minimum of one (1) Alumni/ae Advisor recognized by the Inter/National organization and be actively engaged with the chapter
9. For any active colony and/or group seeking to expand on campus, they must also follow the Columbus State University Fraternity and Sorority Life Expansion Procedures.

Individual members seeking to be part of a social Greek Letter organization housed under the Department of Fraternity and Sorority Life must meet the following requirements:

1. Obtain a high school or college cumulative GPA of 2.50.
2. Must be a fulltime student (12 credit hours) at Columbus State University.
3. Not be simultaneously enrolled in High School and matriculated in college.
4. No student shall be asked to join any organization during any school break except during university sanctioned recruitment periods such school recess include summer, winter, fall breaks..
5. Any member who receives a bid and accepts must wait one academic year in order to seek membership in another fraternity/sorority.
6. Members must follow any other policy in place according to their specific governing council.
7. Must attend an Affiliation Education Program.

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Columbus State University Registration Student Organization Handbook Event Registration Policy

It is mandatory that all organization events be registered through CSUinvolve five (5) business days prior to each event. All submissions will be reviewed by Student Life and Development and subsequently approved or denied. If an event is denied for any reason the organization will be notified. Note that reoccurring organization meetings do not have to be registered; however organizations are encouraged to advertise and post all events and/or meetings through CSUinvolve.

- **Movie Copyright:** Events including films or movies will be subject to copyright laws and must comply with all regulations. Assistance in regard to policies can be provided by the Office of Student Life and Development.
- **Events with Alcohol:** Events including alcohol will be subject to additional paperwork and restrictions. All required paperwork will be noted within the Event Registration Form on CSUinvolve and must be submitted seven (7) days prior to the designated event.
- **Fraternity and Sorority affiliated events** will follow any and all guidelines set forth from the Office of Greek Life.

CSU Student Organization Handbook Definition(s) of Social Event on CSU property while attending any campus function or organizational event, all CSU students are responsible for the actions of their guests and should therefore be mindful of all behavioral expectations. Organizations are responsible for those in attendance of their events and will be held accountable for violations of campus policies.

- **Meetings**
 - Meetings for campus organizations are open to CSU student members only unless the organization itself invites or accepts the presence of an outside party such as a guest speaker, campus administrator, etc.
 - Meeting space should be reserved following the reservation guidelines for each facility. See Organization Facility Usage Section.
 - Productions are events in which large attendance is a probability.
 - These events often attract large crowds and therefore, security and planning are vital.
 - The host organization is responsible for facilitates and equipment used for the events and should use sound judgment regarding crowd involvement and enforce any policies regarding University property.
 - New member presentations are long standing traditions for National Pan-Hellenic Council organizations. Such events often attract large crowds and therefore, security for presentations is mandatory.
 - While members from like organizations at other institutions often attend these events, the sponsoring organization is responsible for those in attendance of their events and will be held accountable for violations of campus policies.

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- Organizations cannot host an event involving alcohol in a CSU facility.
- Off-Campus Parties
 - A party is an off campus social event hosted by a student organization whereby alcohol may be available.
 - Such events require that student organizations assume total liability as the University does not govern or sanction these activities.
 - The University strongly advises that organizations hosting parties assume best practices in risk management processes such as identification of underage attendees, designated drivers, presence of police officers, etc.
- The University further suggests that any contracts signed by organizations hosting such events are reviewed carefully to insure complete understanding of liability and expectations.
 - How to Determine an Organization Event:
The following is a means of looking at a function and determining if it could be considered an organization sponsored event. If you answer yes to any of these questions then it qualifies as an organization event.
 - Would an observer associate the event or facility with the organization?
 - Will the event involve expenditure of organization funds?
 - Was the event publicized as being associated with the organization?
 - Does the organization assume responsibility for the event?
 - Does any publicity or information include the organization information?
 - Have members of the organization actively or passively endorsed the event?
 - Was the facility reservation placed under the name of the organization?

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Columbus State University Fraternity and Sorority Philanthropy Event Procedure

The following guidelines are provided to member organizations as a set of guidelines to follow when hosting events for the primary purpose of raising money for a non-profit organization and/or in relation to the organizations inter/national philanthropy.

