



# Event Hosting Education Program 2022-2023

*Please note, due to COVID-19 and health and safety conditions, information is subject to change. FSLD is committed to communicating any and all changes when information is available. We appreciate your understanding!*

## Purpose

The Fraternity & Sorority Leadership Development (FSLD) Event Hosting Education Program is an educational and leadership program for students hosting events. The purpose is to support students as they sponsor events, encourage the development of leadership skills when planning and hosting social events, and create a safe social environment for the university and surrounding community.

Fraternities and sororities hosting and participating in events are committed to:

- Health and safety of their members and guests
- Holding members and guests accountable for not following expectations and policies
- Reporting behavior to appropriate university offices.

**COVID-19 Note:** All said policies are subject to change based on evolving health and safety conditions. Fraternities and sororities are expected to follow the local and national health orders and university guidance on event safety at the time of event.

## University Policies

- Fraternities and sororities sponsoring events must comply with University of Southern California (USC) rules, regulations, and policies as outlined in the [Student Handbook](#), Trojan Fraternity/Sorority Standards and Accreditation, FSLD Event Hosting Education, their respective council bylaws, inter/national organization, and national governing associations (as applicable).
- It is the responsibility of all students to read and become familiar with the [Student Handbook](#).
- Fraternities and sororities must comply with appropriate state and federal laws, and fire and police department rules and regulations, including the LA County [Lugo Ordinances](#).
- The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
- Event hosting and participation is a privilege of recognized fraternities and sororities in good standing, and can be revoked based on change in organization status. Good standing can be determined by FSLD, the Office of Community Expectations (OCE), respective council, or local or inter/national organization. Failure to align with said policies could result in immediate action from FSLD, university conduct and accountability offices, council, chapter leadership, or local or inter/national organization.
- Chapters are expected to follow the university policies on alcohol (beginning on page 16 of the Student Handbook) and understand resources available.
- **Event Definition:** Information about university events hosting can be found on page 104 of the handbook with the official definition of an event on page 129.
- **Recognized Student Organizations:** All social fraternities and sororities recognized by FSLD hold official status as Recognized Student Organizations. Responsibilities of RSOs can be found, starting on page 74, of the Student Handbook.
- **Event Times:** As per pg 110 of the Student Handbook, social events where alcohol is served by the host student organization are ONLY permitted Thursday until midnight (12:00am) and Friday and Saturday until 2:00 a.m. Alcohol service MUST end by 1:00 a.m. on Friday and Saturday nights. While the university is on break during an academic term, either fall or spring break, USC and FSLD reserve the opportunity to change to meet any presenting health and safety needs. No social events on study days or final exams. The last day to host events is the last day of classes each semester.
- Fraternities and sororities sponsoring and hosting events are to follow university fire safety and university and city and county police department expectations, as outlined below.
- **Fire Safety & Set Up:** Information regarding USC Fire Safety and LAFD expectations, LA City fire code, event set up, structures, applicable permits, street closure processes, facility capacity, facility inspections and requirements, and other Fire Safety and LAFD related items, please see [Fire Safety and LAFD Expectations](#)
- **Fire Safety Capacity:** Event capacity of a location and or set up is determined by USC Fire Safety and or LA County Fire. Please see [Fire Safety and LAFD Expectations](#)
- **LA City Loud or Unruly Gathering (LUGO):** Defined as “means a gathering of persons at any Residence where Loud or Unruly Conduct occurs at the Residence or within 500 feet of the Residence, and which threatens or interferes with the public health, safety or welfare, or the comfortable enjoyment of life and property” (LA Ordinance 185451). This applies at all times of the day.
- **DPS & LAPD:** Information regarding DPS expectations, LUGO, hiring DPS officers for security and street

closures, street closure processes, applicable city event permits and other DPS and LAPD related items, please see [DPS & LAPD Expectations](#).

