

# FRATERNITY OF MEN, NOT BOYS.

Sigma Nu's Risk Reduction Newsletter

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## Affidavits

An affidavit is a statement confirmed by oath or affirmation for use as evidence in court. Sounds fairly important huh? Well it is!

Within two weeks of the beginning of each semester or quarter, chapters are required to submit their completed Risk Reduction Affidavit to the General Fraternity. This document is an affirmation to abide by the policies of Sigma Nu.

The same also goes for the Candidate Class Affidavit, which is to be completed and submitted within two weeks of the Candidate Ceremony being conducted. Unfortunately, it seems these highly important documents sometimes don't find their way into the hands of those responsible for them...YOU! Check out the [Risk Reduction Chairman Officer Resource Page](#) to find electronic copies of both affidavits and look on your chapter's next financial statement from the General Fraternity to confirm whether these required affidavits have been submitted for the current semester or quarter.

## Special Event Request Form

Did you know there is a process to request certain one-time exemptions from aspects of the Fraternity's [Risk Reduction Policy and Guidelines](#)? These exemptions are granted on a case-by-case basis after reviewing the chapter's plans for their event. If the chapter has gone above and beyond in implementing proper risk management controls and measures for their planned event, the General Fraternity is sometimes able to grant certain exemptions from the [Risk Reduction Policy and Guidelines](#). That being said, the chapter's event is still expected to fully comply with all applicable University/Interfraternity Council policies.

To begin the process of being considered for a possible exemption for the chapter's upcoming event, you must submit a completed "[Special Event Request Form](#)" to Fred Dobry, Director of Risk Reduction, at [fred.dobry@sigmanu.org](mailto:fred.dobry@sigmanu.org). After reviewing the completed form, Fred will contact you with additional questions and/or feedback. Typically, further improvements will need to be made to the chapter's risk management measures to allow for the requested exemption to be granted.

The process of going back-and-forth in reviewing and improving the chapter's plans for the event can be time-consuming. Thus, you should submit the initial "[Special Event Request Form](#)" **at least six weeks prior** to the planned event. This will allow sufficient time to have the event and requested exemption properly reviewed and considered.

## Organizing An Alcohol Chapter Event

Sigma Nu's *Risk Reduction Policy and Guidelines* contain specific information regarding the proper way to host a social function with alcohol. What can a chapter do to have alcohol present and consumed without being in violation of the *Risk Reduction Policy and Guidelines*? This article highlights two ways a chapter can allow alcohol at a chapter function and still comply with the Fraternity's policies.

It should be noted that all chapters are expected to adhere to not only the Fraternity's policies but also to College/University policies and state and municipal laws and ordinances. **In cases where the policies of Sigma Nu Fraternity and the College/University differ, the stricter of the two policies should be followed.** (continued on page 2)

# Facts about being Risk Reduction Chairman

Last year, we wrote an article highlighting some of the key myths revolving around the Risk Reduction Chairman position. But what are some of the cold hard facts about being Risk Reduction Chairman? Well, given that the time for fall officer elections is upon us, here they are:

- 1) This is an extremely important position – This probably can't be repeated enough, but it's very true. Nearly half of your chapter's expenses going toward the General Fraternity are for the Risk Management Assessment, so why wouldn't the Chairman be an important position in the chapter? Furthermore, this position and subsequent committee is mandated by the [Risk Reduction Policy and Guidelines](#).
- 2) This is not a vow of sobriety for an entire year – Many chapters try to pigeonhole this position into being the sober monitor for every social function and require the officer to be sober each weekend. Now there's nothing wrong with sobriety; but, concerning this position, it is not a constant requirement. Similar to how the LEAD Chairman need not facilitate every LEAD session, the Risk Reduction Chairman need not be the sober monitor at every social function with alcohol.
- 3) This is an exciting position to hold within the chapter – Certainly there is an enforcement side to this position, but you are also ensuring the longevity of your chapter as well as protecting the image and good name of Sigma Nu. Think about your campus and think about any other Greek organizations that have been shut down recently. I would bet their decline was rooted in a risk management policy violation. You may not be planning the fun brotherhood events, but you're the one who's making sure the chapter even gets to continue having them.
- 4) You have a committee, use it! – This isn't a one man show. The [Risk Reduction Policy and Guidelines](#) require that you execute your duties and responsibilities with the assistance of a committee. So why wouldn't you use that resource? Excellent LEAD Chapters don't have a single officer planning all four phases of LEAD. Take full advantage of your committee and delegate responsibilities while also creating a good group of men to possibly take over when your term ends. These committee members often can be your allies when it comes to policy enforcement.

## Distributing Alcohol at Chapter Events *(continued from page 1)*

One way the chapter can allow alcohol at a function (if permitted by College/University policies) is through a licensed third-party vendor. The chapter could secure the services of a licensed third-party vendor to sell alcohol on a per-drink basis to of-age persons at an event utilizing a cash bar. You should review the [FIPG third-party vendor](#) checklist with the vendor prior to hiring them.

If allowed by College/University policies, chapters may also utilize a BYOB (Bring Your Own Beverage) format for social functions. Valid identification of those claiming to be entitled to legally consume alcohol at the function is checked (preferably by retained security or off-duty police officers) for the correct age, and persons of legal age are issued wrist bands that designate them of legal age to consume alcoholic beverages. Consumption of alcohol during the event is allowed only in designated public areas. Designated personnel (preferably retained security or off-duty police officers) are assigned to monitor consumption of alcoholic beverages by anyone without an issued wrist band.

If any member or guest appears to be even slightly intoxicated at the function, designated members escort the member or guest from the function and do all that is reasonable to prevent persons appearing to be intoxicated from driving automobiles or walking themselves home. If it appears that any person may have symptoms of alcohol poisoning, call 911.

This information should help you to organize a safe event that is compliant with the Fraternity's *Risk Reduction Policy and Guidelines*. As always, if you have any questions, you should contact your Leadership Consultant or Fred Dobry, Director of Risk Reduction, before hosting an event. Fred Dobry can be reached at 540-463-1869 or via email at [fred.dobry@sigmanu.org](mailto:fred.dobry@sigmanu.org).