# Contact Information

## Joint Council Event Observation Team

### Spring 2016 Contact Info

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**Joint Council Event Observation Team**

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PHA VP Risk Management
Katherine Weiler (.117)
(513) 325-5760

Sorority and Fraternity Life Advisor
Rochelle Toth (.255)

**About Us**

*Jake Ferzacca (Pi Kappa Alpha)*
I am from Buffalo Grove, IL, which is a suburb approximately thirty minutes north of Chicago. During the summers I am an Aquatics Assistant Manager for Life Time Corporation, which is a company I have been with for about four years. In that role I have gained extensive experience managing a team of about seventy-five employees along with handling the risk management policies of the company.

My focus throughout my term will be on uniform enforcement of the policies both governing bodies have set forth as well as the policies the University has put in place. I am currently working with the Office of Sorority and Fraternity Life (SFL) to change how this Event Observation Team (EOT) will conduct party checks beginning in the coming semester. I will consistently be looking for ways to bring individual member organizations, both governing organizations, and SFL closer together to establish avenues of clear communication that will furnish a productive partnership.

*Kate Weiler (Alpha Epsilon Phi)*
Hi everyone! I am a junior studying marketing and design. I am from Cincinnati, OH. I joined AEPhi as a freshman and have been the PHA delegate for my chapter this past year. I also work in the Office of Student Life as an Office Assistant. I worked at Riverbend Music Center in high school, which is a concert venue in my hometown. This really taught me a lot about risk management from a large corporate level and I hope to be able to use some of what I have learned in this position. The past two summers I have interned at design firms in Cincinnati.

I am super excited to start my term as VP Risk Management for PHA. One of my big focuses is going to be increasing education because I believe that if people know and understand better why we have rules and regulations, they will be more inclined to follow them. I also want to make this committee a resource for the Greek Community, by making us more visible in places other than party checks. I’m very much looking forward to working with all of you and getting to know you better. I can’t wait to start next semester!
**General Expectations**

- Be respectful and act with integrity at all times. As a member of the Event Observation Team you are a representative of both governing councils.
- Communicate all concerns to the Vice Presidents of Risk Management promptly.
- Turn in all Event Observation Forms within seven business days of the observation taking place.
- Do not discuss what is observed during event observations with any person not on the Joint Council Event Observation Team. Event observations are confidential in nature.
- Be available a minimum of one weekend evening per week during Spring Semester
- Be available a minimum of one weekend evening and/or Saturday morning during Fall Semester
- Be present and attentive at all training sessions and meetings
- Do not disclose when a party check will be occurring to any person not on the Joint Council Event Observation Team. Notify the Vice Presidents of Risk Management if any person solicits you for this information.
- You are prohibited from being under the influence of any intoxicating substance during the completion of event observations.
- You are encouraged to make any suggestion that you believe will increase the likelihood of a safe event occurring; however, at no time can you enforce any regulation.

Name: ___________________________ Date: ___________________________

Signature: ______________________
The joint council consisting of the Interfraternity Council, National Pan-Hellenic Council, Multicultural Greek Council, and Panhellenic Association are values-based organizations and focus on fostering relationships in efforts to uphold the principals and standards of our organizations. Through responsible actions we expect members to promote a positive image and awareness of self, chapter, and the entire Greek community. We believe that alcohol abuse prevents individual members from reaching their full potential as members and exemplifying the characteristics of leaders in the greater campus community. The joint council believes very strongly in the betterment of our members through education, policy, and accountability.

- Concern for the safety and wellbeing of our members is at the utmost importance

- We expect all members to abide by all state, federal, and university laws and regulations as well as international organizational policies.

- Members are expected to encourage a culture of care through the support of one another through bystander intervention and awareness as well as the utilization of available resources such as the Good Samaritan guide

- Members are to be properly educated and made aware of policies to reduce risks and inspire responsible decisions regarding alcohol consumption

- Members will remain judgment free and will respect the personal choice of members who wish not to consume alcohol

- Continuing education is a priority so that members have the necessary tools to make good choices and understand the consequences of their choices.

- Encouragement of alcohol free functions to build community amongst organizations as a whole is essential

- The individual councils are expect to follow and remain consistent, progressive, and equitable in their accountability strategies
Panhellenic Association Proposal Regarding Social Events

Background:
- The National Panhellenic Council visited The Ohio State University and produced a report with suggestions on how to improve the community.
- Major issues in the report included lack of safety at Football Block, Thursday night “pregames” and violation of Unanimous Agreements policy.
- Risk Management Task Force created to address such issues (first issue addressed was Football Block)
- Meeting with concerned IFC and PHA presidents to outline concerns and solutions

Proposed Solutions:
- The Panhellenic Association will construct a team of at least 6 women to follow the IFC risk management team to party checks. These women will be selected based upon their application and a letter of recommendation from a chapter adviser, which states and proves the woman deserving of the position.
- The team of women will be observing the PHA chapters on the following criteria:
  - Presence of Sober Sisters
  - Presence of non-salty substantial foods
  - Adherence to FIPG and JCJB policies
- The Panhellenic chapters/Association will be in charge of arranging the presence of non-salty substantial food at events.
- The Panhellenic Association has the right to view and obtain a copy of the Guest List provided at the door.
- The Panhellenic chapters will adhere to all FIPG and JCJB policies. This includes bartender and sober monitor training.
- Panhellenic chapters may be held accountable if a grievance is filed against the organization for lack of follow through with the policy. An example of possible sanctions associated with this offense are:
  - 1st offense: follow up conversation with JCJB
  - 2nd offense: follow up conversation with JCJB and educational sanction
  - 3rd offense: conversation with JCJB and possible punitive sanctions (social probation, etc.)*These are general guidelines and may be more severe depending on the violation.

Notes:
- The Panhellenic Association will have no authority over the IFC chapter and will act as a resource to help keep the community members in attendance safe.
- The responsibility of the PHA Risk Management Team is to the PHA community to keep them safe. When they feel people are at risk, they may contact chapter leadership and follow the precautions they see fit.
- IFC may utilize this team as a liaison to chapter leadership when they see fit.
- IFC will be in charge of completing the evaluation form as they have always been.
- The Joint Council Judicial Board has jurisdiction over all grievances filed and will present chapters with consequences based on how they see fit.
Event Compliance Evaluation  
IFC/MCGC/NPHC/PHA  
Risk Management

<table>
<thead>
<tr>
<th>Fraternity: __________________________</th>
<th>Sorority: _________________________</th>
<th>Date: __________</th>
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Please Circle One of the following:

Was the event registered with Sorority & Fraternity Life? Yes No
Was this event registered at least 5 days prior to the event occurring? Yes No

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<tr>
<th>1st Check</th>
<th>2nd Check</th>
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1. Hired security guards are present for Football Blocks. Yes No Yes No
2. Attendees under the legal drinking age (21) are clearly identified. Yes No Yes No
3. A guest list with the names of those invited is readily available and is being utilized. Yes No Yes No
4. How many people are expected to be present at the event? ________ ________
5. Does the guest list accurately reflect the number of people expected to attend the event? Yes No Yes No
6. How many sober monitors are present at the event? ________ ________
7. Alternative forms of transportation are posted in clear view. Yes No Yes No
8. Alcohol is being dispersed from a monitored location. Yes No Yes No
9. Only permitted types of alcohol are present. Yes No Yes No
10. Enough food is available for 20% of expected attendees? Yes No Yes No
    a. What type of food is available? _______________________________________
11. Ample water is provided and clearly identifiable Yes No Yes No
    a. In what manner is water provided? _______________________________________

Notes and Feedback:
Include any unsafe circumstances, items of concern, the presence of any forbidden substance including but not limited to liquor, or anything else worthy of note)

Members of Joint Council Event Observation Team present:
1. ______________________________
2. ______________________________
3. ______________________________
The signatures below acknowledge that those individuals were present at the below listed times and further acknowledge that the evaluation on the front side of this sheet accurately reflects the observations of the Event Observation Team at the time of their visit:

1st Check: ___________ am/pm

2nd Check: ___________ am/pm

Fraternity Executive Officer:

Name __________________________
Title __________________________
Signature ________________________

Sorority Executive Officer:

Name __________________________
Title __________________________
Signature ________________________

Fraternity Sober Monitors:

Name __________________________
Signature ________________________
Name __________________________
Signature ________________________

Sorority Sober Monitors:

Name __________________________
Signature ________________________
Name __________________________
Signature ________________________
Preface
It is the purpose of this University and this Greek Community to promote responsible decisions and healthy choices during the collegiate experience. It is the purpose of this document to preserve the integrity of all fraternity and sorority chapters on campus by setting a level of standards.

