

September 9, 2009

FRATERNITY AND SORORITY AFFAIRS

Programming Update



Programming Opportunities

Fire Safety Training. It would be beneficial for your chapter to schedule a fire safety training to go over the campus and state fire safety guidelines and to learn how to protect your floor or house from a possible fire. There is also a possibility for you to sponsor a fire safety program for the general campus. Contact John DiSarro for more information.

Community Service. Interested in Community Service? Check out the CSN website for volunteer opportunities!

Club Rochester. FSA is sponsoring Club Rochester on November 20. We are looking for organizations to help plan the event, advertise, decorate, or provide music. This year's theme is **Pirate's Cove**. Want to get involved? Ask John for more details.

Rochester Victory Alliance. The URMC is looking for a fraternity or sorority to help with HIV research and awareness. They are looking to work with you and the new HIV Advocacy Program to bring a speaker to campus, host a workshop, present a video, or participate in a paid clinical study. If interested, please contact Catherine Bunce, Clinical Coordinator for the HIV Vaccine Trials Unit, at Catherine_bunce@urmc.rochester.edu.

Want to co-sponsor an event? John has a weekly meeting with Wilson Commons Student Activities to discuss campus programming opportunities. If you are planning a program and would like a co-sponsor, please let him know. He can find an organization interested in co-sponsorship at these meetings. Additionally, other groups are often looking to co-sponsor an event with a fraternity or sorority. John can also provide you with information on these events.

Food Event Guidelines:

When you are hosting an event on campus in which you provide food, be sure you are following all of the sanitarian's guidelines. These can be found on the Sanitarian's website:
<http://www.safety.rochester.edu/sanit/foodevents.html>.

Here are some common items you should be aware of:

- The University has a list of approved caterers that meet all sanitation criteria. If you want to use a vendor that is not on the approved caterers list you must obtain that vendor's health permit and certificate of insurance as well as complete a Temporary Food Event permit through the Sanitarian's office.
- You do NOT need to obtain a permit if you are ordering the food solely for members of your organization
- Cheese and pepperoni pizza can be purchased from any valid vendor provided all sanitation guidelines are followed
- Temporary food event forms must be completed 14 days prior to your event, so plan early!

Yellowjacket Weekend Shoutout! Congratulations to all the groups that hosted successful events over Yellow Jacket Weekend.

- Omega Phi Beta had their Radiant Return Party in the CLC.
- Sigma Phi Epsilon brothers participated in the Annual Luau by decorating Hirst Lounge and staffing the event.
- Gamma Phi Beta painted faces and gave out Rocky tattoos to about 250 students at the carnival.
- Ten different organizations, and over 15% of the entire fraternity and sorority community, helped plan and host Yellowjacket Weekend Programs. Thanks for your help!

Residential Life Posting Policy Reminder:

Advertising is strictly limited to bulletin boards in residence hall areas. Posting is not allowed on doors, windows, bathroom mirrors, floors or rugs, in elevators or in stairwells. Advertising may not be slid under student room doors.

Promotional literature for recognized student organizations, approved student programs and campaign posters may be posted on residence hall bulletin boards unless the board is specifically designated for a particular use (e.g. board reserved for Hall Council information).

When posting on bulletin boards, only one (1) advertisement per bulletin boards is allowed. Groups must not cover up other ads when posting their own advertisement.

Staples, thumb tacks, and masking tape are approved methods of hanging advertisements. **Do not use duct tape or packing tape.**

New Requirements for Bar Events

To ensure a safe and successful event, you should begin planning at least one month before your proposed event date. Complete the following steps to obtain approval for your event:

1. Familiarize yourself with the **Off-Campus Events--Bar Bus Policy** and the tips sheet entitled **How to Plan a Successful Bar Party**. These documents will help you understand the guidelines and complete the necessary paperwork.
2. Determine whether your event will be an **Unrestricted Bar Night** or a **Restricted Bar Night**. The definition of these events can be found in the **Off-Campus Events--Bar Bus Policy**. John can also help you determine which type of event you are proposing.
3. At least two weeks before your proposed event, complete either the **Restricted Bar Night Request Form** or the **Unrestricted Bar Night Request Form**. Print the form and bring it to John to discuss the event and obtain his signature. You must submit the completed form to 510 Wilson Commons.
4. After receiving approval from the Bar Night Review Committee, complete the **Bar Event Contract** with the hosting location and complete the **Bus Services Request Form**. Bring both forms to John to sign.
5. At least seven business days before your event, bring your completed **Bus Services Request Form**, with John's signature, to Beverly Buscemi in the Ruth Merrill Center. You will receive a charter confirmation with details about your bus request and pricing.
6. On the day of your event, follow through with all provisions mandated by the Bar Night Review Committee. Have a safe event!
7. No later than 3 days after your event, complete the **Group Evaluation Form** and submit to 510 Wilson Commons.

Summary of Forms:

- Off-Campus Events—Bar Bus Policy
- How to Plan a Successful Bar Party
- Restricted Bar Night Request
- Unrestricted Bar Night Request
- Bar Event Contract
- Bar Services Request Form
- Group Evaluation Form

All forms available online at: <http://www.rochester.edu/college/dos/transportation/>

John coordinates bus requests for fraternities and sororities, so contact him if you have questions about these policies.

John DiSarro

Assistant Director, Fraternity and Sorority Affairs

(585) 276-3167

John.DiSarro@rochester.edu