- Member organizations will complete the CSUinvolve Event Registration Form at least five (5) business days in advance of the event with the following information:
- Event Management
 - Member organizations will ensure that the events, activities and content of the philanthropy event are in line with the values of the organization and the University.
 - Member organizations will ensure that the events, activities and content of the philanthropy event present a positive image of the chapter, the fraternity and sorority community, the University and the inter/national organization.
 - Events should not demean participants or include activities that could make participants, attendees, or members of the organization uncomfortable or embarrassed.
 - Fraternities and sororities will not include the use of or presence of alcohol during the event.
 - The sponsoring chapter should also give full consideration to any social events being held immediately after a philanthropy event to ensure that the social event is in no way connected to the philanthropy event, its participants, or is considered a continuation of the philanthropy event and the raising of funds or goods for the non-profit organization.
 - Fraternities and Sororities must contact University Support Services for any large scale event and must follow the Event reservation and equest process.
 - Fraternities and sororities will follow all Columbus State University public relations policy states in the Student Handbook¹
 - Chapter will ensure proper health and safety precautions have been taken prior to the event. This may include:
 - First-Aid kit on site at the event
 - Emergency contact information is readily available
 - Participation Waivers
 - On-site EMS Staffing

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Columbus State University Fraternity and Sorority Risk Management Procedure

The following policy is provided to member organizations as the expectations for hosting and managing social events on campus, off campus, or at a third-party vendor location.

FIPG Guidelines for Alcohol and Other Drugs:

1. 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.
2. 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, cases, mixed punch, etc. is prohibited.
3. *OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.*
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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/big sister night" and initiation.

FIPG Guidelines for Hazing

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No chapter, colony, student or alumnus should conduct, participate in 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."

FIPG Guidelines for Sexual Abuse and Harassment

An organization should 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 should not be allowed.

FIPG Guidelines for 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 should be prohibited.

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

EDUCATION

Each fraternity should annually instruct its students and alumni/alumnae in its risk management policies and practices. It is recommended that all undergraduates and key volunteers receive on an annual basis a copy of the organization risk management policy and that a copy of the policy be posted on the organization website. For more information, refer to www.fea-inc.org/fipg.

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Fraternity and Sorority Social Host Guidelines

The following social host guidelines are expected best practices the fraternities and/or sororities at Columbus State University must follow. Following the guidelines will ensure your organization complies with your local, state, and federal laws. The host organizations are expected to also follow their National Headquarters policies.

1. Social Event Types

- a. Alcohol-Free social event
- b. *BYOB social event at an off campus house with proper insurance coverage*
- c. *Third Party Vendor event at a recognized fraternity house*
- d. Third Party Vendor event at an off campus location

2. Definitions:

- a. **Party** – a social event funded, sponsored, or supervised by a fraternity or sorority, or which an observer would associate with a fraternity, that appears to be premeditated (e.g. band parties, DJ parties, theme parties, holiday parties, invitation parties, etc.)
- b. **Mixer** – a social event funded, sponsored, or supervised by a fraternity and/or a sorority, at which the membership of the fraternity and sorority are invited together for a social function.
- c. **Social** – a social event funded, sponsored, or supervised by a chapter, at which the attendees consist of fraternity or sorority members and invited guests only (e.g. alumni dinner, date night, semi-formal, formal, etc.)

3. Registration

- a. All social events, with or without alcohol, will be registered by the sponsoring organization(s) within five (5) business days of the date of the event through CSUinvolve.
- b. BYOB Checklist.
- c. *Wristbands for those 21 years of age who brought alcohol*

4. BYOB “Bring Your Own Beverage” Events

- a. General
 - i. The sponsoring organization will use the BYOB Checklist as a guide for managing the social event.
 - ii. The sponsoring organization(s) will follow their organizations inter/national fraternity or sorority guidelines for the limits of alcohol that are allowed to be brought by an individual guest to the social event. For jointly sponsored events, the most restrictive policy is to be followed.
 - iii. Individual guests will only consume the alcohol that they personally brought to the event
 - iv. *The sponsoring organization(s) will not charge for admission.*
 - v. Individual guests who are under 21 may not bring in any open containers, including water bottles, open plastic drink bottles, open cans of soda, cups, flasks, etc.
- b. **Guest List Management and ID Check**
 - i. All guests will be checked against the guest list and their legal identification will be checked.
 - ii. Those guests who are over 21 years of age, and brought alcohol with them to the event, will be wrist banded.
 - iii. Those guests who are under the age of 21 or did not bring alcohol with them, both hands will be marked with an X on both hands.

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5. Third Party Vendor Events

- a. The sponsoring organization(s) will complete the Third Party Vendor Form and submit it to the Fraternity and Sorority Life Department five (5) business days in advance of the social event with the Event Registration form.
- b. The sponsoring organization is encouraged to complete the Third Party Vendor Form
- c. No member or guest may open a “tab” for the purchase of alcohol at any Third Party Vendor event.
- d. When group transportation is being provided by the sponsoring organization, one central meeting place will be determined for pick-up and drop-off of all event attendees.