In addition to the document, all chapters affiliated with The Ohio State University are expected to adhere to all city, state, and federal laws. In addition, it is an expectation that chapters will follow their National and/or International Policies and Regulations. This policy will be enforced in its entirety by the governing bodies of the Interfraternity Council (referred to herein as “IFC”), Multicultural Greek Council (referred to herein as “MCGC”), the National Pan-Hellenic Council (referred to herein as “NPHC”) and the Panhellenic Association (referred to herein as “PHA”).

It is the intention of IFC, MCGC, NPHC and PHA to promote the safest atmosphere possible for both the chapter members as well as their guests. It is hoped by both councils that this policy will promote, not negate, self-governance by chapters, and limit liabilities.

Article I

Section I: Definition of a Social Function
Throughout this document, when a social function is referred to, it is assumed that alcohol is present. We realize that there are many social events that do not include alcohol. At all events, alcohol cannot be used as advertising. There are currently three distinct types of events:

A. Type 1: An event that is strictly for members and alumni/families and consists of no invited guests can be defined as a type one social. All type one socials must follow the guidelines of Section II, Section III, and Section IV paragraphs A, B, C1, C2, C3, C4, C5, C7, C8, C9, C10, C11, C13, and C14

B. Type 2: An event in which each chapter member invites a guest to their house for a social function. This includes formals, date parties, invite parties, or any other event where the ratio of guests to chapter members is equal to or less than 1:1. A type two event must follow all of the guidelines of Sections II, III, and IV, with the exception of C14. (Add opportunity to petition for Alumni and their dates)

C. Type 3: An event where the number of attendees is more than the total of in-house initiated members, and not all persons attending the party are members of the chapter. This includes “after-hours” and “theme-gatherings” (i.e., Halloween, Mardi Gras, etc) TG’s, and social Mixers. An invite list must be submitted with this event registration. A type three event must follow all of the guidelines of Sections II, III, and IV, with the exception of C14.
D. Type 4: An event that is held at a third party vendor and/or location. A type four event must follow the guidelines of Section II, III, and Section IV paragraphs A and B.

E. Type 5: An event that exists outside of the Columbus area that is an “overnight” event. The university has jurisdiction over all Ohio State students. The Code of Conduct and local, state, federal, and international laws apply at all times to those participating in this event.

Section II: Reporting a Social Function
A. All events must be registered on the designated Sorority and Fraternity Life website.

B. The host organization is required to register that event for themselves, regardless of where the event is held. If it is a paired event, you must register the event separately. If it could appear that an organization is represented at an event, the organization should register the event.

C. All events must be registered at least five (5) days preceding the event. This is a Standards of Excellence requirement.
   1. The deadline for events held on Friday or Saturday is noon on the Monday before the event.

D. Failure to file a complete Event Registration form may be subject to fines and/or Judicial Board arbitration.

E. If for some reason an impromptu event seems as though it may occur at a chapter facility and the chapter believes that it may turn into a Type 3 event, a certain protocol must be followed. It is the chapter’s responsibility to immediately contact that council’s primary judicial contact, as well as take every step to follow the guidelines set forth in Section IV A, B, and C. If occurring more than three times in a semester, it will result in arbitration.

Section III: Time Parameters for an Event
A. All events must end the distribution of alcohol at 2 a.m. and guest must have the ability to remain in the hosting facility for at least one-half hour after the distribution of alcohol has ended.

B. No event may be scheduled for more than a four (4) hour period of time or for a group of events more than a five (5) hour period of time. Group events are defined by two back to back events such as a “pregame” and a social function or a social function and a “post party”. All events must be registered.

C. When a chapter’s registered event or group of events ends, the chapter may not participate in another event within 3 hours of the end time of the chapter’s registered event, social or philanthropic, without the explicit approval by the council’s main judicial contact.

Section IV: Alcohol Beverage Management
A. All alcoholic beverages at events shall be managed according to the following guidelines:
1. The possession, use, and/or consumption of alcohol at an event shall be in full compliance with any and all applicable laws or regulations of the federal, state, and county governments; the City of Columbus; the college student code of conduct, the IFC, MCGC, NPHC, and PHA bylaws/constitution.

B. All events are to be Bring Your Own Beverage or located at a third-party vendor.

1. No member chapter may purchase alcohol with chapter funds, nor may any person, on behalf of the chapter, coordinate the purchase of alcoholic beverages at any event.

C. Bring Your Own Beverage (BYOB) Guidelines

1. The purchase of alcoholic beverages may not be coordinated through the chapter treasury, by monetary collection (e.g. passing a hat), by any member of the chapter, or by any funds allocated to student organizations by the Council on Student Affairs or any other governing body.

2. Only beverages classified as “beer”, “wine”, or “cider” are permissible at a function in addition to nonalcoholic beverages. See the Ohio Revised Code for beverage definitions [Chapter 4301.01 (B)].

3. The serving of communal alcohol is not permissible at any function (punch bowls, gelatin shots, kegs, mini kegs etc.). No drinking games shall be played.

4. Alcohol may not be served in a container greater than 12 fluid ounces at any event (i.e. a Solo Cup, or comparable cup with measured lines).

5. Alcohol shall be distributed from one location. Each guest of legal drinking age will be allotted alcoholic beverages based upon \( \text{number of hours of the event} \times 2 \). During the compliance check the chapter must provide proof of a system dedicated to monitoring the distribution of all alcohol based on time span of event.

   i. There will be two drinks allotted in a given hour per the hour of the event, which will be equal to the amount of tickets each attendee of legal drinking age is permitted.

   1. 1 drink is defined as:

      a. 12 fluid ounces of beer
      b. 6 fluid ounces of wine
      c. 12 ounces of cider

6. Persons attending shall show proof of age and be marked accordingly, either by an ‘O’ on the hand or wristband if they are of legal drinking age or an X if they are under age. Identification should also be checked at the central place of alcohol distribution each time a beverage is dispensed.
7. Open containers of alcoholic beverages, as defined by federal, city, and state law, shall not be permitted to leave the event.

8. Each sponsoring IFC/MCGC/NPHC/PHA member chapter must provide at least one (1) non-drinking member(s) for every 20 people present at the even or hire a security guard where two security guards are equivalent to three sober monitors. The names of these individuals shall be posted at the door and at the point of alcohol distribution.

9. Alternate transportation numbers are to be listed at both the door and at the place where alcohol is distributed.

10. The non-drinking door monitors shall deny access to any person who appears or actually is intoxicated.

11. A predetermined guest list of expected attendees is required and if guests attend who are not originally on the list, their names must be added.

12. Non-salty food and non-alcoholic beverages (other than water) shall be supplied by the hosting chapter(s) for 20% of the expected number of guests and shall be in plain view for the duration of the event.

13. Water is to be made available at all times, to all guests. Hosts are required to ensure that hanging signs clearly denote from where guests may receive water.

14. Each chapter must adhere to risk management trainings as offered. The risk management training will be considered a Standards of Excellence requirement covering Safety Health and Wellness. Prior to hosting a social event, the distributor of alcohol must be trained by the Student Wellness Center or comparable professional staff member (bartender /sober monitor training).

   i. Member organizations must declare on all social registration forms who the distributor will be which will be cross-referenced with the list of distributors that have been trained by the appropriate risk management team.

No beverage with a ‘percent alcohol’ greater than 8% may be distributed at the event.

D. No alcohol is to be present at recruitment events.

E. No alcohol is to be present at philanthropic and fundraising events. In order to obtain permission for University Events that involve alcohol, the students should refer to The Ohio State University’s Student Life website: studentaffairs.osu.edu/pdfs/osu-policy-on-alcohol.pdf.

