

RUTGERS UNIVERSITY-CAMDEN

FRATERNITY & SORORITY GUIDELINES 2008-09

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Preamble

Fraternalities and Sororities have been a part of Rutgers, The State University of New Jersey since 1845 and a part of Rutgers University-Camden since 1951. Traditionally, they have challenged students to reach greater heights intellectually, emotionally and socially. We believe the Greek community offers a rich and rewarding experience for those who choose to affiliate. Fraternalities and sororities have made tremendous contributions to campus life and are very important to the educational mission of the University.

The strength and attractiveness of fraternalities and sororities lie in our ability to develop innovative approaches and to maintain effective programs that maximize charter of the chapters and community within the overall framework of Rutgers University.

The underlying purpose of the University is EDUCATION: to nurture intellectual curiosity, to instruct in various disciplines, to encourage social and moral growth, and to provide the atmosphere conducive to the pursuit of these goals.

It is the responsibility of fraternalities and sororities to encourage an atmosphere of learning, social responsibility and respect for human dignity, and to provide positive influence and constructive development for members and prospective members.

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Chapter Operations

Academics

The Office of Campus Involvement expects fraternities and sororities to promote the academic achievement of its members. With this in mind:

1. Each chapter must develop, implement and maintain a written, comprehensive scholastic program. The program should include the following components:
 - a. skill building
 - b. incentives for improvement and success
 - c. tutoring
 - d. method of tracking class progress
 - e. use of campus resources (LRC, library, etc.)
2. Chapters may offer membership only to eligible students. Eligibility is defined as:
 - a. Full time enrollment in an undergraduate college of Rutgers, The State of New Jersey.
 - b. Completion of at least twelve (12) credits (including E credits)
 - c. An overall GPA of 2.0 as well as a 2.0 GPA from the previous semester
3. Each chapter should achieve a semester GPA equal to or above the all-men's/women's GPA, as applicable, for each semester.
4. If a chapter's semester GPA falls below a 2.2, the chapter shall be placed on academic probation which will continue until the chapter achieves a semester GPA of 2.2 or higher.
5. In order to assist chapters in monitoring their comparative academic performance, the CCC & Office of Campus Involvement will make the following information available to the chapter president, the chapter advisor and the state or inter/national headquarters. Individual GPA information is confidential and is not be shared beyond fore mentioned individuals:
 - a. A "Scholarship Report", ranking all fraternities and all sororities
 - b. A chapter print-out indicating the semester and overall GPA of each member.

Chapter Expectations

It is expected that a recognized fraternity and sorority will support the interests of the University by:

- Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of the University;
- Providing an environment in which learning takes place through the free exchange of ideas and beliefs among members;
- Promoting academic achievement and scholarship through tutorial assistance, special study programs and by regarding outstanding achievement;
- Promoting campus involvement and encouraging their members to become involved with other student organizations;
- Providing a forum for social interaction that permits the individual to become involved with other student organizations;
- Providing valuable experience in group living where individuals accept responsibility for one another knowing that what one does or what one fails to do affects each individual and the entire organization;
- Providing valuable leadership experience and opportunity for developing fiscal management skills;
- Existing as communities which, through the communal efforts of staff, student and faculty, may serve as the focal point to help bridge the gap between the intellectual and social life of the community;
- Providing a support system for individuals as they proceed through significant developmental changes;
- Promoting an individual's life long obligation to serve the community and by sponsoring service and philanthropic projects;
- Providing individuals the opportunity to participate in a variety of recreational activities;
- Providing a safe and habitable facility for its members, if applicable;
- Adhering to the standards set for continued recognition for fraternities and sororities by Rutgers, The State University of New Jersey.

Chapter House Guidelines

Greek Life is highly valued at Rutgers University-Camden. The educational, social and recreational privileges that are part of Greek Life are substantial, in addition to the ability to reside in a Chapter House which fosters brother/sisterhood in its self is unique. Rutgers University-Camden fraternities and sororities must meet ALL of the following criteria for Chapter House Recognition:

1. A Chapter must meet all of the requirements for Good Standing and Recognition.
2. A Chapter must have all Certificates of Insurance, valid and on file with the Office of Risk Management and the Office of Campus Involvement no later than fourteen (14) days prior to the first day of classes for each academic year.
3. A copy of the following information must be on file with the Office of Campus Involvement no later than fourteen (14) days prior to the first day of classes for each academic year;
 - Copy of Certificate of Occupancy
 - Copy of registration of Life Hazard Use
 - Copy of paid Life Hazard Use fee to the City of Camden
 - Notification of compliance of property inspection by Camden Fire Department's Fire Prevention Division this must be done at least annually or as directed by the Camden Fire Department's Fire Prevention Division
 - Compliance with the Dormitory Safety Trust Fund Act
4. All residents of the Chapter House must be full time Rutgers students with a minimum of a 2.0 GPA and 24 credits. A listing of all residents must be provided to the Office of Campus Involvement 14 days prior to the first day of classes of each semester.
5. All residents must sign the Hazing within a Chapter House Form in addition to the standard Hazing Policies
6. All residents must sign the Acknowledgment of Policy for Drugs & Narcotics, Firearms, and Fireworks.
7. A copy of the Fraternity/Sorority Emergency Situations Policy shall be given to each resident.
8. A fire drill should be held once a semester, or when a new resident moves into house. Fire drills enable residents to become familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.
9. The Chapter must follow the Social Policy. (for specifics on the Social Policy for Chapter House Events/Functions please see Section 4 of the Social Policy).

Financial Responsibility

In order to maintain a solid base of operation, each chapter needs to conduct its financial affairs in a responsible manner. The University values the autonomy of the undergraduate officers in making fiscal decisions. With the acknowledgment of this value comes an expectation that the chapters will, in conjunction with their respective advisors:

1. Follow all financial policies outlined by the state or inter/national organization.
2. Develop a budget for each semester.
3. Maintain a positive balance in its account.
4. Collect all money due from members at a level equal to or greater than 90% of anticipated income at the conclusion of each semester.
5. Collect and submit all necessary state or inter/national organization fees in a timely manner.
6. Meet all financial obligations to the local, state and federal government, as well as to the University.
7. Meet all financial obligations of Rutgers University.
8. Maintain written financial contracts with each member which clearly states all financial obligations.

Insurance

Many fraternities and sororities today are facing large lawsuits and legal costs from persons injured in incident and accidents resulting from chapter activities. These lawsuits are not restricted to individual chapter members. The entire local chapter, its undergraduates and local alumni, the international/national organizations, and the University can be named in a lawsuit. Everyone can be held accountable. Each chapter member, by his or her actions and attitude is responsible for members and guest. Therefore, it is mandated for fraternities and sororities at Rutgers, the State University of New Jersey that each chapter have liability insurance with adequate limits for personal injury in place prior to hosting any chapter events.

All Chapters must:

1. Carry a minimum of \$1,000,000.00 (one million) combined single limit for bodily injury and property damage liability. Further, said liability insurance policy must be endorsed so as to:
 - a. Name Rutgers, the State University of New Jersey as “additional insured” and provide primary coverage; and
 - b. Provide Rutgers, The State University of New Jersey with thirty (30) days notice of any change or cancellation of the policy terms. Any such notice should be sent to both the Office of Risk Management and the Office of Campus Involvement Office at the addresses indicated in paragraph #3.