## **FSLD Policies**

- Chapter event approval and management is the responsibility of the local and or inter/national organization and chapter. Chapters should have an internal risk plan (or something similarly titled) reviewed and approved by the local or inter/national organization before hosting events. The plan should align to their local and or international organization requirements. Chapters should educate their members on plan.
- As a community focused on equity and inclusion, event themes and decorations are to be inclusive and reflect the best interest of the university community as aligned to the university values, FSLD, and chapter mission, and may not harmfully depict or imitate populations or cultures.
- Chapter leadership (social chairs, risk managers, program chairs, philanthropy chairs, president, etc.) are required to attend the FSLD event hosting education each semester and any scheduled follow up sessions. A chapter who does not complete the event hosting education is unable to host or participate in events until completed each semester.
- Reflection and evaluation are key to enhancing the future event experience. Through attendance at the Post-Event Meetings, chapter leaders are expected to review their events and adjust their risk prevention plan for future events.
- Any event or activity related to the new member or membership intake process (e.g., recruitment, intake, candidate education etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member/candidate/MIP activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” or presents or probates events or activities, “family” events or activities, and any ritual or ceremony.
- Chapter leaders should review the [USC Responsible Hosting Information](#).
- The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited at any chapter event.
- Chapters should hire security for events to support their risk management. The chapter should define the expectations of the security company for the event including the process for:
  - Wristbands distribution for those over 21 and identifying those under the age of 21
  - Security guard placement at ingress, egress, and at stairwells and hallways leading to bedrooms
  - Utilization of license scanners to screen for fake identification
  - The ratio of security guard to guest to ensure safety (DPS suggestion of 1 guard for every 40 guests)
- Common sources of alcohol, including bulk quantities, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- A chapter/organization may not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
- A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
- The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

- Philanthropy events are limited to one day and must be alcohol-free.
- Chapters are to ensure trash is placed in receptacles and any alcohol containers are properly disposed before, during, and after the event, including transportation pick up and drop off areas..
- If transportation is used, transportation must be actively loading and unloading only on University, Figueroa, and Hoover. Chapters are responsible for any trash near pick up and drop off locations and member behavior while loading, in transit, and unloading of transportation.
- Chapters are encouraged to consider sustainable ways to host events. Chapters can use the Undergraduate Student Government originally developed [Sustainable Event Planning Guide](#), [Trojans Recycle Right](#), and may find the [UPC Hydration Station Map](#) helpful!
- Chapters are encouraged to incorporate accessibility for students in their events. Chapters can find the [Office of Student Accessibility Services Planning Accessible Events](#) resource helpful.
- IFC chapters, as part of their inter/national organization membership in the North American Interfraternity Conference, are expected to follow NIC policies, including but not limited to:
  - [NIC IFC Standard Operating Procedures](#)
  - [NIC Alcohol & Drug Guidelines](#)
  - [NIC Policy Prohibiting Alcohol Above 15% ABV](#)
  - [NIC Baseline Health and Safety Programming](#)
- Panhellenic Chapters, as part of their inter/national organization membership in National Panhellenic Conference, are expected to follow NPC unanimous agreements and policies.
  - NPC Best Practices & Policies related to Alcohol found in the [NPC Manual of Information](#)
  - Per NPC Policy, each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.

## Event Types

### Sisterhood/Brotherhood

Sisterhood/Brotherhood events are events in which only members within the chapter are invited. Outside members of the organization are not allowed to participate. Alcohol cannot be present at Sisterhood/Brotherhood events. This category includes membership intake, recruitment events, presents/probates/Coming OWT show, initiation, new member or candidate education, or similar events.

### Philanthropy/Fundraiser

Philanthropy and Fundraisers are events the chapter hosts in order to raise awareness and or money for either charity, cause, or for the chapter itself. Alcohol cannot be present at Philanthropy/Fundraiser events.

### Off-Campus Social

Off-Campus Events are events the chapter hosts not at a USC sponsored location or recognized chapter facility, with or without alcohol, and include non-members/guests.

### Social Event at Chapter Facility

Social events with alcohol the chapter will host at their recognized facility and invite non-members (guests, parents, alumni/ae, etc.). This includes gameday events.

### IFC Recruitment Off-Campus Event

IFC Recruitment Off-Campus Events are events specifically for chapters participating in IFC recruitment. These are for chapters who host an event not at a USC sponsored location or chapter facility, and are within the IFC recruitment guidelines. Alcohol cannot be present at any IFC recruitment events.