Section V: Drug Management
A. As stated in the Ohio State University Student Code of Conduct, unlawful possession, use, production, distribution, or sale of drugs either illegal or non-prescribed by any faculty, staff, or student is prohibited on university property or as any part of university activities.

Section VI: Police Intervention
A. If the police intervene (meaning a police report is filed) in an event held at a chapter house, annex, or third party location, the council’s primary Judicial contact must be contacted within 24 hours. A mediation will then be scheduled between the President, Vice President, Social Chair, and appropriate council contacts. This will be to discuss the incident, along with determining the role of IFC, MCGC, NPHC, and PHA in the situation.
   1. An annex is defined as a place of residence where more than two members of a Greek organization reside.

Article II

Section I: Risk Management Committee and Enforcement
A. Refer to the respective council's bylaws for the Risk Management Policies on Committee Development guidelines.

Section II: Education
A. Each council is responsible for developing a person or committee (i.e. compliance, risk training. Each chapter is to work with the appropriate contact on the Sorority and Fraternity Life team that deals with risk management.

B. As per Standards of Excellence (SOE) guidelines, Three-fourths (75%) of the chapter’s membership must be present at the educational training.

C. All New Members are required to go through an educational session on the policy during their new member period.

D. If a chapter does not comply with parts A, B and C the chapter will be placed on social probation until the educational training is completed.

Section III: Alcohol-Related Infractions
A. Three will be three (3) levels of infractions.

B. Level One infractions are the failure to:
   1. Post all signs listed in Article I.
   2. Have an invite list submitted and present at the event.
   3. Have a non-alcoholic beverage present.
   4. Have a non-salty food present.
   5. Register the function on time, as stated in Article I.
   6. Have an invite list submitted on time, as stated in Article I.

C. The first of these violations will result in a notification of the incompliance and a warning after that. Any Level One violation will result in a $25 fine per violation. If four or more of these violations occur at any one event that chapter(s) will face a judicial hearing, in addition to the fines.
D. Level Two infractions are the failure to:
   1. Admit people with open alcohol containers.
   2. Allow those with open containers of alcohol to leave the event.
   3. Have a sober door monitor checking ID’s
   4. Check IDs and properly mark everyone at the party either over or under.
   5. Minor Harassment of Risk Management Committee (RMC) at the discretion of the RMC and the respective governing board.

E. Any Level Two violations will result in a $50 fine, per violation. If two or more of these violations occur at one event then the chapter(s) will face a judicial hearing in place of the fines.

F. Level Three infractions are the failure to:
   1. Allowing those under the age of 21 to either bring in or consume alcohol.
   2. Admit RMC into the event.
   3. Major Harassment at the discretion of the RMC and the respective governing board.
   4. Have at any time throughout the party an unattended alcohol distribution point.
   5. Have a sober, overage bartender for each fraternity attending the event, unless there is a third party vendor.
   6. Follow BYOB policy, which includes, but is not limited to:
      a. Having unopened cases of beer not in the serving bin.
      b. BYOB ticket system not being used.
   7. Register an event.

G. Any Level Three violations will result in a follow up conversation by the appropriate judicial commission.

Section III: Joint Council Judicial Board
Any recurrence of any of the levels of additional penalties can result in more serious consequences.

Article III

Section I: Hazing
A. No chapter, colony, student or alumnus shall conduct nor condone hazing activities.
B. Hazing activities are those defined as:
   1. 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 such activities carried on outside or inside 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; or 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.
Section II: Sexual Abuse & Harassment
   A. The Greek community will not tolerate or condone any sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women and men, including but not limited to, date rape, gang rape or verbal harassment.
Section 3. Each chapter must submit a post-philanthropy event form to the Director of Philanthropy no later than two weeks after the event is held.

Section 4. Each chapter must submit their total amount of service hours per member for each semester to the Director of Service.

Section 5. The use and association of alcohol, drugs, inappropriate sexual conduct, or tobacco at any chapter or council philanthropic or service event is prohibited.

Section 6. All chapters shall follow all guidelines established in the Philanthropy Policy, should the council choose to have one.

Article XI. Recruitment and Extension

Section 1. Recruitment policies shall be the guidelines for all membership recruitment related activities pertaining to the Panhellenic community.

Section 2. Extension is the process of adding an NPC women’s fraternity. The Ohio State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 3. Voting rights
Only regular members of the Panhellenic Council shall vote on extension matters.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Joint Council Judicial Board Alcohol Policy

Article I
Section I: Definition of a Social Function
Throughout this document, when a social function is referred to, it is assumed that alcohol is present. We realize that there are many social events that do not include alcohol. At all events, alcohol cannot be used as advertising. There are currently three distinct types of events:

A. Type 1: An event that is strictly for members and alumni/families and consists of no invited guests can be defined as a type one social. All type one socials must follow the guidelines of Section II, Section III, and Section IV paragraphs A, B, C1, C2, C3, C4, C5, C7, C8, C9, C10, C11, C13, and C14

B. Type 2: An event in which each chapter member invites a guest to their house for a social function. This includes formals, date parties, invite parties, or any other event where the ratio of guests to chapter members is equal to or less than 1:1. A type two event must follow the all of the guidelines of Sections II, III, and IV, with the exception of C14. (Add opportunity to petition for Alumni and their dates)

Revised June 23, 2014
C. Type 3: An event where the number of attendees is more than the total of in-house initiated members, and not all persons attending the party are members of the chapter. This includes “after-hours” and “theme-gatherings” (i.e., Halloween, Mardi Gras, etc) TG’s, and social Mixers. An invite list must be submitted with this event registration. A type three event must follow all of the guidelines of Sections II, III, and IV, with the exception of C14.

D. Type 4: An event that is held at a third party vendor and/or location. A type four event must follow the guidelines of Section II, III, and Section IV paragraphs A and B.

E. Type 5: An event that exists outside of the Columbus area that is an “overnight” event. The university has jurisdiction over all Ohio State students. The Code of Conduct and local, state, federal, and international laws apply at all times to those participating in this event.

Section II: Reporting a Social Function
A. All events must be registered on the designated Sorority and Fraternity Life website.

B. The host organization is required to register that event for themselves, regardless of where the event is held. If it is a paired event, you must register the event separately. If it could appear that an organization is represented at an event, the organization should register the event.
Note: If the chapters national policies indicate you must observe FIPG policy, the chapter must adhere to those regulations. The chapters regulations on FIPG should be observed at all times.

C. All events must be registered at least five (5) days preceding the event. This is a Standards of Excellence requirement.
1. The deadline for events held on Friday or Saturday is noon on the Monday before the event.

D. Failure to file a complete Event Registration form may be subject to fines and/or Judicial Board arbitration.

E. If for some reason an impromptu event seems as though it may occur at a chapter facility and the chapter believes that it may turn into a Type 3 event, a certain protocol must be followed. It is the chapter's responsibility to immediately contact that council’s primary judicial contact, as well as take every step to follow the guidelines set forth in Section IV A, B, and C. If occurring more than three times in a semester, it will result in arbitration.

Section III: Time Parameters for an Event
A. All events must end the distribution of alcohol at 2 a.m. and guest must have the ability to remain in the hosting facility for at least one-half hour after the distribution of alcohol has ended.

B. No event may be scheduled for more than a four (4) hour period of time or for a group of events more than a five (5) hour period of time. Group events are defined by two back to back events such as a “pregame” and a social function or a social function and a “post party”. All events must be registered.

C. When a chapter’s registered event or group of events ends, the chapter may not participate in another event within 3 hours of the end time of the chapter’s registered event, social or philanthropic, without the explicit approval by the council’s main judicial contact.

Revised June 23, 2014
Section IV: Alcohol Beverage Management

A. All alcoholic beverages at events shall be managed according to the following guidelines:
1. The possession, use, and/or consumption of alcohol at an event shall be in full compliance with any and all applicable laws or regulations of the federal, state, and county governments; the City of Columbus; the college student code of conduct, the IFC, MCGC, NPHC, and PHA bylaws/constitution.
B. All events are to be Bring Your Own Beverage or located at a third-party vendor.
1. No member chapter may purchase alcohol with chapter funds, nor may any person, on behalf of the chapter, coordinate the purchase of alcoholic beverages at any event.