Recognized Chapter Houses in addition to #1 must:

2. Carry Fire and Extended Coverage on the property with coverage for “debris removal.”
3. Provide a Certificate (s) of Insurance to the Office of Risk Management and Insurance and a copy to the Office of Campus Involvement evidencing the policy coverage required in paragraphs #1 & #2 above no later than fourteen (14) days prior to the first day of classes for each academic year. In addition, if a particular policy is due for renewal during the academic year, an updated Certificate of Insurance should be provided no later than fourteen (14) days prior to the expiration date of the existing policy.

Certificates of Insurance, copies of policies should be mailed to:

Risk Management and Insurance
33 Davidson Road
P.O. Box 1179
Piscataway, NJ 08855-1179

Office of Campus Involvement
Camden Campus Center Rm. 312
326 Penn Street
Camden, NJ 08102

Any questions are best directed to the Department of Risk Management:
Phone: 732-445-7300 or Fax: (732)445-7347

The above-specified limits are required minimums only. All fraternity and sorority chapter members and their alumni(ae) are encouraged to review their policies on a regular basis in order to determine whether additional coverage is advisable. A copy of each required policy is on file in the Office of Risk Management. The insurance requirements are strictly enforced. *Failure to comply may result in immediate revocation of the chapter's recognition by the University.*

Camden Office of Campus Involvement

JUDICIAL PROCESS

Phase One

1. A complaint concerning a recognized fraternity or sorority, and/or its individual members may be registered at the Office of Campus Involvement.
2. The complaints will be reviewed immediately by the Chairperson of the Greek Review Board and the Dean/Director of Office of Campus Involvement to determine if there is reasonable cause to believe that there has been a violation of University, IFSC, IFSC OR RGC, Inter/National, and federal/state policies. In the event there is reasonable cause to believe a violation has occurred, an Intake meeting shall be scheduled with the Chapter president. Whenever possible, the Greek Review Board Chair will attend the Intake Meeting.
3. At the Intake Meeting, the Chapter president will meet with the Dean/Director of Office of Campus Involvement and the Review Board Chair to discuss the complaint. As that time, the Chapter president will be instructed to notify the appropriate alumni advisors. In addition the outcome of the Intake Meeting will be forwarded to the Chapter Advisor, state, inter/national headquarters, appropriate University officials and the Review Board Chair and IFSC or IFSC OR RGC President.
4. A follow-up meeting will be scheduled to review the initial discussion and determine the next course of action.
 - a. If the chapter accepts responsibility, sanctions will be discussed at that time and forwarded to the Associate Chancellor of Student Affairs for approval.
 - b. If the Chapter does not accept responsibility, the Dean/Director of Office of Campus Involvement will determine the next course of action.

Phase Two

1. If it is determined that a IFSC or IFSC OR RGC Review Board Hearing is necessary, the Chapter President will meet with the Dean/Director of Office of Campus Involvement and Review Board Chair at a Due Process Meeting to review hearing procedures, the complaint and accompanying charges.

Phase Three

1. The IFSC or IFSC OR RGC Review Board Hearing will take place no more than (7) seven business days from the date of the Due Process Meeting.
2. All persons involved in a hearing will be treated with respect and civility. Hearing participants are expected to conduct themselves in a non-adversarial manner.
3. Attendance by the Chapter President is required. S/he may be accompanied by no more than (4) four other collegiate chapter members. The chapter may bring one advisor (Chapter Advisor, faculty/staff advisor) to the hearing. The advisor should be familiar with the policies and procedures of the IFSC or RGC Review Board. As advisor, even if s/he is an attorney, has no voice in a IFSC or RGC Review Board hearing. Her/his role is to advise the fraternity/sorority, but no actively participate during the hearing procedures.
4. If the parties involved choose not to attend the hearing, or voluntarily leave during the hearing, the case will be heard in their absence.

Phase Four

1. The following are guidelines to be used by the IFSC or RGC Review Board for disciplinary sanctions. In all cases the sanctions should fit the infraction.
 - a. WARNING- A written reprimand to the offending chapter, copied to the appropriate advisors and University officials.
 - b. PROBATION- Defined as a period of time during which additional restrictions or conditions may be imposed on the chapter. Violations of the terms of probation or any other violations during the period of probation will result in further disciplinary action.
 - c. RESTITUTION or REIMBURSEMENT
 - d. Recommendation to the Associate Chancellor of Student Life that the case be referred to the University Disciplinary Hearing Panel.
 - e. Loss of University RECOGNITION.

The IFSC OR RGC Review Board will recommend a sanction(s) to be reviewed by the Assistant Dean.

2. The Chapter will receive written notification of the Dean/Director's and/or the Associate Chancellor for Student Affairs' decision within five business days of the hearing.

MEMBERSHIP SELECTION

Fraternities and sororities use different processes through which they select their new members. This diversity is valued by Rutgers University -Camden. Rutgers supports a recruitment process that encourages as many students as possible to consider the fraternity and sorority option. Each chapter should plan for recruitment the semester prior to its implementation. Chapters are encouraged to work closely with the IFSC or RGC. The University expects all chapters to make clear to prospective members all obligations and expectations of membership prior to an individual's association with the chapter.

Selection Process

In order for chapters to be recognized by Rutgers University-Camden, each must assure that membership is by no means restrictive on the basis of race, color, religion, national origin, sexual orientation, age, handicap, martial or veteran status. Membership selection is expected to be conducted in a manner, which reflects the diversity of the Rutgers population.

New Member Education Program

New Member Education is one of the most important aspects of fraternity and sorority life. It is this program which will project the future for the chapter. New Member Education is and must be a logical, functional and integral part of the chapter. It isn't a time for a new member to "prove him or herself" over an eight week period. The pre-initiative period should be a time for introspection, reflection and discussion. It is not a time for makeup or sloppy program, nor should it be an ordeal for those involved. Therefore the responsibilities of each chapter and its members will respect to new member education are as follows:

1. Each chapter is required to submit a comprehensive outline of its New Member Education Program, including a calendar of all events, each semester at least 5 business days prior to the beginning of the program. Amendments to this calendar must also be submitted.
2. The New Member Education Program may be no longer than (8) eight weeks in length. Chapters wishing to initiate after the last day for new member activities must obtain permission from the Office of Campus Involvement.
3. In drafting its New Member Education Program, each chapter is encouraged to contact its state or inter/national headquarters to obtain information concerning any model program developed by the state or inter/national and implement that model program.
4. All programs must incorporate any New Member Education Series sponsored by the Office of Campus Involvement. A list of dates will be provided the first week of each semester.
5. The New Member Educator, Chapter President and Chapter Advisor shall verify the eligibility of each individual to whom the chapter wishes to extend a "bid" or offer of membership. When filing the New Member Registration Forms, the New Member Educator shall also file the "New Member Eligibility Form" wherein s/he, the Chapter President and the Chapter Advisor attests that all new members of the chapter meet all eligibility standards.
6. Each New Member Educator must schedule a meeting with the Office of Campus Involvement to discuss the New Membership Program.
7. The New Member Educator is required to submit the "PLEDGING and INITIATION FORM" *within (48) forty-eight hours of completion of the pledge/initiation ceremony*. It shall further the responsibility to provide the Office of Campus Involvement all required updates as to the

membership status of the individuals originally listed as being in the New Membership class of the chapter.

8. The New Member Educator shall be responsible for submitting the New Member Registration Forms (48) forty-eight hours after the pledge ceremony. Failure to file a New Member Registration Form for an individual who has been offered membership shall cause the unreported member to be considered "ineligible" and will result in the same sanctions being imposed on the chapter and its offers as if the chapter had offered membership to an ineligible student.
9. It is the responsibility of the New Member Educator to provide every new member with the Anti-Hazing Information Packet (which includes the Pledges Bill of Rights). To acknowledge fulfillment of the responsibility the New Member Educator, the Chapter President and the Chapter Advisor are required to complete and return to the Office of Campus Involvement the form entitled "Anti- HAZING Compliance Form".