## Event Submission

- Make sure you are listed as President, Primary Contact, or Social Chair on your chapter's portal in [Engage](#).
- Chapter president provides access to Engage (FSLD can support too, email [uscfsld@usc.edu](mailto:uscfsld@usc.edu))

- Campus partners, such as Department of Public Safety and Fire Safety, may provide feedback directly to chapter event hosts through Engage.
  - Submit your event at least 7 days in advance to support review and operations for DPS, Fire Safety, and FSLD.
1. Log into Engage at [https://engage.usc.edu/home\\_login](https://engage.usc.edu/home_login) using your USC credentials
  2. Click on “events” tab on the center left
  3. Click “Create an Event”
  4. Select your organization’s name
  5. Fill out required information
  6. On the last page, you’ll see an FSLD Event Form
  7. You must complete the FSLD Event Form in order for your event to be officially submitted.
  8. You can review your steps
  9. To officially submit, ensure you click submit
  10. Check your emails or event approval status regularly as FSLD, DPS, and/or Fire Safety may have some feedback that can expedite the approval process

## **What FSLD Does to Keep Students Safe When Hosting Events**

### **Education**

#### **Event Hosting Education Program has Four Parts**

- **Part 1:** Event hosting education for AGC, MGC, and NPHC, in conjunction with campus partners held at the beginning of each semester
- **Part 1:** Event hosting education for IFC and Panhellenic officers, in conjunction with campus partners held at the beginning of each semester
- **Part 2:** Pre and post-event meetings for any event held at a chapter facility or off-campus.
- **Part 3:** Event hosting check in roundtable for mid-semester for Panhellenic & IFC officers (social, risk, philanthropy, and gameday)
- **Part 5:** Event hosting check in roundtable for end of semester for all council leaders (incoming and outgoing social, risk, philanthropy, and gameday)

#### **Additional Education**

- Council Recruitment & Intake Information Sessions: FSLD and council officers provide education regarding behavior expectations and university accountability reporting paths during information sessions held each semester
- FSLD completes coaching meetings with council leaders to support them using their council judicial processes as outlined in their council bylaws
- Council officers facilitate roundtables and education to chapter judicial chairs to strengthen chapter use of accountability processes and incorporate university resources
- FSLD provides industry event hosting practices for chapters to consider incorporating into their internal risk plan
- If needed, FSLD identifies chapters at beginning of each semester for continued or new development plans to address trending behavior or potential risk issues

### **Accountability**

- Each chapter creates their internal risk prevention plan, reviewed and approved by their local or national organization who then notifies FSLD of the local or national organization approval to USCFSLD@usc.edu.
- Chapter leadership is responsible for educating chapter members on internal chapter risk prevention and university policies plan each semester and before events.
- If needed, FSLD to identify chapters at beginning of each semester for event hosting acclimation support (such as a chapter ending their probation and hosting an event again)
- FSLD Fraternity/Sorority Standards & Accreditation highlight operational expectations and guidelines for chapters. When a chapter does not meet the Fraternity/Sorority Standards, FSLD partners with the local chapter and international organization in establishing a development plan for the chapter to address gaps in meeting standards.

### **Communication**

- FSLD provides online database for chapters to submit events and keeps records for the university on

- chapter hosted events
- Online platform allows campus partners to see what events occur each week and offer their subject matter feedback directly to student hosts
- FSLD will use department social media and department website for communicating updated university event guidance and expectations
- Information about event hosting included in semester updates to each chapter leader and advisor
- FSLD forwards important university and industry messages to stakeholders (students, advisors, international organization leadership, etc.)
- FSLD leads bi- monthly the USC Fraternity/Sorority Concerns meetings where campus partners gather to discuss university education initiatives, communication, and behavior trends

### **What Fire Safety Does to Keep Students Safe When Hosting Events**

- Serves as the liaison to the fraternity and sorority community regarding university fire safety and university event safety
- Provides expert education regarding capacity, structures, event set up, city event permits related to set up, and facility fire safety
- Facilitates fire safety education during part 1 and 2 of education program.
- Provides fire safety updates and education during Panhellenic & IFC Housing Leadership semesterly meetings
- Completes annual fraternity and sorority facility inspections and follows through on outstanding items
- Completes fire alarm testing for fraternity and sorority facilities
- Provides annual fire safety education to fraternity and sorority residents and members
- Provides regular onsite reviews of fraternity and sorority facilities and event set ups at facility

