

Dean of Students Office
Registered Student Organizations
PROCEDURES FOR REGISTRATION AND REQUIREMENTS FOR EVENTS INVOLVING
ALCOHOL

All registered student organizations, including recognized fraternities and sororities and sport clubs, MUST register social events involving alcohol with the Dean of Students Office.

Please note: RSOs may not host events with alcohol in campus buildings. If an RSO is interested in hosting an event with alcohol for their alumni on campus, they must work with Alumni Relations in coordinating the event. The Office of Alumni Relations will seek appropriate approval for the event.

1. Definition of an Event Involving Alcohol (requires registration)

For the purpose of these procedures, an event involving alcohol, whether the alcohol is provided by a third party vendor or brought by attendees (“bring your own”, or “BYO” or through any other means) is defined as any social event, program, or activity that involves the use of alcohol and includes **any** of the following elements:

- The event is communicated verbally, electronically, or by other means in advance of the event, and invites members, non-members, and/or alumni to the event.
- The event includes live, televised, and/or recorded entertainment.
- Tickets are sold for the event.
- Prepayments or reservations are made for the event.
- Space is reserved (on or off campus) for the event.

Examples of events involving alcohol that must be registered include but are not limited to:

- Tailgates
- Parties and/or Exchanges
- Formals and Semi-Formals
- Barn Dances
- Fund Raisers
- Activities that highlight organizational achievements/anniversaries and/or the achievement of individual members for accomplishments within their organizational roles.

This definition is not intended to eliminate spontaneous, informal social activities involving alcohol that do not evolve into social events. However, members of registered student organizations must be aware when the activity crosses the threshold into an event that should have been registered, they must either:

- 1) Register the event;
- 2) Take steps to prevent the event from taking place if registration cannot occur; or
- 3) Shut down the event if it is already in progress.

Event registration is required if any of these conditions exist:

- The event is being held on property belonging to, or being leased or rented by the registered student organization and/or individual members of the organization

- The event has been planned through organizational meeting time, by officers of the organization acting in their role, and/or by communicating the event via calendar, email, social media, text messages, or any other means
- Organizational funds are being used to pay costs associated with the event
- If the organization is smaller than 20 members, 50% or more of the organization will be present
- If the organization is larger than 20 members, 25% or more of the organization will be present
- The event is taking place in proximity (time and/or space) to an organizational event
- Another organization (registered or unregistered, not just individual members) are invited to attend
- An impartial third party could construe the event as a planned organizational event

If you are unsure, it is always best to inquire ahead of time to avoid violations of these procedures. The Dean of Students Office retains final authority for determining whether an event should be registered.

2. Requirements for Conducting Events Involving Alcohol

- A. The organization must submit a RSO Events with Alcohol Registration Form and supporting documentation (as listed on the form) at least five calendar days prior to the event. This form can be accessed online at the address listed at the end of this document. **Please note: the organization MUST receive written permission from the Dean of Students Office to host the event.**
- B. The organization must be in good disciplinary standing (both at the time of registration and at the time of the event) as defined by the Dean of Students Office. No organization on substance restriction, restrictive disciplinary probation, or suspension may host events involving alcohol. If the organization is under investigation or has received a Code of Student Conduct violation charge by Student Conduct & Conflict Resolution, the event may be denied.
- C. If the organization has received an allegation of charges and/or sanction charges from their umbrella, local, national, or international organization, the event may be denied.
- D. The organization must be in compliance with organizational registration requirements (both at the time of registration and at the time of the event) as defined by the Dean of Students Office.
- E. Alcohol is prohibited at any event associated with new member activities.
- F. Organizations are limited to a maximum of five events involving alcohol each semester (fall/spring). The Dean of Students Office reserves the right to extend this number.
- G. All events must include a guest list, with indicator of 21 years of age or older for each attendee, submitted as a part of the registration process. The guest list shall include all organizational members, alumni, and non-members who plan to attend the event. Entrance to any social event involving alcohol shall be limited to the guest list, once approved by the Dean of Students Office.

The only exception permitted is for fundraising events open to the general public. For tailgates, only those on the guest list should be consuming alcohol in the RSO tailgate spot.

- H. Organizations must successfully complete training with respect to the event registration process prior to registering an event:
 - 1. Fraternities and sororities that are members of BGLC, UGC, IFC and CPC will participate in training offered by the Office of Fraternity & Sorority Life at the beginning of every fall and spring semester.
 - 2. Sport Clubs will participate in training conducted by Campus Recreation.
 - 3. All other RSOs will meet individually with the Coordinator of Student Activities & Involvement or designee at least 4 weeks prior to the event.