C. Bring Your Own Beverage (BYOB) Guidelines
1. The purchase of alcoholic beverages may not be coordinated through the chapter treasury, by monetary collection (e.g. passing a hat), by any member of the chapter, or by any funds allocated to student organizations by the Council on Student Affairs or any other governing body.
2. Only beverages classified as “beer”, “wine”, or “cider” are permissible at a function in addition to nonalcoholic beverages. See the Ohio Revised Code for beverage definitions [Chapter 4301.01 (B)].
3. The serving of communal alcohol is not permissible at any function (punch bowls, gelatin shots, kegs, mini kegs etc.). No drinking games shall be played.
4. Alcohol may not be served in a container greater than 12 fluid ounces at any event (i.e. a Solo Cup, or comparable cup with measured lines).
5. Alcohol shall be distributed from one location. Each guest of legal drinking age will be allotted alcoholic beverages based upon (number of hours of the event) x (2). During the compliance check the chapter must provide proof of a system dedicated to monitoring the distribution of all alcohol based on time span of event.
   i. There will be two drinks allotted in a given hour per the hour of the event, which will be equal to the amount of tickets each attendee of legal drinking age is permitted.
   1. 1 drink is defined as:
      a. 12 fluid ounces of beer
      b. 6 fluid ounces of wine
c. 12 ounces of cider
6. Persons attending shall show proof of age and be marked accordingly, either by an ‘O’ on the hand or wristband if they are of legal drinking age or an X if they are under age. Identification should also be checked at the central place of alcohol distribution each time a beverage is dispensed.
7. Open containers of alcoholic beverages, as defined by federal, city, and state law, shall not be permitted to leave the event.
8. Each sponsoring IFC/MCGC/NPHC/PHA member chapter must provide at least one (1) non-drinking member(s) for every 20 people present at the event or hire a security guard where two security guards are equivalent to three sober monitors. The names of these individuals shall be posted at the door and at the point of alcohol distribution.
9. Alternate transportation numbers are to be listed at both the door and at the place where alcohol is distributed.

Revised June 23, 2014
10. The non-drinking door monitors shall deny access to any person who appears or actually is intoxicated.

11. A predetermined guest list of expected attendees is required and if guests attend who are not originally on the list, their names must be added.

12. Non-salty food and non-alcoholic beverages (other than water) shall be supplied by the hosting chapter(s) for 20% of the expected number of guests and shall be in plain view for the duration of the event.

13. Water is to be made available at all times, to all guests. Hosts are required to ensure that hanging signs clearly denote from where guests may receive water.

14. Each chapter must adhere to risk management trainings as offered. The risk management training will be considered a Standards of Excellence requirement covering Safety Health and Wellness. Prior to hosting a social event, the distributor of alcohol must be trained by the Student Wellness Center or comparable professional staff member (bartender /sober monitor training).
   i. Member organizations must declare on all social registration forms who the distributor will be which will be cross-referenced with the list of distributors that have been trained by the appropriate risk management team.
   No beverage with a ‘percent alcohol’ greater than 8% may be distributed at the event.
   D. No alcohol is to be present at recruitment events.

E. No alcohol is to be present at philanthropic and fundraising events. In order to obtain permission for University Events that involve alcohol, the students should refer to The Ohio State University’s Student Life website: studentaffairs.osu.edu/pdfs/osu-policy-on-alcohol.pdf.

Section V: Drug Management
A. As stated in the Ohio State University Student Code of Conduct, unlawful possession, use, production, distribution, or sale of drugs either illegal or non-prescribed by any faculty, staff, or student is prohibited on university property or as any part of university activities.

Section VI: Police Intervention
A. If the police intervene (meaning a police report is filed) in an event held at a chapter house, annex, or third party location, the council’s primary Judicial contact must be contacted within 24 hours. A mediation will then be scheduled between the President, Vice President, Social Chair, and appropriate council contacts. This will be to discuss the incident, along with determining the role of IFC, MCGC, NPHC, and PHA in the situation.
1. An annex is defined as a place of residence where more than two members of a Greek organization reside.

Section VII: Football Block Policy
The Panhellenic Association of The Ohio State University voted to create a policy specific to tailgating events, which must be adhered to by all organizations participating in tailgating events with a Panhellenic organization. The following guidelines have been set to ensure the safety of participants during all registered (through the Office of Sorority and Fraternity Life) football tailgating events:

The supply and presence of non-salty food
The presence of security to ensure that unwanted individuals/ non-students cannot enter the event-
suggestions include hired security guards and fencing
Football tailgating events still follow the BYOB policy

Article II
Section I: Risk Management Committee and Enforcement
A. Refer to the respective council’s bylaws for the Risk Management Policies on Committee
Development guidelines.

Section II: Education
A. Each council is responsible for developing a person or committee (i.e. compliance, risk training. Each
chapter is to work with the appropriate contact on the
Sorority and Fraternity Life team that deals with risk management.

B. As per Standards of Excellence (SOE) guidelines, Three-fourths (75%) of the chapter’s membership
must be present at the educational training.

C. All New Members are required to go through an educational session on the policy during their new
member period.

D. If a chapter does not comply with parts A, B and C the chapter will be placed on social probation until
the educational training is completed.

Section III: Alcohol-Related Infractions
A. Three will be three (3) levels of infractions.

B. Level One infractions are the failure to:
1. Post all signs listed in Article I.
2. Have an invite list submitted and present at the event.
3. Have a non-alcoholic beverage present.
4. Have a non-salty food present.
5. Register the function on time, as stated in Article I.
6. Have an invite list submitted on time, as stated in Article I.

C. The first of these violations will result in a notification of the incompliance and a warning after that.
Any Level One violation will result in a $25 fine per violation. If four or more of these violations occur at
any one event that chapter(s) will face a judicial hearing, in addition to the fines.

D. Level Two infractions are the failure to:
1. Admit people with open alcohol containers.
2. Allow those with open containers of alcohol to leave the event.
3. Have a sober door monitor checking ID’s
4. Check IDs and properly mark everyone at the party either over or under.
5. Minor Harassment of Risk Management Committee (RMC) at the discretion of the RMC and
the respective governing board.

E. Any Level Two violations will result in a $50 fine, per violation. If two or more of these
violations occur at one event then the chapter(s) will face a judicial hearing in place of the fines.

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F. Level Three infractions are the failure to:
1. Allowing those under the age of 21 to either bring in or consume alcohol.
2. Admit RMC into the event.
3. Major Harassment at the discretion of the RMC and the respective governing board.
4. Have at any time throughout the party an unattended alcohol distribution point.
5. Have a sober, overage bartender for each fraternity attending the event, unless there is a third party vendor.
6. Follow BYOB policy, which includes, but is not limited to:
   a. Having unopened cases of beer not in the serving bin.  
   b. BYOB ticket system not being used.
7. Register an event.

G. Any Level Three violations will result in a follow up conversation by the appropriate judicial commission.

Section III: Joint Council Judicial Board
Any recurrence of any of the levels of additional penalties can result in more serious consequences.

Article XIV. Ohio State Panhellenic “Pregame” Policy

Section I – Background

- The National Panhellenic Council visited The Ohio State University and produced a report with suggestions on how to improve the community
- Major issues in the report included lack of safety at Football Block, Thursday night ”pregames” and violation of Unanimous Agreements policy.
- Risk Management Task Force created to address such issues (first issue addressed was Football Block)
- Meeting with concerned IFC and PHA presidents to outline concerns and solutions

Section II – Proposed Solutions

- The Panhellenic Association will construct a team of at least 6 women to follow the IFC risk management team to party checks. These women will be selected based upon their application and a letter of recommendation from a chapter adviser, which states and proves the woman deserving of the position.
- The team of women will be observing the PHA chapters on the following criteria:
  - Presence of Sober Sisters
  - Presence of non-salty substantial foods
  - Adherence to FIPG and JCJB policies
- The Panhellenic chapters/ Association will be in charge of arranging the presence of non-salty substantial food at events.
- The Panhellenic Association has the right to view and obtain a copy of the Guest List provided at the door.
- The Panhellenic chapters will adhere to all FIPG and JCJB policies. This includes bartender and sober monitor training.
• Panhellenic chapters may be held accountable if a grievance is filed against the organization for lack of follow through with the policy. An example of possible sanctions associated with this offense are:
  - 1st offense: follow up conversation with JCJB
  - 2nd offense: follow up conversation with JCJB and educational sanction
  - 3rd offense: conversation with JCJB and possible punitive sanctions (social probation, etc.)
*These are general guidelines and may be more severe depending on the violation.