6. Event Themes

- a. If using a theme, member organizations hosting events will have a theme that is an appropriate representation of the organizations values and not be demeaning to any individual, group, or population.
- b. Sponsoring organizations will list the theme of the event on CSUinvolve registration process
- c. Sponsoring organizations are encouraged to use the theme to inform the food, drink, decoration, and music choices at the social event.
- d. All marketing materials such as videos, shirts, flyers, etc. created by the governing council must be approved by the Department of Fraternity and Sorority Life and must follow Columbus State University Relations Guidelines

7. Social Event and Alcohol Distribution Monitors

- a. The sponsoring organization(s) will have a minimum of four (4) current members serving as event monitors per event:
 - i. Two monitors for alcohol collection and distribution who must be 21 years of age
 - ii. One monitor for guest list management
 - iii. One monitor for general event management
 - iv. At least one of these monitors must be an Executive Board Member
- b. The monitors are expected to be sober and will not consume any alcohol during the event.
- c. The event monitors will manage the event and be the point of contact for any and all responses to the event.

8. Guest List

- a. Open parties, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are forbidden.
- b. Member organizations are responsible for developing and managing a guest list for their events.
- c. Member organizations are expected to follow their inter/national fraternity and sorority guidelines for guest list management.

9. Alternative Food and Beverage

- a. The sponsoring organization(s) are expected to provide alternative food and beverages.
- b. It is encouraged that sponsoring organization(s) provide non-salty foods.
- c. At a minimum, sponsoring organizations will provide:
 - i. Unlimited access to water
 - ii. Non-salty foods with servings equal to the number of people on the guest list

10. Other Recommendations

- a. Alcohol is not to be sold, given away, or provided to any members, guests, alumni/ae, parents, or others at any social event.
- b. Drinking games in any form, with or without alcohol, are forbidden.
- c. The sponsoring organization(s) will provide the number for Columbus State University Police Department at the entrance and exit to an off campus event.

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- d. The sponsoring organization(s) will provide the number for a local cab company to provide rides home for guests.
- e. The sponsoring organization(s) will make an effort to ensure that no members or guests are using borrowed or fake ID's at event.

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Columbus State University Fraternity and Sorority Third Party Vendor Form

Your Chapter will be in compliance with the risk management policies of National Fraternity and FIPG if you hire a “third party vendor” to serve alcohol at your functions WHEN you can document the following checklist items. Further, each chapter is expected to adhere to the laws of the state of Georgia and the policies of Columbus State University as they pertain to the consumption of alcohol and other substances.

THE VENDOR MUST:

- ____1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license to sell on the premises where the function is to be held

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST

- ____2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider

The above “certificate of insurance” must also show evidence that the vendor has, as part of his coverage, “off premise liquor liability coverage and non-owned and hired coverage.”

The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity and sorority hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

- ____3. Agree in writing to cash sales only, collected by the vendor, during the function.
- ____4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- A. Checking identification card upon entry;
 - B. Not serving minors;
 - C. Not serving individuals who appear to be intoxicated;
 - D. Maintaining absolute control of all alcoholic containers present;
 - E. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter);
 - F. Removing all alcohol from the premises.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with FIPG and national fraternity requirements.

Fraternity/Sorority Name

Chapter President’s Printed Name

Chapter President’s Signature and Date

Vendor’s Signature/Company and Date

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Columbus State University Fraternity and Sorority Pre-Event Checklist

The following optional Pre-Event Checklist is designed as a resource for chapters to quickly determine whether or not you have implemented risk-reducing steps for your chapter's social event. This page may be copied and used for each of your social events throughout the academic year. Be sure to keep working until you are able to indicate a yes for each question.

- | | | |
|-----|----|--|
| Yes | No | Our event is theme oriented, complete with activities that do not directly relate to alcohol consumption, drinking games, or alcohol abuse |
| Yes | No | We are providing plenty of juice, soda, water and other inviting, alcohol-free beverages throughout the duration of the event. |
| Yes | No | We have plenty of substantial food items like sandwiches, pizzas, cookies, rolls, breadsticks, a variety of cheeses, vegetables, brownies, or ice cream for the duration of the event. |
| Yes | No | We are limiting the types and amounts of alcohol based on our inter/national fraternity and sorority policy. |
| Yes | No | We have one entrance to the event with several exits available if an emergency were to occur. |
| Yes | No | We have a guest list that has names and birthdays of all members and guests who were issued an invitation prior to this event. |
| Yes | No | We have a team composed of members who are of-age and initiated, non-drinking, and sober, from each sponsoring organization serving as monitors and workers for this event. |
| Yes | No | For BYOB events: We are administering wristbands to all 21 and older members and guests who have checked in alcohol for this function. |
| Yes | No | For BYOB events: Each person who has checked alcohol into the function has received a punch card that has his/her name, age, type of alcohol, amount checked, the date, and the title of the party all written on the punch card. |
| Yes | No | For BYOB events: At the door, all alcohol is checked in and then taken by a designated monitor to a holding tank where it will be distributed later via the punch card system. |
| Yes | No | We have just one central location for all food, snacks, non-alcoholic drinks, and alcoholic beverages that members and guests have brought for the evening. |
| Yes | No | We have discussed the event with both our inter/national fraternity or sorority and chapter advisor |