Eligible Students

The Office of Campus Involvement and Rutgers University Camden expectations for fraternities and sororities to promote the academic achievement of its members.

1. Chapters may extend "bids" or offers of membership only to eligible students. Eligibility is defined as:
 - a. Full Time enrollment in an undergraduate college at Rutgers University-Camden
 - b. Completion of at least (12) twelve credits.
 - c. An overall GPA of 2.0 as well as a 2.0 GPA from the previous semester.
2. Chapters are required to submit a Pledging and Initiation Form at least (48) hours prior to the ceremony to determine eligibility with the Office of Campus Involvement.

Ineligible Students

In the event a chapter is found to have given membership to an ineligible student or failed to submit the appropriate New Member forms by the designated date, the following penalties will be assigned to the chapter and appropriate Chapter Officers:

1. All social privilege (parties, mixers, formals, brotherhood/sisterhood events, parent events, homecoming, alumni events, etc.) will be revoked for one year.
2. Intramural privilege will be revoked for one year.
3. The chapter will be prohibited from participating in Greek Week Activities.
4. Individual Chapter members will be prohibited in or sponsoring in IFSC or RGC and all other University organizations.
5. The chapter will be prohibited from reserving space on campus.
6. The Chapter President and New Member Educator will be referred to the appropriate college judicial body and charged with providing false information to a University Official (which is a separable offense.)
7. Notification to all advisors, Inter/National Headquarters will occur.

HAZING

Philosophy

The Greek Community believes that True Brotherhood and Sisterhood is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and commitment to the objects of higher education. Furthermore, students engaging in hazing activities may be subject themselves to criminal penalties. Therefore, a fraternity or sorority program which includes hazing is contrary and detrimental to the purpose of the University, the education and personal development of its students, and thus, has no place within the University or Greek Community.

Implementation

1. The student officers, primarily the president and new member educator are responsible for informing members (pledges, new members, associate members, affiliate, and guest) of this policy, will be read by the president at the first meeting of the organization each semester and by the new member educator at the first new member/associate member meeting of the semester.
2. All chapters must file the Anti-Hazing Compliance Form within 2 weeks following the beginning of the semester to the OCI.
3. Any allegations that a chapter has engaged in hazing activities will result in immediate investigation of the matter by the OCI and IFSC or RGC. All new member/associate member activities will be suspended pending the outcome of the investigation.
4. Any allegation will also be reported to Rutgers University Police & Office of Student Affairs.
5. In all cases of alleged violations of the policy, alumni and inter/national headquarters of the organization will be notified.
6. Individuals involved in alleged acts of hazing and/or individual officers who knew of or should have known of these activities will also face charges pursuant to the University Code of Student Conduct.

Definition

Hazing is defined as any action or situation which includes any mental or physical requirement, request or obligation placed upon any person (pledge, new member, associate member, member, affiliate or guest) which could cause discomfort, pain, fright, disgrace, injury, or which is personally degraded or which violates any federal, state or local statute or University Policy. Any activity described in this definition upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be "forced" activity.

- a. No person shall recklessly participate in the hazing of another.
- b. No student or advisor shall knowingly permit the hazing of another.
- c. No student or advisor shall fail to report hazing.
- d. The negligence or consent of the student/participant or any assumption or risk by the student/participant is not a defense to any action brought pursuant to this policy.

Enforcement of the definition shall include, but not limited to the following:

1. The pledge/initiation form must be filed with the Office of Campus Involvement no later than (48) forty-eight hours after the ceremony.
2. The President and/or New Member Educator must be in attendance at all New Member functions.
3. The President and/or New Member Educator must approve all activities planned for the new members.
4. All new members' activities, which are non-academic in nature, must end by the day prior to the reading day in each academic semester.
5. Actions and activities which are explicitly prohibited include, but are not limited to the following:
 - a. Forcing, requiring or endorsing new members/associate members to drink alcohol or any other substance and/or providing such alcohol or other substance
 - b. The unauthorized or illegal use of alcohol in any form or quantity during any new member activity
 - c. Calisthenics (sit-ups, push-ups and runs)
 - d. Branding and tattooing
 - e. Pushing, shoving, punching, whipping, beating, tackling or any other physical abuse
 - f. Unauthorized line-ups of any nature
 - g. Throwing anything (garbage, water, paint, etc.) at an individual
 - h. Any form of paddling, physical abuse, psychological abuse, deception or shocks
 - i. Requiring individuals to walk or march in formation of any kind.
 - j. Publicly wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.)
 - k. Not permitting individuals to speak for an extended periods of time and/or forced exclusion from social contact
 - l. Preventing any person from practicing personal hygiene
 - m. Any activity which interferes with an individuals scholastic pursuits (class attendance, preparation, study time, etc.)
 - n. Force consumption of food or other substances
 - o. Theft, defacement or destruction of private or public property
 - p. Conducting unauthorized scavenger hunts, treasurer hunts, quests, road trips, paddle, hunts, big brother/little brother hunts or big sister/little sister hunts
 - q. Engaging in public stunts and buffoonery, public displays or greetings
 - r. Servitude of any nature (food runs, personal errands, academic work, etc.)
 - s. Permitting less than six consecutive hours of sleep each night
 - t. Conducting a new member related activity between the hours of midnight and 7am or awakening individuals at these hours
 - u. Nudity or exposure to the elements at any time
 - v. Yelling, screaming or calling individuals demeaning names
 - w. Engaging in unauthorized activities, which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere (road trips, kidnaps, sneaks, drops, etc.)
 - x. Assigning or endorsing "pranks" such as stealing composites, trophies, mascots etc.
 - y. Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods
 - z. Conducting activities designed to deceive or convince the member/associate members that s/he will not be initiated or will be hurt
 - aa. Carrying if any items (paddles, bricks, rocks, pocket change, dog collars, signature books, etc..)
 - bb. Forcing, requiring or endorsing new members/associate members to violate any University, CCC & Office of Campus Involvement, inter/national policy or local, state or federal laws.

Office of Campus Involvement

The working relationship between the Greek community and the University is the responsibility of the Office of Campus Involvement, under the direct supervision of the Associate Chancellor of Student Affairs & Dean of Students. In executing this responsibility the Office of Campus Involvement staff shall:

1. Serve as advisors to the individual fraternity and sorority chapters.
2. Offer programming and resources in areas such as: leadership development, academic enhancement, new member education, recruitment, cultural diversity, alcohol and substance abuse, sexual abuse, etc.
3. Meet with representatives from fraternity and sorority state or inter/national headquarters.
4. Interpret Rutgers University policies and regulations to the fraternity and sorority chapters and their members.
5. Review violations of University policies by fraternity and sorority chapters and their members and determine referral of the matter to the appropriate judicial body or bodies.
6. Reviews and evaluates petitions of fraternity and sorority chapters which seek recognition by Rutgers University.
7. Serve as liaison between the Greek community and the remainder of the University community.

Policy Information

DRUGS & NARCOTICS

The possession, consumption, sale or use of non-prescribed, illegal drugs or narcotics is strictly prohibited within the fraternity and sorority chapters and chapter houses. A chapter and/or its officers found to have sold or provide others with an illicit drug will be charged under University, municipal, state and/or federal governments. Individual chapter officers/members will be referred to the Rutgers University Police as well as their college judicial officer.