Section III - Notes

• The Panhellenic Association will have no authority over the IFC chapter and will act as a resource to help keep the community members in attendance safe.
• The responsibility of the PHA Risk Management Team is to the PHA community to keep them safe. When they feel people are at risk, they may contact chapter leadership and follow the precautions they see fit.
• IFC may utilize this team as a liaison to chapter leadership when they see fit.
• IFC will be in charge of completing the evaluation form as they have always been.
• The Joint Council Judicial Board has jurisdiction over all grievances filed and will present chapters with consequences based on how they see fit.

Article XV. Policies of the Greek Programming Board of The Ohio State University

Section I. Name:
The name of this organization shall be the Greek Programming Board.

Section II: Mission, Purpose and Limitations:
The Greek Programming Board is a board comprised of representatives from all four governing councils: Interfraternity Council (IFC), Multicultural Greek Council (MCGC) National Pan-Hellenic Council (NPHC), and the Panhellenic Association (PHA). The purpose of the Greek Programming Board is to provide intentional opportunities for cross council collaboration through the development of community based large-scale programming. It is the hope of the Greek Programming Board, that large scale programs will offer our community intentional opportunities for better understanding each other’s values, principles and common practices. Through the planning of various large scale events, our community will come together to better understand the importance of service, promoting positive wellness, diversity, scholarship and brotherhood/sisterhood through a community based model.

It shall be the purpose of this board to:

a) Be a programming branch operating on behalf of the councils.

b) Greek Programming Board is an affiliated entity of the IFC, MCGC, NPHC, and PHA councils.

c) Provide educational programs and services on behalf of the governing councils of The Ohio State University Sorority & Fraternity Community.

d) Promote diversity within The Ohio State University Sorority and Fraternity Community through programs and services.
Article I: Risk Management Committee

Section A: Committee Selection

i. The Risk Management Committee will consist of a minimum of five selected members and the Vice President of Risk Management.

ii. Any member of an Interfraternity Council organization, with the exception of the organization President and members of the Interfraternity Council Executive Board, are eligible for the Risk Management Committee.

iii. The Risk Management Committee may only have two representatives from any one Interfraternity Council organization.

iv. Risk Management Committee selection will be performed by the Vice President of Risk Management and the Interfraternity Council President.

v. The selection process for the Risk Management Committee will include an application and/or interview component.

vi. All risk management committee members will go through a training process with the Vice President of Risk Management and a member of the Sorority and Fraternity Life Staff.

Section B: Committee Removal

i. The Vice President of Risk Management, with the approval of the Interfraternity Council President, may remove any member of the Risk Management Committee.

ii. If the Interfraternity Council President does not approve a removal, the Vice President of Risk Management may motion for a removal of the committee member in the Interfraternity Council Executive Board Meeting.
   a. A majority vote of Interfraternity Council Executive Board Members present at a regularly scheduled executive board meeting will remove a Risk Management Committee member.

iii. If a member of the Risk Management Committee fails to perform any of the duties outlaid in this document they are subject to removal from the committee per Article I, Section B.i and B.ii.
Article II: Event Compliance Evaluations

Section A: Event Evaluation Requirements

i. All events should be registered at least 5 days in advance, if they were not registered 5 days in advance it should be noted on the Grievance Form.

ii. Events registered by an IFC Chapter(s) self reportedly with Panhellenic Association will be observed by the IFC Risk Team, in conjunction with this compliance check the PHA risk Management team will observe the check to assure PHA representatives are following specific (Thursday pre-game and football block) PHA risk policies. Should an IFC chapter not register with a PHA organization, PHA representatives may not check the event.

iii. A risk management committee member may not perform an event compliance check of their own chapter

iv. All events will be checked with at least two members of the risk management committee present.
   a. The two members performing the event compliance evaluation may not represent the same chapter

v. The committee will perform two event compliance evaluations, as needed, during registered event times to be decided by the committee.
   a. If an IFC Chapter meets 100% compliance during initial check, additional checks are at the discretion of the Risk Management Committee.

vi. Violations must be seen and reported to the President of the fraternity during the event compliance check.

vii. Any violations will be noted on the checklist, signed by the fraternity President, sober monitors and Interfraternity Council risk management committee member.

viii. The risk management committee will complete the online event compliance evaluation within 72 hours of the event compliance check.

ix. The paper copy of the IFC event compliance evaluation will be filed in the Council Suite within 72 hours of the event.

Section B: Unregistered Events

i. If the risk management committee, while performing event compliance checks, observes an unregistered event, they approach the event and perform an event compliance check according to Article II, Section A.
ii. If a member of the risk management committee observes an unregistered event while not performing event compliance checks, they are to contact the Vice President of Risk Management and proceed to check the event according to Article II, Section A.
   a. If the Interfraternity Council Vice President of Risk Management is unable to be reached, any other member of the risk management committee may be contacted to perform the check according to Article II, Section A.
   b. If the risk management committee is unable to be reached, any member of the Interfraternity Council Executive Board, with the exception of the Vice President of Judicial Affairs, may be contacted to perform the check in accordance with Article II, Section A.
   c. If no one can be reached the event may be checked by a single member of the committee in accordance with Article II, Section A, excluding II.A.iii, II.A.V, II.A.VI and II.A.VII. The single member of the risk committee shall only inform the VP of Risk Management of his findings, or he can attempt to recheck the event later with another member of the risk committee.

Section C: Violations

i. If violations are reported, the Vice President of Risk Management or Risk Management Committee member will fill out a paper grievance form within 72 hours of the event compliance check and place it in the Judicial Advisor’s office.

ii. The Vice President of Risk Management or Risk Management Committee member will fill out the online grievance form within 72 hours of the event compliance check.

iii. The Vice President of Judicial Affairs and the Judicial Advisor will proceed to handle the violations according to the Joint Council Judicial Board Bylaws.

iv. If the organization in violation of risk management policies is under investigation by The Ohio State University Office of Student Conduct, the Vice President of Judicial Affairs and Judicial Advisor will send the report to the appropriate case investigator.

v. In instances where Student Conduct is investigating an organization, the Council shall suspend its proceedings until Student Conduct has reached resolution.
   a. The Joint Council Judicial Board reserves the right to issue additional sanctions, but strives to collaboratively uphold standards with Student Conduct

vi. Any member of the risk management committee reserves the right to file a separate, personal report to the Office of Student Conduct if the report involves violations of the Student Code of Conduct on the individual risk management committee member. (i.e. personal safety, injury)
The following guidelines can be used in the event of a tragedy or crisis that occurs on or off chapter property. Examples of such situations include, but are not limited to:

- The death or serious injury of a member (whether on or off campus).
- Any injury or incident involving a member and/or a non-member at or during a chapter event, whether that event occurred on or off campus.
- Any injury or incident involving a member and/or a non-member that occurs on chapter property.
- Fire in the chapter facility.
- Hazing

It is important to note that this document provides guidelines for how you may act in a crisis situation. Your chapter should work with University Officials, Advisors, Alumni, and Headquarters Staff to develop your own strategic plan in case of emergencies. This document is a great starting point for that document, but should work in conjunction with guidelines provided by your national organization.

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GENERAL GUIDELINES

- Each chapter should create and maintain a policy for crisis management.
  - This document may be used as an outline for the creation of such a plan; however, it should be specific to each organization.