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Fraternity and Sorority Life

National Pan-Hellenic Council Week Checklist Packet

The Columbus State University Fraternity and Sorority Life has been putting forth an effort to encourage increasing development for our fraternity and sorority community and require equal reporting while ensuring the safety and well-being of our students, other fraternities and sororities, local community, and the University's reputation. We are requiring that each organization conducting a 'week' will keep the staff of Fraternity and Sorority Life informed of all activities prior the start date of the first event. This reporting is mandatory and may be available for review and revision each semester as needed.

The steps listed below must be completed in addition to the inter/national organization's Policies and Procedures. The following information is private and is only available to Columbus State University Administrators. These items are required in order to ensure the safety of all members, while preserving the traditions of the organizations.

1. Each of the National Pan-Hellenic Council member organizations will select their week in the fall semester. The chapters will select their preferred dates by spring semester GPA ranking. (E.g. during the first NPHC meeting of fall semester a rep will select their preferred week according to their rankings).
2. The officer responsible for planning all the events must file the following with the Fraternity and Sorority Life Advisor at least one month prior to the beginning of the first event.
 - a. A general schedule of the events throughout the week. If a new member show is being planned, please make sure the Intent for Intake Form has been already completed and filed with the Fraternity and Sorority Life Advisor.
3. Reservations through CSUinvolve must be made either before advertising any event or the week or 5 days (whichever comes first).
4. If the chapter is hosting a "party" – the officer responsible for planning the week must meet with the Fraternity and Sorority life Advisor to review the risk management policies.
5. All advertising materials must be in compliance with the university regulations. Advertising materials must be within limits.
6. If the chapter desires to change weeks with another organization, the Week Checklist Packet must be updated with the correct information and the chapters must inform the Fraternity and Sorority Life Advisor at least 2 weeks prior.

¹ Document Can be found at <https://students.columbusstate.edu/policies.php>

² Document can be found at <https://students.columbusstate.edu/student-orgs/index.php>

³ Document can be found at <https://students.columbusstate.edu/greeks/forms.php>

⁴ Policy can be found within this document

Fraternity and Sorority Life
National Pan-Hellenic Council Week Checklist Packet

This form must be completed and turned in one month prior to start of the first event accompanied by:

- A copy of paperwork from the Inter/National Headquarters or other proper authority, which indicates permission for the chapter below to conduct all events.

CHAPTER INFORMATION

Fraternity/Sorority: _____

Chapter President: _____

Individual Overseeing Chapter Week: _____

Chapter Advisor: _____

Week Start Date: _____ End Date: _____

Will the chapter host a New Member Show/Presentation? Yes No Preferred Date and Time: _____

Columbus State University Fraternity and Sorority Life

NPHC Week Checklist Packet

The following checklist is to ensure the chapter has all arrangements necessary to conduct a successful week of events.

Program Title: _____

Date: _____ Location: _____

Officer Contact (Name and email): _____

Rain Location: _____

Has this event been registered on CSUinvolve? YES No Is this a new member show?

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Paperwork

- Program Proposal**
- Budget**
- Facility Reservation**
- Event Registration through CSUinvolve**
- NPHC Week Checklist Packet submitted**
- Marketing Plan**
- Contract (s)**
- Event Timeline**
- Event Itinerary**
- Event Checklist**
- Other _____**

Event Personnel

- Police/Security**
- Technical Assistant**
- Other _____**

Food/Catering

- Aramark Catering**
 - Linens**
 - Tables**
 - Sound System**
- Outside Vendor**
- Paper Products/Utensils**
- Gloves**
- Table Cloths**
- Other _____**

Facilities

Reservation

- Tables**
- Chairs**
- Trashcans**
- Generator**
- Stage**
- Movie Screen**
- Sound**
- Projector**
- Extension Cords**
- Other _____**

Other Rental

- Vehicles**
- Tents**
- Linens**
- Other _____**

Miscellaneous

- Hospitality**
- Event Pictures**
- Clicker Counter**
- Decorations (balloons, flowers, etc.)**
- Tickets**
- Cash Box**
- Giveaways (t-shirts etc.)**
- Survey to receive feedback**
- Other _____**

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