Violations of rules, regulations and/or statutes regarding misuse of non-prescribed drugs may result in separation from the University as a member and chapter. Being knowingly present where such drugs are kept or used is included in the foregoing.

ENCUMBRANCE OR HOLDS

This procedure is designed to assist chapters in the collection of financial obligations owed by members of the fraternity or sorority. Participation in the procedure is entirely voluntary on the part of the fraternity or sorority. All recognized fraternities and sororities which are in good standing with the University may avail themselves of the procedure, provided they comply with the provisions of this section.

A. *Written Contract Required*

Each participating chapter must enter into a written contract with its member by the terms of which the fraternity/sorority agrees to provide room, board, and/or other services, and the student, (his parent or guardian, if he is a minor) agrees to pay the charges which are specified. A copy of the agreement must be on file with and approved by the Office of Campus Involvement and it **MUST** contain the following provisions:

This exact paragraph in which the student specifically authorizes the University to make the encumbrance (hold):

1. "(Name of Student) (and his PARENT or GUARDIAN, if he is a minor) expressly agrees that at the request of the (Name of Fraternity or Sorority), Rutgers, the State University of New Jersey, may encumber (hold) the records of (Name of Student) for failure to pay, when due, all room rental, food charges, and dues that apply uniformly to all members of the chapter.
2. (Name of Student) (and his PARENT or GUARDIAN if he is a minor) expressly authorizes the University to make such encumbrances with the knowledge that such encumbrances may deny (Name of Student) access to his/her transcript of academic records and preclude him/her from continued enrollment in the University. This agreement and Authorization shall not apply to any obligations which may be incurred by (Name of Student) after he/she ceases to be a student at Rutgers University."
3. A specific breakdown of the amount due the chapter under the contract (e.g. \$1,000.00 rent, \$300.00 board, \$100.00 building fund, etc.)
4. A schedule indicating when payments are due under the contract.
5. The entire proper name, campus address, and home address of the student signing the contract.

6. A provision for the signature of the student in the case of a minor student, the signature of his parent or guardian.
7. The name, addresses, and phone number of the alumnus/a who shall be responsible for enforcing the contract, and who shall execute the contract on behalf of the chapter.

Note: Monies owed to the fraternity or sorority for fines, telephone chargers, social dues and clothing are all examples of items/costs for which a student may NOT be encumbered (held).

B. General Provisions

1. The encumbrance (HOLD) procedure can be used for fraternity and sorority initiated members and new members only.
2. A student can be encumbered only for debts incurred during the current academic year.
3. A student may not be encumbered for less than fifty dollars (\$50.00).
4. Rutgers University shall not be obligated to act upon any request.
5. Rutgers University reserves the right to discontinue the encumbrance procedure at its discretion.
6. Out-of-house members may be encumbered if they have signed a contract including the specific encumbrance clause and if they are being encumbered for a debt, which is described in the encumbrance procedures.
7. Any chapter not following the established guidelines for the encumbrance (hold) procedure may lose its privileges to encumber (hold) students.

C. Encumbrance Procedures

In order to be permitted to encumber its members for monies owed, a fraternity/sorority MUST comply with all of the following provisions by the deadlines specified below:

1. The chapter shall designate an appropriate officer of the alumni board to serve as liaison to the Office of Campus Involvement for administration of the encumbrance procedure. Only the designated alumnus/a shall be authorized to place a chapter member on hold, and only the designated alumnus/a may remove a chapter member from hold.
2. Any chapter wishing to utilize the hold procedure must submit a sample of their written member contract for review and approval by Office of Campus Involvement by the date designated. The purpose of this review shall be solely to verify that the contract contains all the provisions required by paragraph A of this section. Once a chapter's contract has been approved by Office of Campus Involvement, there shall be no need to resubmit it for approval in subsequent semesters, provided no changes are made to the contract.
3. The chapter must deliver to the Office of Campus Involvement executed copies of the member contracts for every member of the chapter by the last business day of September. The chapter may NOT encumber any member for whom Office of Campus Involvement shall not have an executed copy of the contract in that semester.

4. Upon receipt of the signed member contracts from the chapter & Office of Campus Involvement will send a written notice to each chapter member for whom a contract is on file. This notice shall be sent to the students' campus address and shall advise the student that the chapter has filed a copy of his/her member contract with the Office of Campus Involvement and that s/he may be placed on hold for failure to pay the chapter in accordance with the terms of the contract.
5. In the event a chapter wishes to exercise its privilege to place a student on hold for failure to pay the chapter in accordance with the terms of the contract, the chapter shall submit a memo indicating the name, Student number and amount which is outstanding on the contract.
 - a. Only the designated alumnus/a may submit the memo on behalf of the chapter.
 - b. The memo must be submitted no later than the first day of finals for the semester in which the debt was incurred.
 - c. A copy of the PLACE HOLD FORM shall be mailed, or personally delivered to the students in question/
6. When a student who has been encumbered (placed on hold) satisfies his/her obligations to the chapter, the designated alumnus/a contact person shall promptly notify the Office of Campus Involvement in writing. The Office of Campus Involvement will then prepare the appropriate paperwork to remove the encumbrance.
7. Notwithstanding anything to the contrary herein, the Associate Chancellor of Student Affairs & Dean of Students may remove a student from hold at any time, in his discretion.

Firearms

The use of any type of firearm or dangerous weapon is strictly prohibited in fraternity or sorority dwellings (BB gun, rifle, revolver, cap gun, air rifle, knife, etc.) Also, the possession of such weaponry on university property is subject to University and/or local, state or federal jurisdiction. Members are advised not to allow firearms or weapons to be brought on premises of any fraternity or sorority property.

Fireworks

The possession, distribution or use of exploding devices or use of any type of pyrotechnic is strictly illegal and not permitted on University or fraternity/sorority properties. Those who violate this policy will be subject to University, local, state and federal penalty.

Privileges of University Recognition

It is expected that the University will grant privileges to recognized fraternities and sororities in good standing; therefore the University will:

1. Allow fraternities and sororities to use the name of Rutgers, The State University of New Jersey, along with, but not in place of, identification of the sponsoring body. This includes an endorsement by the University of the positive aspects of Greek life.
2. Support and participate in activities of the IFSC or RGC and individual chapters.
3. Allow access to, and use of, University facilities for official chapter functions as approved by the appropriate office.
4. Facilitate participation as a group in all-athletic, social, or other group activities or programs sponsored by or under the auspices of Rutgers, The State University of New Jersey.
5. Provide the services of the Alumni Offices to communicate with chapter alumni/ae.
6. Provide the advice and assistance of the Office of Campus Involvement staff to help coordinate programs for chapter development, operations, business affairs, maintenance and renovations, membership recruitment, educational program, etc.
7. Assist in protecting the organization and its property from disruptions, theft, damage, and other intrusions by persons who are not members or guest(s) of the chapter.
8. Allow chapters to petition the University for financial assistance for facility renovations according to the policies and procedures established by the Board of Governors.
9. Sponsor programs to promote effective leadership, chapter maintenance, etc.
10. Maintain records for membership and scholarship.
11. Provide information regarding fraternities and sororities to interested students and their parents.
12. Maintain contact with the state and inter/national offices of the fraternities and sororities and their leadership consultants.