- The procedures and included documents should be maintained by designated officers as determined by the chapter, but at a minimum, should be maintained by the chapter president and chapter advisor.
  - The crisis management procedures, chapter roster, chapter contact list, and emergency contact numbers should be maintained as part of this policy.
  - Chapter may want to consider keeping emergency information cards on file for all members. You cannot mandate that member report medical information, but can assist responding units during emergency situation.
    - Keep on file in the president's room an emergency card or sheet for each member and new member. Included on the card:
      - Member's full, legal name and birth date
      - Member's local address and telephone number (if other than the chapter house)
      - Name, address, telephone numbers and email addresses of parents or guardians. Be sure to get this information for both parents. Include home, work and cellular telephone numbers. (See below for caution when contacting parents)
      - Name, address, and telephone numbers of another person to notify in the event the parents cannot be reached.
      - Medical information (allergies, medical conditions, medications, etc.)
      - Name and telephone number of the family physician
  - A copy of the policy should be maintained at a location known by all chapter members both inside and outside of the facility; i.e., with the chapter advisor (if local), at a near-by chapter (in case of fire and one of the copies being destroyed) or in the annex house (if applicable).

- It is also important to establish relationships with neighboring properties whether Greek or not. Introduce yourself and provide neighbors with contact information for chapter leadership and a copy of your crisis management procedure.
In the event of a crisis situation:

WHO IS IN CHARGE?

- Be sure that all members of the chapter understand that the president is in charge of every emergency situation. The president should consult with other members who may possess more expertise or insight. However, the final decision rests with the president.
  - In the event that the president is absent, the next ranking officer assumes control. All officers should know where to find a copy of the chapter’s crisis management procedure and emergency contact lists.
  - All new members must know who is in charge and be prepared to follow instructions. Include a review of the chapter’s crisis procedures in your fraternity/sorority education program each term.
  - In all situations, emergency response personnel should be allowed to assume control of a situation. The chapter president or his/her designee should represent the chapter, but not interfere with any actions of emergency personnel or university officials.

PROCEDURES

- If a crisis occurs at the chapter facility, CLOSE THE CHAPTER FACILITY AT ONCE. The president cannot give instruction and maintain control if members are leaving and strangers are entering. Permit only your members, alumni, appropriate officers (police, fire, medical, etc.), and university officials to enter the chapter facility. If a crisis occurs at a location other than a chapter facility at which the chapter is sponsoring the event, identify a common meeting place at once and give instructions under the same closed-meeting status. It is an expectation, however, to communicate with advisors, university officials, and responding officials.

- In nearly all situations, the president’s first call should be to 911. If the emergency situation is a fire, dial 911 (or 221-2345). Do not hesitate to call the police regardless of the situation at 911 (or 222-4545). Briefly and calmly explain the situation so that the appropriate emergency personnel can respond.

- Before you leave the phone, please make the following calls:
  - Ryan Lovell – Senior Coordinator of Greek Life. Call at ANY hour: office (614) 688-4888 (normal business hours) or cell (614) 460-1895. He will discuss the situation with you and, in serious cases, will be with the chapter as soon as possible. If you are in doubt as to whether the situation is serious or not, please call. If you cannot reach Ryan, call Sharrell Hassell, Coordinator of Greek Life at the office (614) 247-8609 or cell (937-478-3452)
    - The Greek Life Office representative will contact other university officials in cases where appropriate.
Your chapter advisor or a member of the House Corporation Board. Have a discussion with these individuals prior to any emergency situation and come to an agreement of who is to be notified. You should work with your advisor to notify appropriate members of your national headquarters staff so that they may offer support to the chapter.

- Notify your Head Resident (i.e., house mother, resident scholar, house director).
- Assemble your chapter members for a chapter meeting.
  - Dependant upon the situation, this meeting should include ALL members (including both out of house members and new members) or just those that reside at the chapter facility. Regardless, all members should be notified, at some point, about the crisis.
  - It is important that you and your chapter members remain calm until the situation is under control. Explain to them that there is an emergency situation and that the chapter is closed. Outgoing calls and discussion of the situation by members should be done with reasonable discretion. Chapter members should not discuss the situation until all of the details have been found. It is appropriate for chapter members to notify immediate family and friends that they are okay, but should not go into specifics.
  - Do not discuss the situation with media until the Senior Coordinator of Greek Life, your Chapter Advisor/headquarter representative, or representatives from the Student Advocacy Center arrives. Instruct your members that they are not to make statements on behalf of the chapter to anyone other than police or fire officials. The president or a designated member should make any appropriate statements to the media after the situation is under control and the content of any statement has been discussed.

- There are several ways you can get your message out to the public during a crisis. You should determine, before any incident happens, what strategy your organization will develop to interface with the media. You are encouraged to work with your national organization and the media relations office at the University to determine these steps. Below are listed different strategies that may be used in developing your plan.
  - Prepare a statement.
    - In this form, you have control over the message you want to provide to the public. Statements should be short and concise and written as though the words are coming from one person, probably the chapter president.
  - Issue a press release.
- A press release reads more like a news story, with the who, what, where, when and why of the incident or situation outlined. A quote from a chapter officer or president is included so that reporters can use it in their stories in lieu of an interview.

  - Grant interviews or hold a press conference.

  - Sometimes, a crisis will bring reporters looking for a comment to your doors. When this happens, it is advisable to meet reporters so they can get the sound bite or quote they need.

  - Use your website.

    - Create a special link on the home page for crisis-related news, and post any statements or press releases that are issued to the media through that link.

- For any situation, work with your chapter advisor to notify headquarters as soon as possible. The headquarters’ staff is supportive and can offer advice for dealing with any situation.

- In all cases, work with the Senior Coordinator of Greek Life to initiate the notification of proper university officials concerning course work, class attendance, withdrawals, tuition refunds, etc.

**SUICIDE ATTEMPT**

- In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Appropriate actions should be discussed with your chapter advisor, the Senior Coordinator of Greek Life or officials from Student Advocacy.

  - Resources are available to help both the individual and affected chapter members. Work with your chapter advisor and university official to identify these resources and to get help to the appropriate folks.

**STUDENT DEATH**

- In the tragic case of a student death, contact appropriate officials immediately. This would include EMS, University Officials (see list above) and chapter representatives (headquarters staff, chapter advisors, graduate chapter, etc.).

  - If the death occurs inside the chapter facility, during a chapter event, or during a time when school is in session, work with University Officials, especially Student Advocacy, to address the issue to all chapter members. Follow the above guidelines as they relate to procedures.
• Prepare a media plan working with your advisors and headquarters. Media will be present on the scene and will be requesting interviews.
  o If the death occurs outside of the chapter or outside of a time when school is in session, understand that members may not be aware of the incident that has happened. Work with the University or chapter advisors on a communication plan to let all members know about the tragedy.

**PARENTS**

☐ When making the decision to notify parents, please discuss first with your chapter advisor, Greek advisor, and local officials on the scene.

  o Gather sufficient information before making any decision to speak with parents.

  o In the event of a serious accident or illness, please ask the medical personnel/university officials to notify the parents and advise them of the student’s physical situation.

    ▪ In case of hospitalizations, find out the visitation wishes of the families and coordinate this with chapter members.

  o In the event of a death, Ohio State Student Advocacy Officials will notify the parents. You should always have parent/guardian information on file to make available to the proper authorities.

    ▪ Student Advocacy will coordinate with the parents regarding any visits they may need to make to campus.

    ▪ Do not remove any personal items from the deceased member’s room. Do not let members enter the room. Temporarily move the deceased member’s roommate to another room in the house and allow only authorized personnel to enter the room. If possible, keep the door locked. Ask Student Advocacy to ask the family what their wishes are with regards to the member’s possessions. You may offer to pack them in boxes, but the family will more than likely want to do this themselves. Before they arrive, make sure any borrowed items are returned. When they arrive, have empty boxes available and offer to help. Understand that this is a difficult time for them and they may want privacy. Do not hold or conceal items or information to save feelings.

