

## GUIDELINES FOR SOCIAL CHAIRPERSON

It is the responsibility of the Social Chairperson of each student organization to inform the members of all guidelines and procedures relating to the University Alcohol Policy and any and all matters pertaining to hosting events at which alcohol will be present. With the implementation of the Age 21 state law pertaining to the purchase and consumption of alcohol, student organizations are encouraged to work cooperatively and with other campus groups (Student Union, Hall Governments, etc.) in order to develop theme-oriented events. Furthermore, it is strongly recommended that in light of their leadership position, the Social Chairperson assume the additional role of educator, in order to promote the responsible use of alcohol among those members who choose to use alcohol. Specifically, the Social Chairperson shall be responsible for:

1. Participating in party host training sessions.
2. Selecting, training and providing support to the designated hosts and bartenders for each event where alcohol will be present.
3. Completing all event registration materials and submitting them on line to [greek@wfu.edu](mailto:greek@wfu.edu) by 12:30 p.m., three working days prior to the event.
4. Completing all **Special Events** registration materials and submitting them on line to [greek@wfu.edu](mailto:greek@wfu.edu) fourteen (14) days prior to the event. Special Events are any functions outside the normally approved lounge party. Groups will be billed at the end of each month for all special event charges.
5. Coordinating catering with ARAMARK. When hosting any event where food and/or alcohol will be provided, all food and alcohol must be ordered and served through ARAMARK.
6. Completing the University Police Request Form. All information can be obtained through University Police.
7. Consulting with the Coordinator of Greek Life when registering an “alcohol-provided” social function to determine the sufficient amount of alcohol to be served by the host organization at such an event. The amount of alcohol approved for serving at a registered social function is based upon a calculation of the following variables: number of legal age participants, length of party, type of alcohol, unit of measurement, and type and amount of food served. A typical calculation for the amount of alcohol approved for an event might be as follows: 80 legal age participants x 4 hours (length of party) = 320 servings divided by 165 servings per keg = 2 kegs. (This section does not apply to Greek organizations whose National affiliate prohibits providing alcoholic beverages.)
8. Consulting with the Coordinator of Greek Life when registering a social function involving guests to determine whether a security officer will be needed, and if so, making the necessary arrangements for one to be present and properly compensated.
9. Seeking the advice and support of the Office of Residence Life and Housing in development, organization, and implementation of social events.
10. Completing an Event Evaluation Form (post-event) and submitting it on line to [greek@wfu.edu](mailto:greek@wfu.edu) by 10:00 AM the day following the event.