**Chapter Event Check List**

All organizations are responsible for adhering to the polices set forth by their respective inter/national organizations, the Office of Fraternity & Sorority Relations, the on‐campus governing body within which they have full or associate membership, the Student Code of Conduct, and all other applicable regulations. This document is meant to further provide clarification on what would be defined as a chapter event. Please reference this document when hosting or taking part in events being hosted that relate to your organization/members (Birthdays, Alumni Association events, celebrations, etc). Student organizations may be held responsible for the acts of individual members when acting individually or on behalf of the organization. Chapter events are defined as events where chapter or provisional group members are present and the general perception is that the event is chapter or provisional group related. If you are unsure if it is a chapter or provisional group event, consider the following questions:

1. Was it planned or pre‐meditated?

2. Was it discussed at a meeting (chapter, executive council, committee, etc.)?

3. Did the majority of the members know about it?

4. Were a significant number of members present?

5. Were a significant number of those attending the event invited by members or through the chapter facilitating the invitation process?

6. Were chapter funds used in any way?

7. Was the event advertised using the chapter’s name, house address, or other identifying information?

8. Did the officers know about or take part in the planning of any part of the event?

9. Did the event occur in concert with a chapter function (bid day, initiation, community service event, etc.)?

10. Would those attending the event attribute it to your organization?

11. Is attendance in the event based on membership and not individual initative?

If the answer to any of the above questions is “Yes”, then the event would be deemed a chapter event, regardless of host. Therefore it would need to be registered as such.

\*\*Specifically for Alumni Association events, we cannot infringe on the rights of these organizations, but if chapters are answering “Yes” to any of the above, we would also consider it an undergraduate chapter event.