

Purdue Cooperative Council

Risk Management and Social Policies

Article I

These policies, which have been adopted by the majority of all Cooperative members on April 28, 1999, are amendable by a 2/3 majority vote by house presidents.

Article II

Purpose

The purpose of these policies is to promote safe, responsible, social activity by Cooperative house members and their guests to ensure that all houses meet federal, state, province, county, and city laws, and University guidelines.

Article III

General Risk Management Policies

1. These policies are in effect throughout the academic year and must be followed at all times.
2. All students and organizations must comply with the medical amnesty act policy and should make a responsible decision to seek medical attention for their self or on behalf of others in the case of student intoxication and/or alcohol poisoning.
3. Must follow University and State policies
4. Illegal/controlled substances are prohibited on any house property
5. Every house must have an elected Risk Manager
6. All houses must attend a risk management education program
 - a. If a risk management program is deemed mandatory at least 2 weeks in advance then houses will be penalized for missed attendance
 - i. \$10 a person or otherwise deemed by the VP of Risk Management
7. No member or guest under the age of twenty-one (21) may consume alcoholic beverages on house property or in conjunction with any house activity.
8. No alcoholic beverages may be consumed or displayed on the property of any Cooperative house outside of the house itself. This includes promotional items, banners, neon signs, etc.
9. No alcoholic beverages are to be sold. No alcoholic beverages may be available at any event where an admission fee is charged. No alcoholic beverages are allowed at philanthropic events.
10. No blocking exits at any time
11. No tampering with or disabling any fire safety devices (i.e. taping fire alarms, taking down smoke detectors, etc)
12. House funds are not to be used to purchase alcoholic beverages, nor may any member of the house coordinates the purchase of alcoholic beverages (i.e. passing the hat, slush funds, selling cups, etc).
13. No kegs or other community containers of alcoholic beverages may be brought onto house property or be present at any out-of-house functions (barn dances, formals, etc).

14. No alcohol consumption on house property (all persons) Sunday 10 p.m. through Thursday 10 p.m. until that respective house's new member process has ended.

Article IV

Functions

1. A function shall be defined as any activity while on house premises, in any situation sponsored, or endorsed by the house, or in any event that an observer would associate with the Cooperative house. All functions must be registered with the VP of Risk Management by the Monday of the week of the intended function by 12:00 noon.
2. All alcoholic and non-alcoholic functions must be registered online by one (1) house as long as information is provided for each of the house's sober monitors (sober active, sober patrol, door monitors, beverage distributors, etc.). The registration form must be filled out and approved via BoilerLink on the Purdue Cooperative Council page. The VP of Risk Management must review and approve the requested function in order for it to occur.
3. Types of functions
 - a. Social Functions with alcohol
 - i. Must be registered as a function on Boilerlink
 - ii. Are BYOB or should be served by a third-party vendor.
 1. BYOB: defined as beer or wine cooler of 15% ABV or less and not to exceed a total 72 oz.
 - iii. Risk Assessors shall use the Wet Function Standard Rubric to assess this function
 - b. Social Functions without alcohol
 - i. Must be registered as a function on Boilerlink
 - ii. Risk Assessors shall use the Dry Function Standard Rubric to assess the safety of these functions
 - c. A Single house sponsored list function is when a house independently sponsors a function in which each member of the sponsoring house is able to invite up to 3 guests
 - d. A Co-Sponsored function is when up to 4 houses host a function together
 - i. A house is considered a co-sponsor when 50% or more of a house is on the list for the function
 - ii. If a house were to be added as a co-sponsor, they would need to send their sober monitor information to the VP of Risk Management 48 hours prior to the function
 - e. Homecoming is not considered a house function; however, all rules and regulations apply.

Article V

General Function Policies

1. The list of invited guests must not exceed the ratio of three (3) guests for each resident of the host house and the co-sponsoring house(s) (3:1)
2. The number of invited guests must not exceed the fire code capacity of the function area.