At a minimum, each organization's president, as well as any social chair and risk management officers, or position with social activity and risk management functions embedded in the position must complete the training. Training must be completed every fall and spring semester, even if there has been no change in organizational leadership.
- I. Organizations seeking to register events involving alcohol must host at least one event that is free of alcohol for every event involving alcohol each semester. Non-alcohol related events must precede alcohol-related events, and documentation must be provided as a part of the event registration process.
- J. Organizations hosting events at third party sites must provide common transportation (bus, shuttle, etc.) to and from the event location for all attendees. The presence of alcohol is prohibited in any vehicle providing transportation. If the third party site is located in Uptown Normal, the sponsoring organization must make arrangements for a common meeting location from which the attendees can walk as a group.
- K. Organizations hosting events at houses or apartments within one mile of Uptown Normal that belong to, or are leased or rented by the registered student organization and/or individual members of the organization must ensure guests utilize sober designated drivers. This could be offered through a third-party such as taxi or other driving service.
- L. Organizations will require the presence of sober monitors at each event to monitor the safety and well-being of members and guests. There shall be no less than one sober monitor per twenty people present at the event, and at least half of the sober monitors must hold leadership positions within the organization. External security may be employed by a hosting organization as an alternative or supplemental means for providing security to events with the exception of tailgates. The RSO must supply sober monitors at tailgating events.
- M. Alcohol at any registered event must be provided by a licensed third party vendor or the event must be "bring your own" (BYO). BYO events are limited to tailgates and events held at houses or apartments owned, leased, or otherwise controlled by the hosting organization or their individual members.
- N. Alcohol may not be paid for through financial accounts affiliated with Illinois State University.
- O. All events must include non-alcoholic beverage alternatives and non-salty food suitable for individual servings.

- a. For events where third party vendors are supplying alcohol, the total spent on non-alcoholic beverages and food must exceed the amount of money spent on alcohol.
 - b. For BYO events, the total spent on non-alcoholic beverages and pre-prepared food must be at least \$5.00 per guest, as noted on the guest list. Organizations choosing to prepare their own food must spend at least \$3.00 per guest on non-alcoholic beverages and food.
 - c. Dated receipts must be provided to the Dean of Students Office within five business days of conducting the event. Failure to submit receipts will result in the loss of event registration privileges until the receipts have been submitted, or until one full academic semester (Fall/Spring) has passed, whichever is sooner.
 - d. SNAP cards/food stamps may not be utilized for food purchases per state/federal policies with these benefits.
- P. Groups choosing to prepare their own food at a BYO event must do so in accordance with laws and ordinances established by the State of Illinois, McLean County, and the Town of Normal, or other appropriate jurisdiction.
- Q. Alcohol is restricted to beer, wine, and wine coolers and other beverages where the alcohol percent by volume is below 10%. Hard liquor (spirits) and mixed drinks are prohibited.
- R. BYO events require organizations to enact procedures that limit the amount of alcohol brought to an event to one six pack of twelve ounce beers or one 750 ml bottle of wine or one four pack of wine coolers per guest. This is an individual maximum and not intended to serve as an average for all present. Kegs, cases, party balls, open source containers, and other high volume containers of alcohol are prohibited at BYO events. Tailgates must also follow procedures outlined by ISU Athletics (http://goredbirds.com/sports/2014/4/10/GEN_tailgating.aspx?path=general).
- S. Organizations will enact procedures to ensure that alcohol is consumed only by those who are twenty-one years of age or older. At BYO events, this responsibility is shared by both the organization and the person bringing the alcohol.
- T. Organizations will enact procedures to ensure that alcohol is not consumed by people who appear to be intoxicated.
- U. Organizations will enact procedures to ensure that there are no illegal or controlled substances present at any event.
- V. Organizations will enact procedures to ensure that drinking games and activities are not attached to any event. Such activities include but are not limited to: funnels, beer pong, quarters, drinks equated to age or words spoken, etc.
- W. Organizations will enact procedures to ensure the quiet and orderly dispersal of people from any event in such a manner as not to create disturbances for those residing near the location of the event.
- X. Organizations will abide by federal and state law, local ordinances, and umbrella, national and international organization requirements, as well as all University policies, including but not

limited to the Code of Student Conduct. Be aware that external requirements (such as local ordinances) may exceed University requirements.

- Y. Once the event has concluded, the organization has five business days to submit dated receipts for alcohol, food, and non-alcoholic beverages to the Dean of Students Office, Student Services Building room 130.

4. Violations of Event Registration and Requirements

Any failure to abide by event registration procedures will result in a denial of the request, and may result in a referral to the student conduct process if University violations are alleged to have taken place.

Any failure to abide by conditions for hosting events may result in the denial of future requests for up to one full semester, and may result in a referral to the student conduct process if University violations are alleged to have taken place.

5. Contact Information

Fraternities and sororities who are members of BGLC, CPC, IFC and UGC:

Office of Fraternity & Sorority Life

Student Services Building 130

(309) 438-2151

fraternitiesororitylife@ilstu.edu

Event with Alcohol Registration Form for fraternities and sororities:

https://forms.illinoisstate.edu/forms/fsl_events_with_alcohol_registration_form

All other student organizations:

Student Activities & Involvement

Student Services Building 130

(309) 438-3212

studentorganizations@ilstu.edu

Event with Alcohol Registration Form for all other student organizations:

https://forms.illinoisstate.edu/forms/rso_events_with_alcohol_registration_form

Review and Revision

These procedures shall be subject to annual review by the Dean of Students or their designee, with changes subject to approval by the Vice President for Student Affairs.