Requirements for Good Standing/ Recognition

In order for a chapter to be in good standing and retain its University recognition, the following requirements must be met:

1. *Chapter Goals*- Each chapter shall develop detailed goals covering the academic year.
2. *Chapter Advisor*- Each chapter must have an alumnus/ae chapter advisor whose name, address and phone number is on file with the Office of Campus Involvement.
3. *Educational Programs*- Each chapter must hold at least two (2) educational programs per semester with 80% of the chapter membership in attendance. Each program must be at least one hour in length. Educational Program forms are required to verify the program's occurrence. This requirement is independent of mandatory attendance at Office of Campus Involvement sponsored programs.
4. *Office of Campus Involvement Sponsored Programs and Meetings*- Each chapter is required to attend and participate in all workshops, seminars and programs sponsored by Office of Campus Involvement. Attendance will be taken at events to verify chapter's participation.
5. *Inter/national, Regional or State Conference Attendance*- Chapter offices and/or representatives hold attend state, regional and inter/national conferences.
6. *New Member Education Programs*- Each chapter must submit a comprehensive outline of the chapter's new member education program.
7. *Membership Updates*- Each chapter president must update their membership roster as directed by the Office of Campus Involvement. Membership updates take place at least twice per semester.
8. *Insurance*- Each chapter shall be required to carry insurance coverage as is deemed necessary by the Rutgers University Office of Risk Management and Insurance. Updates insurance certificates must be submitted as directed by Office of Campus Involvement.
9. *Forms*- Each chapter must submit all forms as directed by Office of Campus Involvement.
10. *Annual Report*- Each chapter must submit its Annual Report as directed by Office of Campus Involvement.
11. *Dues, Fees, Bills*- Each chapter must make prompt payments to the governing councils, University departments, etc. as directed.
12. *Sanctions*- any disciplinary sanctions must be completed by the due dates assigned.
13. *University Rules*- Each chapter and its members shall follow all University rules and regulations as outlined by the Office of Campus Involvement and Rutgers University.

Social Policy

Section One - General Policy Statements

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on or off chapter premises, during a fraternal event/function, in any situation sponsored or endorsed by the chapter, or in any event/function an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either BYOB or Third Party Vendor Guidance.
2. No alcoholic beverage may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter or on behalf of the members for a chapter event. The purchase or use of a bulk quantity or common source of such alcoholic beverages, e.g. kegs or cases, is prohibited.
3. Chapters are permitted to host a total of eight (8) social events per semester that include the use of alcohol.
4. Registration - All events/functions must be registered with the Office of Campus Involvement and approved by noon on the Wednesday prior to the event/function. Registration forms are to be filled out completely. Late registration will result in non-approval of the activity. Chapter advisors are to sign each registration form. Students are not permitted to sign for chapter advisors. Approval will not be granted if there are any "Life Safety Violations" still standing.
5. Chapters are permitted to host invitation parties (see glossary) ONLY if the event is located at a licensed third party vendor (see glossary). Invitation parties may not take place in chapter houses.
6. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.
7. Guest List - The participating chapter(s) must submit a guest list for every social event/function registered (date parties, mixers, formulas, homecoming or any event/function that includes non-members). Guest lists must have a first and last name. Each guest must also provide an address. The Guest list may never exceed the number permitted by the State of New Jersey Building and Fire Code. Furthermore, the fire/occupancy level for social event/functions should be posted at the entrance of the facility.
8. No member, collectively or individually, shall purchase for, provide, serve to, or sell alcoholic beverages to any minor (i.e. those under the legal "drinking age").
9. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event/function or at any event/function that an observer would associate with the fraternity is strictly forbidden.
10. No chapter may co-sponsor an event/function with an alcohol distributor, charitable organization or tavern where alcohol is given away, sold or otherwise provided to those present.

11. Advertising – Chapters may not advertise a social event/function at which alcohol will be present (i.e. no flyers, posters, Gleaner advertisements, radio sports, etc.). Further, chapters shall be prohibited from advertising ANY event/function outside the Rutgers community without the express prior written consent of the Assistant Dean.
12. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
13. All recruitment activities associated with any chapter will be DRY recruitment functions.
 - a) In accordance with NPC Unanimous Agreements, member chapters shall prohibit the use of alcoholic beverages in recruitment, including Bid Day functions.
14. No member shall permit, tolerate, encourage, or participate in “drinking games.”
15. Drinking games shall be defined as any activity that facilitates drinking. Examples include beer bong, thumper, ice block shots, Jell-O shots, shots of any nature, quarters, etc.
16. No alcohol shall be present at any pledge/new member/associate member/novice program, activity or ritual of the chapter.
17. Social Chairperson Training- All social chairpersons must attend the Social Chair Training Session sponsored by the Office of Campus Involvement. Failure to attend will result in loss of social privileges until the social chair meets with appropriate Dean.
18. Cleaning-The premises and surrounding areas shall be clear of litter by 7:00 A.M. the day following the social event/function (or following guidelines of the facility).
19. Noise- All social event/functions must comply with the noise ordinance of the City of Camden and with the noise policy of the University.
20. Organization must be responsive to Community complaints within a reasonable time period (within 48 hours).
21. Dangerous Themes- Event/functions that require specific construction (i.e. mud slides, etc.) are prohibited. Chapters wishing to host functions including unusual themes must receive written permission from their state or inter/national risk management officer. Written permission must accompany the DOE.
22. Permanent bars- There shall be NO permanent bars in chapter houses.

Section Two-Non-Alcoholic Events/Functions

1. Non-Alcoholic Events/Function, meaning those events/functions that do not include the use of alcohol. Chapters are encouraged to host at least eight (8) non-alcoholic events/functions each semester. Non-alcoholic events must be registered with the Office of Campus Involvement forty-eight (48) hours prior to the event.
2. Guest: the number of guests at a non-alcoholic social event/function should never exceed the number permitted by the State of New Jersey Building and Fire Code. Furthermore, the fire/occupancy level for social event/functions should be posted at the entrance of the facility.
3. Guest List: Guest list are required for non-alcoholic parties. Guest lists must be submitted to the Office of Campus Involvement no later than 24 hours prior to the function.
4. Non-alcoholic events shall be permitted on Thursdays between the hours of 5:00PM and 12:00 midnight. Events/functions shall be permitted on Fridays between 5:00 PM and 2:00 AM and on Saturdays between 10:00 AM and 2:00AM.

Section Three - Third Party Vendor Events/Functions

1. Third Party Vendor events, meaning those private events/functions that take place at a licensed and insured establishment that is not affiliated with any chapter sponsoring the event/function (i.e. social hall, lodge, hotel, restaurant).
2. Chapters are permitted to host a total of eight (8) social events per semester that include the use of alcohol. Chapters are permitted to host the following types of social events with alcohol at a third party location: alumni function, brotherhood/sisterhood function, date function, mixer or invitation party (see glossary for definitions).
3. Third Party Vendor events/functions shall be permitted on Thursday, Fridays and Saturdays.
4. Guest List: Guest lists are required for Third Party vendor parties. Guest lists must be submitted to the Office of Campus Involvement no later than 24 hours prior to the function. No more than three guests per collegiate member are to be invited.)

Section Four - Chapter House Events/Functions

1. Events/Functions with alcohol in chapter houses must be BYOB. BYOB is defined as: Members and guests 21 and over are permitted to bring one six pack of 12 oz. Cans for their own consumption. There will be absolutely no charging for admittance to any event/function with alcohol.
2. Chapters are permitted to host the following types of social events with alcohol in the chapter house: alumni function, brotherhood function and date functions (see glossary for definitions).

