

Off-Campus Social Event Information Form

This form is for informational purposes only.

Completion and submission of this form does not state nor imply University approval of the event.

Today's Date: _____

Date of Event (at least 5 working days in advance): _____

CONTACT INFORMATION:

Name of organization: _____

Name of President of Organization/ Name of contact person for the event:

_____ / _____

Addresses: _____

Phone number: _____ Cell phone: _____

E-mail address: _____

EVENT INFORMATION:

Address of event location: _____

Description of event: _____

RISK MANAGEMENT GUIDELINES:

Attached is a copy of the FIPG (Fraternity Insurance Purchasing Group) Policy on alcohol and social event risk management. Listed below are national fraternities and sororities hosted on the UAM Campus which have adopted FIPG policies as part of their national risk management statement. The organizations listed below have adopted these policies as an individual initiative or as part of their membership in the National Interfraternity Conference (NIC).

Alpha Sigma Alpha	Phi Lambda Chi
Alpha Sigma Tau	Sigma Tau Gamma
Kappa Alpha Order	Tau Kappa Epsilon
Kappa Alpha Psi	

All Greek Chapters on the UAM campus must abide by the risk management policy proscribed by their National Charter/Office. A copy of each group's National Risk Management Policies is filed in the UAM Office of Student Activities. However, it is the responsibility of the local chapter to both maintain and be familiar with their national charter and risk management requirements/expectations.

For any event, it is highly recommended that you adhere to the following guidelines:

- All guests present a UAM student ID to enter the event.
- Alcohol consumption be strictly controlled.
- All guests under the age of 21 wear an identification mark, i.e. hand stamp, wrist bracelet, etc...
- Alternative beverages and food provided to all guests.

As President of the Organization, my signature below affirms that I have a copy of my organization's risk management policy and have reviewed it with the members of my organization.

Organization/Club President

Date