### **What Department of Public Safety Does to Keep Students Safe When Hosting Events**

- Serves as the liaison to the fraternity and sorority community regarding city ordinances regarding noise and large gatherings
- Facilitates safety education during part 1 and 2 of the education program.
- Provides safety updates and education during Panhellenic & IFC Housing Leadership semesterly meetings
- Provides safety education to fraternity and sorority residents and members
- Provides regular onsite reviews of fraternity and sorority event set ups at facility
- Documents and reports behavior not consistent with university policies to university for accountability

### **What the Office of Community Expectations (OCE) Does to Keep Students Safe When Hosting Events**

- Facilitates accountability and Healthy & Safety Intervention Policy education during part 1 and 2 of education program
- Reviews and respond to reported behavior from university accountability channels
- Provides education during the student conduct process and includes education requirements as part of outcomes.

### **Relevant Contact Information**

FSLD: [uscfsld@usc.edu](mailto:uscfsld@usc.edu)

USC Fire Safety: Melvin Brown  
E: [melvinbr@usc.edu](mailto:melvinbr@usc.edu) | P: (323) 336-2562

USC Fire Safety: Jarrin Black  
E: [jarrinbl@usc.edu](mailto:jarrinbl@usc.edu) | P: (323) 336-161

USC Office of Community Expectations  
E: [communityexpectations@usc.edu](mailto:communityexpectations@usc.edu) | P: (213) 821-7373

Captain Ed Palmer  
E: [epalmer@dps.usc.edu](mailto:epalmer@dps.usc.edu) | C: (213) 379-1026

### **University Reporting Resources**

**Office of Equity, Equal Opportunity and Title IX**  
Email: [eetix@usc.edu](mailto:eetix@usc.edu) | Call: (213) 740-5086

**USC Help & Hotline**  
Call: (213) 740-2500 or (800) 348-7547 or [report.usc.edu](http://report.usc.edu) (can be anonymous)

**Department of Public Safety**

Call: Emergency 213-740-4321 | Non-Emergency  
213-740-6000

**USC LiveSafe** (can be anonymous)

<https://dps.usc.edu/services/safety-app/>

**Campus Support & Intervention**

Email: [uscsupport@usc.edu](mailto:uscsupport@usc.edu) | Call: 213-740-0411

**Trojans Care 4 Trojans (TC4T)** (can be anonymous)

<https://campussupport.usc.edu/trojans-care-4-trojans>

**Event Hosting Resources**

**Engage Sign-In:** [https://engage.usc.edu/home\\_login](https://engage.usc.edu/home_login)

**Engage How To 101:** <https://campusactivities.usc.edu/engage-sc/how-to-navigate-engage/>

**Student Handbook:** <https://policy.usc.edu/studenthandbook/>

**LA City Noise Ordinance:** [http://clkrep.lacity.org/onlinedocs/2012/12-1824-S1\\_ORD\\_185451\\_04-15-2018.pdf](http://clkrep.lacity.org/onlinedocs/2012/12-1824-S1_ORD_185451_04-15-2018.pdf)

**Fire Safety and LAFD Expectations:**

<https://docs.google.com/document/d/1XWS9Ay4yVXoJoPKUoyoOZsL2lyB9NKn56wKCAJlhTS0/edit?usp=sharing>

**DPS and LAPD Expectations** (*scroll down*):

<https://docs.google.com/document/d/1XWS9Ay4yVXoJoPKUoyoOZsL2lyB9NKn56wKCAJlhTS0/edit>

**University Event Hosting & Space Reservations**

[USC Trojan Event Services](#) (reserving on-campus spaces and fields)

[USC Classroom Space Request Form](#) & [Classroom Scheduling Room List](#)

[USC Event Permit](#) (for on-campus events)

**Trojan Event Services**

P: (213) 740-6728 | <https://trojanevents.usc.edu>

[USC Student Organization Responsible Hosting Information](#)

[Sustainable Event Planning Guide](#)

[Trojans Recycle Right](#)

[UPC Hydration Station Map](#)

[Office of Student Accessibility Services Planning Accessible Events](#)

**Umbrella Group & Insurance Company Resources**

[MJ Insurance FAQs](#) (*scroll to event hosting*)

[Holmes Murphy Insurance Event Planning Resources](#)

**North American Interfraternity Conference (NIC) Health & Safety Resources**

<https://nicfraternity.org/health-and-safety-resources/>