3. Chapter house events/functions shall be permitted on Thursdays between the hours of 5:00pm and 12:00 midnight. Events/functions shall be permitted on Fridays between 5:00pm and 2:00am and on Saturdays between 10:00am and 2:00am.
4. Admission. Limited to chapter members and invited guests only. A current chapter roster(s) and a copy of the guest list must be at the entrance to the social function at all times. No temporary guest lists are permitted. "Greek Privilege" is not permitted. "Fraternity Passes" are not permitted. The chapter(s) shall record the names of all guests entering the event/function (name and address).
5. Identification: The host chapter(s) shall require ALL persons entering the social event/function to provide a driver's license or other picture identification card issued by a state or federal agency establishing proof of age before entering. Persons without proper identification are never admitted.
6. Bracelets: The host chapter(s) must provide bracelets to guests of legal drinking age. Markers, stamps or other easily duplicated means to identify guests are prohibited.
7. The sponsoring chapter(s) shall have at least two initiated members at the entrance to the event/function performing the functions set forth in 2- above. Social functions shall be serviced by a single entrance.
8. No open alcoholic containers may enter or leave the function.
9. Chapters are responsible for providing an adequate quantity (adequate = enough for event/function participants) of non-alcoholic beverages for the duration of any social event/function involving the use of alcohol.
10. Chapters are responsible for providing an adequate quantity (adequate = enough for event/function participants) of food (i.e., subs, cheese, breads, dips, meats, pizza, etc.) for the duration of any social event/function involving the use of alcohol.

GLOSSARY

Alcoholic Beverages

Beer is the only alcoholic beverage permitted to be present and/or consumed during a BYOB social function. Beer, wine and mixed drinks are the only Alcoholic Beverages permitted to be present and/or consumed during a social function catered by a Third Party Vendor.

Alumni Function

Type of event that allows only members of the collegiate chapter and alumni members of the organization to attend. Alumni must appear on the guest list.

Brotherhood/Sisterhood Function

Type of event that allows only members of the collegiate chapter to attend.

Bulk Quantity

Shall be defined as any form of alcohol that is more than one single serving (examples include, but are not limited to kegs, party balls, cases of beer, punch, etc.)

BYOB

Bring Your Own Beer- Members 21 and over are permitted to bring one six pack of 12 oz. cans for their own consumption

Chapter Funds

Moneys found in any chapter bank account (savings, checking, etc.) OR money collected from the members, alumni, guests, etc. for the purchase of alcohol. The use of slush or sinking funds is in violation of policy.

Chapter Premises

Any property owned, leased, rented or any property an observer would otherwise associate with the fraternity and/or its members.

Common Area

Any room of the chapter house not considered personal living space that is easily accessible to all.

Common Source of Alcohol

Defined as any form of alcohol that is dispensed from one single source (examples include, but are not limited to, cases, kegs, shots of any nature).

Date

One specifically invited person per chapter members present

Date Function

Event that allows chapter members to invite one guest (date) to the function.

Guest

Any individual not affiliated with the participating chapter(s) (i.e. brothers/sisters, friends from out of town, visiting chapters, girlfriends/boyfriends, alumni(ae), non-Greek friends, etc.)

Invitation Party

An event which only allows members of the sponsoring chapter and their invited guest to attend (no more than 3 guests per collegiate member.) Invitation Parties may only take place at third party locations.

Mixer (2 to 4 chapters)

Type of Event that only allows members of the sponsoring chapters to attend. No Non-members are permitted.

Open Party

Any function where alcohol is present and the number in attendance (members and non-members) exceeds the 3:1 ratio

Private Event

An event/function that is limited to collegiate members and their specific invited guests

Social Function (Event/function)

A planned, sponsored hosted, co-hosted or promoted event/function by a chapter in conjunction with another chapter or invited guests. Social functions (events/functions) include, but are not limited to mixers, formals, date nights, theme parties, brotherhood/sisterhood event/functions, parent functions and alumni functions.

Sober/Non-drinking Monitor

A legally sober chapter member who refrains absolutely from drinking alcohol prior to and during performance of their monitoring duties.

Tavern

An establishment generating more than half of its annual gross sales from alcohol.

Third Party Vendor

A licensed and insured cash bar operator who is not affiliated with any chapter sponsoring the event/function.

Fraternity & Sorority Emergencies

Suggested procedures to be followed in the event of an emergency situation involving serious illness, injury or death of one of your members, pledges, associates, or guests.

YOUR FIRST CALL IS THE 911 EMERGENCY NUMBER

ON-CAMPUS EMERGENCIES

To report a fire, medical emergency or request an officer dial 911. These calls will be answered by the Rutgers University Police Department. University officers as well as the Camden Fire Department or Life Squad, will be dispatched as appropriate. For non-emergency calls to the Rutgers University Police Department dial 225-6009.

OFF-CAMPUS EMERGENCIES

Dial 911 to report a fire, medical emergency or request an officer. These calls will be answered by the police dispatcher and emergency personnel will be dispatched as appropriate.

The second phone call should be to your Chapter Advisor, then to Allison Wisniewski, Assistant Dean of Students (office: **856-225-6422**). You may call her at any hour, day or night (**cell 609-206-0598**).

Be certain that every person in your chapter knows that you, as president, are in charge of any emergency situation. In your absence, have a ranking order of officers established and be sure they know where to find a copy of these guidelines. Arrange with your Chapter Advisor as to how he/she is to be notified.

TRAGEDY IN A CHAPTER HOUSE

If a tragedy has occurred within your Chapter House, close the house to guests at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only your members and appropriate officials to enter.

Assemble your members in a group. Explain to them there is an emergency situation that the house is closed and no one should make outgoing phone calls until the situation is under control. *Do not discuss the circumstances with anyone outside the Chapter until your Advisor, Allison Wisniewski or other University official(s) arrive.* While your members and pledges/associates are gathered, there are several things to be done. It is important that they remain calm until the situation is under control. The situation will be discussed and statements formulated, making sure all the appropriate people are informed.

Instruct your members to make NO statements to anyone other than University officials, your chapter headquarters, or law enforcement officials. As the president you may make appropriate statements to the media after the situation is under control with the consent of the Public Information Director. Rutgers University Public Information will make statements on behalf of the University.

DEATH OF A CHAPTER MEMBER

In the event of a death, contact Allison Wisniewski. She will initiate the process of notifying next of kin. It is imperative that the appropriate University official notify the members of the immediate family first. After the family has been notified, it would be appropriate for you to offer sympathy on behalf of the Chapter and ask what the parent's wishes are in regard to the deceased's possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do these themselves. Before they arrive, be sure all borrowed possessions are returned to the deceased's room. When the parents arrive, you may want to have empty boxes available and offer to help. Please understand though, that this is an emotional trauma for parents and they may not want to be with any of their child's friends.

It is, of course, proper to send sympathy cards, notes, flowers, etc. If the funeral is nearby, it will mean a great deal to the parents for some of the members to attend. Most sororities/fraternities have a memorial ritual pertaining to the chapter. Check your own individual procedures and offer it to the parents in advance of the arrangements. Allison will work with you to arrange a memorial service on campus.

In case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Discuss with Allison further steps to be taken in this instance.

All of this, no doubt, sounds rather gruesome and harsh. However, tragedies do sometimes occur and we cannot predict them. Hopefully, these guidelines can ease the situation for all concerned.