3. In each month when a house sponsors an alcoholic function, there must be at least one dry function.
4. All functions will be evaluated by Risk Assessors according to the Functions Standards Rubrics
5. All functions must be staffed according to section V. Duties Required for Functions
6. Functions hosted by a non-cooperative house will be assessed by the council of that respective house. No more than one council should assess a function
7. No drinking games played with alcohol are allowed at functions.
8. Alcohol may not be served for more than 6 hours.
9. Functions must end by 2:00 a.m.
10. Last call will be thirty (30) minutes prior to the end of the function.
11. The distribution station will close fifteen (15) minutes prior to the end of the function.
12. Alcohol cannot be distributed or consumed in any part of the house or property other than the designated function area.
13. At least one non-alcoholic beverage, along with snack food, must be made available at all times throughout the function.
14. No alcohol remaining at the distribution station at the end of the function will be returned to the guest or member that brought it into the function. The host house's risk manager and/or his/her designee will dispose of the alcohol.
15. Guests are not allowed to have glass containers in function area for safety reasons. The contents of glass containers brought to the function will be poured into a cup at the distribution station.
16. Suggested procedures: place alcohol behind a table, in a contained location, or other locations deemed applicable per the VP of Risk Management (note: alcohol is not to be hidden, but instead protected)
17. A list of names and birth dates of all non-member guests must be given to the hosting house prior to any alcoholic function. The host house will email a list of all house members involved in the registered function to the ED of Risk Management.
18. Signs must be posted in the function area, in the bathrooms, at the door, and at the distribution station. These signs will include a space to identify:
 - a. Names and numbers of Sober Actives, Function Monitors, and Sober Escorts/Drivers
19. No alcohol consumption under the legal drinking age.
20. No alcohol may leave the function area
21. There may be no more than four organizations participating in an event at a host house, regardless of the above stated 3:1 policy.
22. All sponsoring organizations are equally responsible for open and closed events and for compliance with University regulations and applicable laws

Article VI

Failure to Register a Function

1. Any house that neglects to register a function will:
 - a. Be considered having an unregistered function and will be involved in a Judicial hearing.
2. Any house that registers a function late will:

- a. First time- the house president and social(s) will receive a warning via email from the VP of Risk Management. Within 24 hours, the president should acknowledge the warning and plan a meeting in conjunction with the house president of Risk Management and the house social(s).
- b. Second time- the house will receive a \$20 fine.
- c. Third time- the house will receive a \$50 fine.
- d. Fourth time- the house will be involved in a Judicial hearing

Article VII

Failing a Function

1. The following failures will result in a Judicial Board Hearing:
 - a. Failure of any yellow standard, refer to **Appendix A** for list of yellow standards
 - b. Failure of any white standard for the third consecutive event, refer to **Appendix A** for list of white standards
2. The following failure will result in a meeting between sponsoring and co-sponsoring house president(s), risk manager(s), social chair(s), VP of Risk Management and Cooperative Council Advisor
 - a. Failure of three or more white standards in a single function, refer to Appendix A for list of white standards
3. A failed function will be shut down at the discretion of a house president or at least 2 of the following: VP of Risk Management, ED of Risk Management, Cooperative Council President, and house president
 - a. The sponsoring and/or co-sponsoring president(s) will be notified upon the decisions the of function being shut down
 - b. For a function to be shut down, 2 of the above positions must witness the conclusion of the function

Article VIII

Duties Required for Functions

1. Sober Active Member (1 from each sponsoring Cooperative House)
 - a. One active member from each of the sponsoring houses shall escort the Risk Assessors at the functions
 - b. Shall complete and sign the Functions Standards Rubric; sober active will, by initialing, acknowledge their understanding of the results reported by the Risk Assessors
2. Door Monitors (2 minimum with at least 1 being from each sponsoring Cooperative House)
 - a. Check attendance list and admit only those on the list
 - b. Mark each person under the age of 21
 - i. Suggested procedure: Wristbands for those over the age of 21, colored wristbands for those over and under the age of 21, marking an “x” on those under the age of 21, marking “21+” on hands, or other procedures deemed applicable per the VP of Risk Management.
 - c. Check for valid state issued identification to verify birthdate