    ▪ Coordinate member attendance at the funeral or memorial service. It is, of course, proper to send sympathy cards and notes, flowers, etc. Most of your general fraternities have a memorial ritual pertaining to the chapter. Check your own individual procedures and offer it to the parents in advance of final arrangements.
IN CASE OF FIRE

- Each chapter providing common housing should take each of the following steps on a quarterly basis:
  - Create a rooming chart that assembles the house floor plan.
  - List the residents of each room directly on the floor plan. Note any information next to the individual’s name that may become important to the fire department (i.e., crutches, physical challenges, etc.).
  - If your chapter utilizes a sleeping dorm, note the placement of beds and who is assigned to each on the floor plan; this is in addition to the room assignments.
  - Maintain a list of cell phone numbers for each person living within the facility.

- Make two copies of the document. Give one to your next door neighbors (even if they aren’t a Greek chapter). Keep the original in a publicized place (head resident’s quarters, chapter president’s room, house mother’s room, or the foyer). Should a fire break out, you will need to assist the fire department in determining if anyone was left in the facility, and if so, where they might be found. The floor plan can be of great benefit at a point when chapter officers may not have time to recall numerous names and rooming situations. The cell phone list will allow you to contact folks in case you were unable to grab your cell phone as you evacuated the building.

- Each chapter providing housing should hold a timed fire drill each quarter. A planned escape route and an alternate route should be permanently affixed to the back of the door of each room.

- Select/Identify a common meeting place outside of the facility at which all members will meet if a fire occurs. This can be a tree or a neighbor’s porch, etc. This will help in finding everyone after evacuation.

- If a fire occurs:
  - All members should meet at the pre-identified common meeting place outside of the facility. At that point, you should get a copy of the rooming list and you should take attendance. Make note of any individuals who are missing and determine whether they may still be inside the facility. These steps will have to happen as quickly and as efficiently as possible.
  - One representative of the chapter should transmit information to the fire department. Other officers should begin calling those individuals identified in the general emergency procedure listed above. A listing of necessary numbers should be kept with all copies of the floor plan.
o Keep chapter members together. Under no circumstances should any member of the chapter return to the burning building. Nothing is more important than your lives.

o Again, maintain established lines of authority. The fire department and/or police will not deal with numerous people giving instructions.

HAZING

☐ Hazing is contradictory to the mission and values of Greek letter organizations. Brotherhood and sisterhood is based upon trust, friendship, and common goals. Membership is not a proving ground for belonging.

☐ If you discover that hazing is occurring within your chapter, you must take immediate steps to stop the activities. Notification can occur in several means.

- Notify your chapter advisor and Ohio Union Greek Life Office regarding the alleged hazing incidents. Efforts may be made to keep your name from the incident, but that is not always possible.

- You can also anonymously divulge details of the hazing. This is not a preferred method but can be effective. Dates, times, who was present, location, and actions taken are all important in anonymous accusations. The more detail included the more likely action can be taken, even without a name to put with the allegations.

☐ In almost all hazing cases, an investigation will occur. A chapter should begin the process of conducting its own investigation.

- Work with your chapter advisor to notify your national organization (regional director or national office) regarding the incident.
  - Your national office will want to coordinate with the chapter to conduct its own investigation. Cooperation with representatives from your national organization during the process is essential.
  - Cooperate with Ohio State Officials who may request to conduct their own investigation.

- Prepare members for what may happen. Expulsions and suspensions of membership are very likely outcomes for anyone involved in the hazing as well as many chapter officers. New members who allowed themselves to be hazed may not be allowed to join the organization. The organization may be suspended for a given period of time. All are possible outcomes of the investigation.
Regardless of outcome, preventing hazing is important. Severe injury or even death can result from hazing incidents, even if this is not the intention. True brotherhood or sisterhood is bettering our fellow members. Getting your organization in trouble is a better outcome than explaining the death of a member due to our actions.

**PLEASE NOTE:**

*In any emergency, use extreme discretion and caution in your actions and statements. The realities of a crisis without a doubt can be gruesome and harsh. We would hope none of you ever need to use these procedures. If however, a tragedy does occur, following these procedures should ease the situation for all concerned.*
IMPORTANT NAMES AND NUMBERS

CHAPTER ADVISOR

Name:___________________________________________
Phone:___________________________________________

HOUSE CORPORATION BOARD MEMBER

Name:___________________________________________
Phone:___________________________________________

GRADUATE CHAPTER PRESIDENT / REGIONAL ADVISOR

Phone:___________________________________________

NATIONAL HEADQUARTERS

Phone:___________________________________________

SENIOR COORDINATOR OF GREEK LIFE
Ryan Lovell
(614) 688-4888 – work
(614) 460-1895 – cell

COORDINATOR OF GREEK LIFE
Sharrell Hassell-Goodman
(614) 247-8609 – work
(937) 478-3452 – cell

ASSISTANT DIRECTOR OF THE OHIO UNION
Kurt Foriska
(614) 247-5878 – work
(614) 496-2465 - cell

ASSISTANT VICE-PRESIDENT FOR STUDENT LIFE - DIRECTOR OF THE OHIO UNION AND STUDENT ACTIVITIES
Tracy Stuck
(614) 688-4145 – work

STUDENT ADVOCACY (Business Hours) – 614-292-1111

24-HOUR RAPE HELPLINE – 614-267-7020
SAMPLE CRISIS SITUATION

It’s early December and finals are upon us. Members of the chapter are up at all hours studying while others are blowing off steam in-between finals. At roughly 1 am, a fire breaks out within the kitchen of the off-campus house where many of your chapter members live. As the alarms in the building sounds, members evacuate into the street. As they begin to gather outside, you as the chapter president know that you must take control of the situation. What do you need to do?

Following the plan we have outlined above…

- Someone should call 911 and report the fire in your house if this hasn’t already been done.
- You should have a designated area where all chapter members (or your roommates) are to meet if anything happens within your house.
- You should have access to your chapter roster, contact list, and house floor plan.
  - If you did not have a chance to grab it when you evacuated the building, you should have left a copy with your neighbors, with your advisors or even in your car.
- Take attendance at the designated location. We need to figure out if anyone is trapped in the house and where. This is of utmost priority as the rescue workers put out the flames and find anyone who is trapped in the building.
  - Who is not present?
  - For those who are missing, where are they?
    - Call cell phone numbers that you have on the contact list and determine locations.
    - Ask other members if they know of the locations of missing members.
    - Don’t take their word as completely factual as they may not know for sure. Their information should help you to locate anyone who may be missing.
  - Don’t allow anyone to leave yet.
- As the fire department and rescue workers arrive, introduce yourself as the president (allow them to do their job) and tell them that if you can assist in anyway, just have them ask. Let them know who is unaccounted for and where in the house their room is (use the floor plan).
- Once you have assisted the rescue workers and fire fighters in locating folks, begin your phone calls to other constituencies.
  - Chapter Advisor
  - Greek Advisors
    - Your Greek Advisor will call other University folks as necessary.
  - Regional Advisor or Graduate Chapter Advisor if applicable.
- Determine your communication plan
  - The news media is going to be on-site quite quickly. They are going to want to talk to you or anyone from your chapter who is willing to say anything about what happened.
    - Work with your Greek Advisor or Chapter advisor to put a statement together about the situation. DESIGNATE ONE PERSON TO TALK TO THE MEDIA. Make sure other members know that they should refer all inquiries to the designated person.
- Work to notify all members of the chapter, even those who live out of house. They should avoid coming to the location of the house as this will just add more traffic and folks to an already chaotic scene.
- Coordinate with University Officials and your Chapter Advisor to notify parents of the situation.
- If injuries or deaths have occurred, follow the communication plan described above for those situations.
- Once folks are accounted for, allow chapter members to head their separate ways. Some may want to go home as everyone deals with loss (even if just the house) in different ways.
  - Put a plan in place for checking in with everyone within the next 24 hours.
  - Work with University official to find alternative housing.
  - They should have begun this process already, but once things have settled, begin asking about it.
Event Observation Team Training
Sunday January 10th, 2016

Agenda

- Introductions
- Background
- Old Event Observation List
- New Event Observation List
- The Bylaws
- Party Check Procedure
- Crisis Management
- Wrap-up
Introductions

- Name
- Year
- What you did over break
- An accomplishment within your own chapter