SUGGESTED PROCEDURES TO BE USED IN THE EVENT OF EXTENDED ILLNESS

There are several procedures and precautions that should be taken in the event that a fellow member develops what appears to be an extended illness. An ill member may ignore the condition or may not take the initiative to seek proper medical assistance. If you become aware of a member who is suffering from what appears to be a prolonged illness, please take action. The following suggestions are for appropriate action:

First, bring the matter to the attention of the ill member. Tell them that you are aware of their condition and are concerned. Suggest that they go to the Student Health Center for treatment. Do not press the issue if they do not want to talk about the ailment. Be supportive and offer your assistance but try not to invade their privacy.

If the member continues to ignore their physical or psychological state, the situation should be brought to the attention of the Chapter Advisor. The two of you can then decide if further action is needed.

The next contact, if necessary, should be to Allison Wisniewski (office **856-225-6422**, cell 609-206-0598).

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some situations when the ailing person will not want your assistance and will strongly object to any contact outside the Chapter. If that is the case, it is important to respect their wishes, however, you may find yourself in the situation where respecting another person's desires is not medically wise or sound.

FIRE ESCAPE PLAN

Check the Exits

Surviving a house fire begins after you move in. When you get to your room take a few moments to check out possible escape routes. Learn where the exits are.

Walk down the corridor and find the fire exits. Insist on fire drills each semester.

Check the exits out and make sure they are useable! Do the doors open? Are the stairways clear?

Count the doorways and other features between your room and exits. If the corridor is dark and full of smoke, you'll need to know your way as you crawl along the wall to the exit. If the house has a fire alarm system, find the nearest fire alarm. Be sure to know how to use it. You may have to activate it in the dark or dense smoke.

Check Your Room

It's important to know the layout of your room because you may have to stay in it if smoke in the corridor cuts off your escape. Many people have lived through a house fire by remaining in their rooms protected against smoke and gases while awaiting rescue.

Try the windows. Do they open? How do the latches work? Which one would you use in an emergency?

Look out the window to see what's outside. Is escape possible? You may be only a few feet from the ground and you can get out this way if the hall is not usable. If you are on an upper floor, there may be a roof or deck within a save dropping distance. Dropping from more than two floors usually results in injury.

Fire! Fire!

If a fire begins in your room, yell out "Fire", call the Fire Department at 911, and then only try to put it out if you're sure you can handle it. If you are at all in doubt, get out of your room and close the door behind you to keep smoke and flame out of the corridor. Should the alarm sound, wake your brothers/sisters. If the fire starts in another part of the building, you will probably be aroused by the alarm, yelling in the corridor or the sound of the fire engines outside.

Make for the door. If there is any evidence of smoke in the room, roll out of your bed and crawl to the door. Don't stand; smoke and deadly gases rise. You can die from smoke inhalation. Feel the door with the palm of your hand. If the door knob is hot – do not open it. If the doorknob is not hot, open slowly and be ready to slam it shut if necessary.

Check the hall. If everything is clear, walk to the nearest exit. If there is any smoke in the corridor, crawl into the hallway. Close the door behind you to protect your belongings. Stay close to the wall so you can count the doorways to the exit. If the nearest exit or stairway is blocked, use the alternate one.

Walk down to the ground level. Fires generate heat, smoke and panic, so hold onto the handrail for guidance and protection against being knocked down by exiting occupants. If fire or smoke is dense at lower levels, turn around and walk up to clearer air or to the roof if it is accessible.

If Your Room Door is Hot or Smoke is Dense in Hall

Don't panic. You can stay in your room and still survive a fire. Here are some things you should do: Keep door to corridor shut; open window to vent room if there is any smoke. If you are on the first or second floor, you may be able to drop to the ground safely. If you are up any higher you are usually better off staying put. Although some people survive jumps 35 feet or more, they are usually seriously injured. Let someone know you are in the room. If the phone works, call for help. Hang a bed sheet out the window to signal firefighters, but do not try to climb down.

Get fresh air. Make a tent over your head with a blanket at a slightly open window to get fresh air. If the windows do not open you may have to break one with a chair or drawer. If heat and flames are rising outside the window from a lower floor, don't breath smoke-laden air. If available, fill a sink with water. It might be needed for fire fighting. Turn on the bathroom fan if it helps clear your room of smoke. Wet towels and sheets. You'll need them to put around doors and cracks if smoke seeps in. As a last resort. Finally, if your room becomes untenable, you maybe forced to make for the best exit, but remember to keep body and face low to the ground. Smoke rises and the clearest air is at floor level.

Few people are burned to death in fires. Most people die from smoke, poisonous gases and panic. Panic is usually the result of knot knowing what to do. If you have an escape plan and adapt it to the emergency, you can greatly increase your chances of survival.

It is a good idea to always have a flashlight in your room. You may need it to guide yourself through smoke or darkness.

REMEMBER!

Practice fire drills in your Chapter each semester.

After every party or function check for smoldering cigarettes in ashtrays or ashes that have dropped to the floor or into the furniture.

Every semester check the fire extinguisher tags to make sure they are currently dated and refilled.

Use a buddy system to check that everyone is out of the house in the event of an alarm or actual fire.

Do not allow trash to be stored in the house or adjacent to the house.

Discourage the use of extension cords and multiple-outlet plugs.

Do not overload circuits.

Do not use hot plates, hot pots, coffee makers or warmers of any type in any of the living quarters.

THE ROLE OF THE CHAPTER ADVISOR

A chapter advisor can be an excellent form of support. Without reciprocal support from those being advised, however, nothing will be accomplished. Therefore, it is important to emphasize the significance of an advisor to the members of a chapter. Together, the advisor and the chapter members must strive to gain a better understanding of the relationship that exists between the chapter and the institution. It is also important to realize that having a committed chapter advisor can make a significant positive impact in all areas of chapter operation.

Role of the Chapter Advisor:

1. To assist the Faculty Advisor in the promotion of scholarship generally amount the members of the chapter and promoting an atmosphere conducive for study conditions within the chapter house.
2. To assist the chapter officers, particularly the president and treasurer.
3. To advise the chapter in the understanding, electing and training competent chapter officers.
4. To work with the chapter officers in preparing the yearly Membership Development Plan, Chapter Management Plan, Chapter Annual Report, and budgets and goals.
5. To speak with members who are delinquent in their financial obligations to the chapter.
6. To interpret and explain alumni policies and actions to the chapter.
7. To express active chapter's feelings to alumni, when and where necessary.
8. To attend a majority of the active chapter meetings.
9. To make every effort to attend each major chapter initiation event.
10. To ensure the chapter house is in proper condition (if applicable).
11. To attend national and regional meetings.
12. To give assistance and advice in rush planning and membership education functions.
13. To be familiar with, and advise the chapter on, the esoteric work.
14. To keep current with the University policies in general and, in particular, those pertaining to Greek chapters.
15. To discuss individual problems with members and to try to give personal guidance.
16. To be an active participant in alumni groups.
17. To be familiar with Inter/National rules and regulations.
18. To assist with the implementation of a purposeful chapter retreat.

Where to find a Chapter Advisor

1. Inter/National or Regional Headquarters.
2. Campus advisors.
3. Housing corporations.
4. Alumni.
5. Other local chapters.
6. Use of a newsletter.

How do you know if the person is a "good fit"?

1. Can the person be depended upon for close and prompt cooperation?
2. Is the person on good terms with the members of the chapter?
3. Does the person have a healthy view of the chapter and the Greek community in general?
4. Does the person work well with college students?
5. Does the person have enough time to commit to the chapter?
6. Is the person fair-minded?
7. Is the person in good standing with the university administrators, the local chapter, the Inter/National chapter, the alumni, and the faculty?