- d. Mark each guest with the number of alcoholic beverages they brought to the function to be distributed at the alcohol distribution station
 - i. Suggested procedures: put a permanent marker number or slash mark on the guest's arm, mark an "x" on the wrist band for each beverage brought, or other procedures deemed applicable per the VP of Risk Management.
- e. Record arrival and departure times for each guest
- 3. Function Monitors (1 per 20 invited guests, 2 minimum with at least one being from each sponsoring Cooperative House)
 - a. Patrol for dangerous/questionable situations
 - b. Ensure that no alcohol leaves the function area
 - c. Transfer alcoholic beverages from the door to the distribution station
 - d. Must be uniformly identifiable by the Risk Assessors and those in attendance at the function
- 4. Sober Escort/Driver (1 minimum, 2 minimum if more than 2 co-sponsoring houses)
 - a. Sober escorts and drivers need to be available to safely transport or escort guests to their homes only
- 5. Beverage Distributors (2 minimum)
 - a. Distribute beverages and note when a beverage is given to a guest
 - i. Suggested procedures: mark off on guest's wristband or wrist or other procedures deemed applicable per the VP of Risk Management.
 - b. Monitor the sobriety of all individuals and cut off the supply of alcohol to those who are considered too intoxicated
 - c. Must be of legal drinking age (21) to serve alcohol and must be sober
 - d. Maintain the table of snack food and non-alcoholic beverages
 - e. In the case of a third-party vendor, the beverage distributor is to act as the liaison between the house and the vendor
 - i. The recommended means of alcohol distribution is a third party vendor insured by an organization (they are required to be licensed and must provide a certificate of insurance upon request during the function).

Article IX

Risk Assessors

1. Will report to the Vice President and Executive Director of Risk Management
2. Will be trained in collaboration with Fraternity, Sorority and Cooperative Life staff
3. Will use the Alcoholic Function Standards Rubric (**Appendix letter**) and Dry Function Standards Rubric (**appendix letter**)
4. Shall observe functions in pairs
5. Shall assess the social function with alcohol before the function starts to assess the plan of action and then **at least** once again at various times to ensure the follow through of the plan
 - a. Are able to return at any time throughout the function until the function overview reaches "strongly agree"
 - b. Will use the first portion of the rubric for the first visit, and the second portion will be filled out after the second visit

6. Shall be escorted by one sober active member from each co-sponsoring Cooperative Houses
7. Shall complete and sign the Functions Standards Rubric
 - a. At the conclusion of each evening of functions assessments, the Risk Assessors will proceed to the FSCL office to document results
 - b. Will scan all forms and email results to the VP of Risk Management, ED of Risk Management, the Purdue Cooperative Council Advisor, and all sponsoring house Presidents
 - c. The physical rubric will be deposited in a lock box to be retrieved by the ED of Risk Management
 - d. In the event that the FSCL office cannot be accessed during the night of observations, the above process of documentation will be completed by noon the following day
8. Shall not be authorized to shut down functions they observe
9. Shall privately schedule function assessment availability times with the ED of Risk Management
10. Will hold a minimum of a one (1) semester term with the opportunity of continued service upon evaluation by the ED of Risk Management

Article X

Special & Single-Sponsored Events and Functions

This may include, but are not limited to Barn dances, formals, etc.

1. All PCC rules and regulations must be followed, and the Chief Justice will deal with any special situations on an individual house basis.
2. If a house is not providing group transportation or overnight accommodations, rules regarding the sober patrol and sober drivers must be implemented. It is recommended that at all overnight events, guests' car keys be collected and held by a designated member of the host house's sober patrol to insure members only drink beverages that are brought at the beginning of the event and to reduce the risk of driving while intoxicated
3. Third party security can be hired for an event such as this
4. A specific barn dance/formal function registration form is required for these events and must be registered on BoilerLink two (2) weeks before the scheduled event if you are traveling
 - a. This must be approved by the VP of Risk Management before occurring
5. Any event with travel must be registered on BoilerLink as an event, as well as complete the Purdue Cooperative Council Function Registration Form (per above)
 - a. The organization's president has access to register an event on Boilerlink

Article XI

Recruitment

1. A prospective member is designated as any individual who has submitted the recruitment application to the Cooperative System for consideration as a new member.
2. A recruitment function is any activity where a prospective member is present.
3. All recruitment functions shall be non-alcoholic.

Appendix A Wet Function Rubric

Initial Visit

Location: _____ Date: _____ Arrival time: _____

Category	Standard	Pass	Questionable	Comments
Alcohol	No kegs or Hard Alcohol present			
Operations	Bartender(s) are 21+ years old *must show state-issued ID			
	Typed guest list *First AND last names, birthdates *Notes member who invited the guest and the guests' house affiliation *Arrival and departure times for each guest			
	Checking IDs at the entrance *PUID or State-issued ID *Must have State-issued to be marked 21+			
	Marking < 21 vs. 21+ *Must be a standardized system			
	Alcohol check-in system in place (BYOB) *Ask to see cache of stored beverages * marking drinks for guests			
	Immediate entrance to the function area (max time of 2 minutes)			
Safety	Signs indicating that areas outside the function space are off-limits			
	Only one entrance/exit to house			