Background

- Insurance and FIPG Policies
- Why IFC event observations started
- How PHA got involved
- What our mission is
  - Joint Council Alcohol Philosophy
Old Event Observation List

- Flaws
  - Too many things listed that we, as members of the community, know are happening/not happening
  - Too difficult to accurately assess some items of the checklist during an event observation
  - Often was posed as “yes or no” questions during event observations
  - These flaws led to the system as a whole losing legitimacy

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Party serviced by single entrance that is well identified and maintained.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2.</td>
<td>Alternative forms of transportation are posted in clear view.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3.</td>
<td>ID’s being properly checked by a sober monitor or third party security.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.</td>
<td>Attendees under the legal drinking age (21) are clearly identified.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5.</td>
<td>A guest list with names of those people invited to attend the social event.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6.</td>
<td>Alcohol distribution is consistent with registration (3rd party, BYOB, etc.)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>a. The bartender is sober and of legal age or 3rd party.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>b. Distribution of alcohol is in single serving containers</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>c. Bartender is distributing alcohol one serving at a time</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>d. Absence of large quantities of alcohol obtained with pooled money</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7.</td>
<td>Alcohol being dispersed from monitored, indoor location.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8.</td>
<td>Alcohol being distributed only to guests who are identified of at least 21.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9.</td>
<td>Drinking games are not being played and are not present.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10.</td>
<td>Liquor is NOT present.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>11.</td>
<td>Sober party monitors (1 for every 20 guest) are present/clearly identified and are dispersed throughout venue.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>12.</td>
<td>Food and non-alcoholic beverages are available and in view.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>13.</td>
<td>No open alcoholic containers are brought in or taken out of the party.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>14.</td>
<td>Compliance to the university and national organization drug policy.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>15.</td>
<td>Hired security guards are present for (co-sponsored) fraternity parties.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>16.</td>
<td>Water is provided and clearly identifiable</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>17.</td>
<td>Has an identified system to track quantities of alcohol for each guest over the age of 21 (wrist bands, ticket system)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Joint Council Alcohol and Risk Management Policy

C. Bring Your Own Beverage (BYOB) Guidelines

1. The purchase of alcoholic beverages may not be coordinated through the chapter treasury, by monetary collection (e.g. passing a hat), by any member of the chapter, or by any funds allocated to student organizations by the Council on Student Affairs or any other governing body.

2. Only beverages classified as "beer", "wine", or "cider" are permissible at a function in addition to nonalcoholic beverages. See the Ohio Revised Code for beverage definitions [Chapter 4301.01 (B)].

3. The serving of communal alcohol is not permissible at any function (punch bowls, gelatin shots, kegs, mini kegs etc.). No drinking games shall be played.

4. Alcohol may not be served in a container greater than 12 fluid ounces at any event (i.e. a Solo Cup, or comparable cup with measured lines).

5. Alcohol shall be distributed from one location. Each guest of legal drinking age will be allotted alcoholic beverages based upon (number of hours of the event) x (2). During the compliance check the chapter must provide proof of a system dedicated to monitoring the distribution of all alcohol based on time span of event.

   1. There will be two drinks allotted in a given hour per the hour of the event, which will be equal to the amount of tickets each attendee of legal drinking age is permitted.
      1. 1 drink is defined as:
      2. 12 fluid ounces of beer
      3. 6 fluid ounces of wine
      4. 12 ounces of cider

6. Persons attending shall show proof of age and be marked accordingly, either by an ‘O’ on the hand or wristband if they are of legal drinking age or an ‘X’ if they are under age. Identification should also be checked at the central place of alcohol distribution each time a beverage is dispensed.
New Event Observation List

- Why this should work better
  - Smaller list
  - Tangible items you as an observer can accurately assess
  - Focus on setting the stage for a safe event

- Frequently Asked Questions
  - #1 (PHA Risk Management Bylaws, Section VII)
  - #6 (Article 1, Section IV, Sub C, #8)
  - #10 (Article 1, Section IV, Sub C, #12)
  - #11 (Article 1, Section IV, Sub C, #13)

Joint Council Alcohol and Risk Management Policy

**Article 1, Section IV, Sub C, #8-13**

**Operational Alcohol Policy**

8. Each sponsoring IFC/MCGC/NPHC/PHA member chapter must provide at least one (1) non-drinking member(s) for every 20 people present at the even or hire a security guard where two security guards are equivalent to three sober monitors. The names of these individuals shall be posted at the door and at the point of alcohol distribution.

9. Alternate transportation numbers are to be listed at both the door and at the place where alcohol is distributed.

10. The non-drinking door monitors shall deny access to any person who appears or actually is intoxicated.

11. A predetermined guest list of expected attendees is required and if guests attend who are not originally on the list, their names must be added.

12. Non-salty food and non-alcoholic beverages (other than water) shall be supplied by the hosting chapter(s) for 20% of the expected number of guests and shall be in plain view for the duration of the event.

13. Water is to be made available at all times, to all guests. Hosts are required to ensure that hanging signs clearly denote from where guests may receive water.
The Bylaws

- The JCJB bylaws
  - Rules for chapters
    - Social Function: Article 1: Section 1, Section 2
    - Consequences: Article 2: Section 3

- The PHA bylaws
  - Required Security: Article 1, Section 7

- IFC Bylaws
  - Committee Organization: Article 1
  - Event Observation Procedure: Article 2

Event Observation Admin Procedure

- Step 1: Registration
  - VP of Risk will have all registrations by Monday

- Step 2: Availability
  - Google Form will be available to submit your availability for that week. Needs to be completed by Monday at midnight.

- Step 3: Schedule
  - VP of Risk will email a copy of the event observation schedule by Wednesday
    - Any changes will be sent via Groupme
Event Observation

Admin Procedure Cont.

- Step 3a: Substitutions
  - If your schedule changes you must find you’re a suitable replacement– Tell the VP’s who your replacement is
- Step 4: Event Observation

Event Observation

Operational Procedure

- Step 1: Contact the team members
  - Arrange a place to meet the team members you will be doing observations with that evening
- Step 2: Go to Event
  - Introduce yourself to the doormen and let them know you are there to perform an event observation
- Step 3: The Observation
  - Be in the mindset of a partygoer. Look, Don’t ask. Say something like “Show me the event”
  - Are people marked as 21? Are they using a guest list? Do you see a phone number for a taxi company? Can you easily see food and water?
Event Observation Operational Procedure Cont.

- Step 3a: Questions
  - If you can’t easily observe items from the checklist ask questions
    - “What type of food do you have?”
    - “Where is the water?”
    - “How do you know who is coming to the event?”
    - “How do you know who has come to the party already?”
    - “What are your sober monitors doing?”

- Step 4: Notes and Advice
  - If you notice anything that catches your eye make a note of it, offer a solution or advice to the chapter, and make note of the advice you give. You have the right to return to perform another check if you believe it to be necessary.

- Step 5: Signatures
  - Print your names on the front side of the sheet
  - Record the time of the event on the reverse side
  - Gather the appropriate signatures

Event Observation Admin Procedure Cont.

Event Observation Complete

- Step 5: Paperwork
  - All normal event observation forms must be placed in the Greek Suite event observation binder within 7 days
  - Located in the cabinet above the computer immediately to the right upon entering the office
  - All event observation forms with infractions must be sent to both VP’s within 24hrs and the original must be filed within 72hrs

- Step 6: Grievances
  - If an event observation leads to a grievance being filed the VP’s will contact the team members and speak with them regarding the incident. The team members will have the opportunity to review the grievance form before it is submitted.
Crisis Management

- We are providing you with this information since you are leaders in the Greek Community
- Often times you will be asked questions by members of other chapters or your own chapter. It is best to know a little about everything.

Wrapping Up

**Future Meetings**
- Wednesday February 3**th** 7:30pm → Ethyl
- Sunday February 14**th** 5pm → Ohio Union
  - Sunday February 21**st** ASTP presenters only
- Sunday February 28**th** 5pm → Ohio Union
- Thursday March 10**th** 7:30pm → Chumley’s
- Sunday April 17**th** 5pm → Ohio Union