

Fraternity + Sorority Life Policies: Off-Campus Events

The following policy has been created to guide our FSL organizations when planning off campus events with third party vendors. The health and safety of the student experience is of the utmost importance for the fraternity & sorority community at Northeastern University. As such, in the case of events involving alcohol, this policy provides opportunities for students to engage in educational dialogue surrounding topics of harm prevention and reduction.

Timeline of Event Notification and Approval Process

Recognized fraternities and sororities wishing to host an off-campus event, with or without alcohol, that does not utilize university or SAF funds, are not required to go through the CSI contracting process. Eligible organization(s) wishing to host an off-campus event must complete and submit the FSL Off Campus Event Request Form no later than 6 weeks prior to the intended event. Fraternity & Sorority Life staff will review the form and its supplemental information to ensure that all requirements and expectations are met. Once reviewed, the organization(s) hosting the event will be notified if the event has been approved or if more information is required. All required information must be submitted no later than 4 weeks prior to the proposed event.

At least two weeks prior to the approved event, the officer(s) of the organization(s) responsible for the planning and execution of the event are required to meet with their FSL liaison for an event brief. Once completed, a full guest list of all event attendees must be submitted no later than 5 business days prior to the approved event date.

Within 7 business days following the event, the officer(s) of the organization(s) responsible for the planning and execution of the event will meet with their FSL Liaison for an event debrief.

The various elements of the off-campus event process are described in more detail below.

Eligible Organizations

Fraternities and Sororities at Northeastern University that are in Good Standing are eligible to host or co-host an off-campus event. Organizations not in Good Standing may be ineligible; this determination will be communicated at the time of the organization's removal from "Good Standing."

All chapters must have a current Certificate of Insurance (COI) on file with the Center for Student Involvement. If a chapter serving as the host or co-host of the event does not have a current COI on file, the event must go through the formal university contracting process. Please note the CSI contracting process may take up to 8 weeks.

Submission of the FSL Off Campus Event Request Form and Required Supplemental Information

The FSL Off Campus Event Request Form must be submitted by organizations no later than 6 weeks prior to the intended event. For events being hosted by more than one organization, the form only needs to be submitted by one of the hosting organizations. Other hosting organizations will then approve the submission via Engage. FSL Staff will not approve the form until all hosting organizations have approved the submission.

In addition to the FSL Off Campus Event Request form, the following information must be submitted no later than 4 weeks prior to the event:

- Approval letter from IHQ or State Director (if applicable) for events outside the Boston metro area.
- Approval letter from IHQ or State Director (if applicable) for overnight events.
- Invoice from vendor (for events with alcohol)
 - A finalized invoice should be provided at the event's debrief

Guestlists and Sober Monitors

All attendees must be listed on a guestlist for each off-campus event. These lists are to be submitted no later than 5 business days prior to the event. The guestlist should include the name and NUID of each Northeastern student attendee. Non-student attendees should be listed as well.

For events involving alcohol, 10% of all attendees must serve as sober monitors. These sober monitors must be distributed amongst each organization hosting the event. Pledges, Associate, or New members may not serve as the majority of the appointed sober monitors for an event.

Contracting

As signatories of a legally binding document, chapter leaders should seek guidance from their inter/national organization throughout the contracting process of off-campus events to ensure that they are complying with their own organization's policies. Organizations are also responsible to ensure that all policies outlined in the Student Organization Resource Guide and Code of Conduct are followed and upheld.

The university reserves the right to cancel all activities pertaining to recognized student organizations, including fraternities & sororities, for failure to comply with required policies and procedures, or for any other reason that is in the best interest of the participating students. If cancelled by the university, any charges and/or fees will not be absorbed by the institution, but will continue to be the responsibility of the host organization(s). Chapters are responsible for meeting all deadlines throughout this process. They are encouraged, however, to submit all forms prior to the required deadlines in order to ensure timely review and avoid potential cancellation.

Event Briefs and Debriefs

Officers of organizations holding an off-campus event involving alcohol are responsible for scheduling an event brief and debrief with their FSL Liaison. The brief must be held no later than two weeks prior to the scheduled event, with the debrief taking place within 7 business days after the event being held. The event brief will review event logistics, expectations of attendees, responsibilities of officers and/or sober monitors, as well as harm prevention. The event debrief will provide an opportunity for all parties to critically review the event and evaluate its success.

In order to ensure the deadlines for these meetings are met, the hosting organization(s) should schedule event briefs and debriefs with their FSL Liaison well in advance.