	All other exits clearly marked as "Emergency Exit Only"			
	All other exits unobstructed			
	Function Monitors visually identifiable * 1 per 20 guests on list			
	Function Monitor list posted at entrance/exit and restrooms *Must include phone numbers			
	Sober Driver list posted at entrance/exit *Must include names and phone numbers			
Function Overview	Confident that behavior portrayed during risk assessment was authentically representative of the event	Strongly Disagree Disagree Neither/ Nor Agree Agree Strongly Agree		

Follow-up Visit

Location: _____ Date: _____ Arrival time: _____

Category	Standard	Pass	Fail	Comments
Alcohol	No kegs present or being served from			
	No drinking games played with alcohol			
	No hard alcohol present or being served			
	No drinks served in glass			
	No sale of alcohol occurring			
	No communal containers/dispensers containing alcohol			

	Reasonable snacks and non-alcoholic drinks accessible water bottles suggested			
	No alcohol being consumed outside the function area by non-residential guests			
Operations	Bartender(s) are 21+ years old *must show state-issued ID			
	Typed guest list *First AND last names, birthdates *Notes member who invited the guest and the guests' house affiliation *Arrival and departure times for each guest			
	Checking IDs at the entrance *PUID or State-issued ID *Must have State-issued to be marked 21+			
	Marking <21 vs. 21+ *Must be a standardized system			
	Alcohol Check-in system in place *ask to see area of stored beverages *marking drinks for guests			
	Immediate entrance to the function area (max time of 2 minutes)			
Safety	Signs indicating that areas outside the function space are off-limits			
	Only one entrance/exit to house			
	All other exits clearly marked as "Emergency Exit Only"			
	All other exits unobstructed			
	Function Monitor visually identifiable * 1 per 20 guests on list			

	Function Monitor list posted at entrance/exit and restrooms *Must include phone numbers			
	Sober Driver list posted at entrance/exit *Must include names and phone numbers			
Function Overview	Confident that behavior portrayed during risk assessment was authentically representative of the event	Strongly Disagree Disagree Neither/ Nor Agree Agree Strongly Agree		

Risk Assessor _____

Risk Assessor _____

Sober Active	
Host House Name:	Co-Sponsor House Name:
Host Active:	Co-Sponsor Host Active:
Cell Number:	Cell Number:
Acknowledgement Initials:	Acknowledgement Initials:
Co-Sponsor House Name:	Co-Sponsor House Name:
Co-Sponsor Host Active:	Co-Sponsor Host Active:
Cell Number:	Cell Number:
Acknowledgement Initials:	Acknowledgement Initials:

Departure time: _____

Risk Assessor Signature _____

Risk Assessor Signature _____

Host and co-sponsor acknowledgement initials _____

Appendix B Dry Function Risk Assessor Form

Initial Visit

Location: _____ Date: _____ Arrival time: _____

Category	Standard	Pass	Fail	Comments
Operations	Typed guest list *First AND last names, birthdates *Notes member who invited the guest and the guests' house affiliation *Arrival and departure times for each guest			
	Checking IDs at the entrance *PUID or State-issued ID *Must have State-issued to be marked 21+			
	Immediate entrance to the function area (max time of 2 minutes)			
Safety	Signs indicating that areas outside the function space are off-limits			
	Only one entrance/exit to house			
	All other exits clearly marked as "Emergency Exit Only"			
	All other exits unobstructed			
	A sober monitor is identifiable			
	Sober Patrol list posted at entrance/exit and restrooms *Must include phone numbers			

	Sober Driver list posted at entrance/exit *Must include names and phone numbers			
Function Overview	Confident that behavior portrayed during risk assessment was authentically representative of the event	Strongly Disagree	Disagree	Neither/ Nor Agree
		Agree	Strongly Agree	

Sober Active	
Host House Name:	Co-Sponsor House Name:
Host Active:	Co-Sponsor Host Active:
Cell Number:	Cell Number:
Acknowledgement Initials:	Acknowledgement Initials:
Co-Sponsor House Name:	Co-Sponsor House Name:
Co-Sponsor Host Active:	Co-Sponsor Host Active:
Cell Number:	Cell Number:
Acknowledgement Initials:	Acknowledgement Initials:

Departure time: _____
 Risk Assessor Signature _____
 Risk Assessor Signature _____