8. Possible ways to honor the Chapter Advisor
 - Nominate him/her for an Inter/National chapter award.
 - Nominate him/her for a campus award.
 - Nominate him/her for a community service award.
 - Invite advisor to all chapter events.
-

THE OFFICER-ADVISOR RELATIONSHIP

Organization officers may expect an advisor to:

- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- Provide resource information pertaining to the goals and purpose of the organization.
- Suggest ways that meetings of the organization can be improved.
- Assist the officers in evaluating projects, performances and progress.
- Suggest ways that will increase the officer's leadership skills.
- Participate in social events.
- Be available when emergencies or problems arise.
- Attend meetings and programs.

An advisor may expect student officer to:

- Keep the advisor informed of all organizational activities, meetings, issues and agendas, and send the advisor minutes of all meetings.
- Meet regularly with the advisor to discuss organizational problems.
- Inform the advisor of any potential problems or concerns.
- Inform the advisor of programs and services sponsored by the organization.

Building an open and honest relationship between your chapter and an advisor requires considerable effort and time. How do you as a chapter leader build an open and honest relationship that affords you the opportunity to share ideas and receive feedback from your advisor? You may find the following statements helpful when building that relationship with your chapter advisor.

1. The responsibility for building the relationship must be shared between advisor and student.
2. The relationship must be based upon open, direct communication.
3. Both must recognize their various roles and responsibilities in and outside of their activities position.
4. Both advisor and student are human beings who make mistakes, follow their own value systems and work in individual professional and personal styles.
5. Both advisor and student are continually growing, changing, and learning, each within their own unique stages of development.

CAMPUS RESOURCES

Alcohol & Other Drug Assistance Program	225-6005
Alumni Associations	225-6028
Camden City Bureau of Construction Official Planning and Development <i>To begin any house inspection process</i>	757-7188
Campus Information: IMPACT Booth	225-6161
Career Services	225-6046
Counseling Center/Health Services	225-6005
Dining Services (Catering)	225-6164
Disabilities (concerns of students with)	225-6043
Fraternity and Sorority Affairs	225-6161
Intramural Hotline	225-6197
Learning Resource Center	225-6442
Lesbian/Gay Concerns	225-6161 or (732)932-7501
Ticket Sales	225-6161
Media Services (equipment rentals)	225-6161
<i>The Gleaner</i>	225-6043
Parking and Transportation	225-6137
Police	225-6009
Risk Management Insurance	(732)445-7300
Sexual Assault Services/Crime Victim Assistance	(732)932-1181

HOSTING AN INTER/NATIONAL VISITOR

As the time for the Leadership consultant's visit draws near, many chapter members may be feeling anxious or nervous, unsure as to the consultant's role, and planned actions. Why does the General Fraternity send a consultant to each chapter yearly and just what is the consultant supposed to do? The consultant has several responsibilities:

- The consultant is not a cop, but rather an educator trained to use extensive knowledge of fraternity operations to better our chapters. By drawing on his/her experience as an undergraduate leader and the various programs she/he has been exposed to during his/her travels, the consultant brings a wealth of information to your chapter. Through goal setting and making chapter aware of the options available, a consultant can effectively assist a chapter. But if a chapter is not honest and candid, the visit will be for naught, and problems will perpetuate.
- The consultant is required to assist the chapter and the local and regional advisors with their problems and needs. Whatever the problem area may be, the consultant will be able to help the chapter, or refer it to an Inter/National Representative who can.
- The consultant is responsible for convincing educators of the good will and intent of the organization. During each visit the consultant will meet the Greek Advisor, or whoever is responsible for fraternities and sororities. The discussion in these meetings will include the chapter's community, campus and administration relations, campus involvement, and even future leadership in the chapter. The consultant is there to help you and explaining our goals and the newly implemented procedures to the Greek Advisor helps achieve a better understanding with the University. Communication with a(n) Inter/National Representative can reassure the University that supervision, communication, and the correct procedures are in place.
- The consultant will meet with each officer and will speak with any member wishing to speak with her/him. In the officer conference, the consultant will review the officer's program, notebook, and goals, offer suggestions for improvement, and answer any questions.

National Organizations Directory

*Alpha Kappa Alpha
Sorority Inc.*

Corporate Office
5656 S. Stony Island Avenue
Chicago, Illinois 60637
(773) 684-1282
<http://www.aka1908.com>

*Chi Upsilon Sigma
Latin Sorority, Inc.*

99 Park Avenue #278A
New York, NY 10016
(212)969-0793
<http://www.justbecus.org/>

*Delta Sigma Theta
Sorority, Inc.*

1707 New Hampshire Avenue N.W.
Washington D.C. 20009
(202)986-2400
<http://www.dst1913.org/september/main.htm>

*Lambda Theta Alpha
Latin Sorority Inc.*

19 stone Ridge Road
Bridgeport, CT 06606
<http://www.lambdalady.org>

*Lambda Theta Phi
Latin Fraternity Inc.*

703 73rd Street
North Bergen, NJ 07047-5440
1-888-4-A-Lambda
<http://www.lambda1975.org/>

*Phi Beta Sigma
Fraternity, Inc.*

145 Kennedy, NW
Washington, DC 20011-5294
(202)726-5434
<http://www.pbs1914.org/>

Sigma Delta Tau

Tau Epsilon Phi

120 West Merchant Street
Audubon, New Jersey 08106
609 - 573 - 9575

*Zeta Phi Beta
Sorority Inc.*

1734 New Hampshire Avenue N.W.
Washington, D.C. 20009
(202)387-3103
<http://www.zpb1920.org>

RUTGERS FRATERNITY LOAN PROGRAM

Rutgers University offers recognized fraternities/sororities who own chapter houses adjacent to campus low interest, short-term loans for the purpose of completing necessary repairs to the chapter house and/or upgrading the physical facilities. The Loan Program is administered by the Office of Fraternity and Sorority Affairs and the Office of University Counsel in New Brunswick. Currently, the maximum dollar amount which may be borrowed through the Loan Program by any one chapter is twenty five thousand (\$25,000).

A chapter interest in applying for a loan through the Loan Program should follow the procedure set forth below. In order to be eligible to apply for a loan, a chapter should meet the following criteria:

1. The chapter must be a nationally affiliated social fraternity/sorority in good standing with its state or inter/national organization and Rutgers University.
2. The chapter must not be on any type of probation with the Campus Center & Office of Campus Involvement.
3. Final approval of all loan applications rests with the Director of Treasury Operations.

CAMPUS PUBLICITY AND ADVERTISING

Newspaper ads:	The Gleaner	225-6304
Radio ads:	WCCR	225-6168
Displaying banners:	Camden Campus Center	225-6161

Special event publicity:

To maximize public relations make announcements during class and personal presentations to other groups, use Radio or TV public service announcements for community calendars. Place posters where potential audience will see them. Try letters to the editor of campus and community newspapers. Set up display for exhibits wherever appropriate or distribute flyers through the campus community.

News release tips:

The best way to identify your “media contact” is to call the Public Information Office at 225-6627 and explain what you want to do, providing them with as much information as possible and developing a list. Your media contact list should include: newspapers, local and city magazines, local cable stations, local radio stations, National Greek organizations and publications, and campus public relations department.

The basic ingredients of any news story are the five “W’s” and “H” – who, what, where, when, why, and how.

Write the important facts first!

Provide all activities to Public Information Office in order to have press coverage.

RAFFLES

Regulations of raffles for non-profit organizations in the State of New Jersey are as follows.

The question of importance is whether the organization is considered non-profit by the Gaming Commission's standards. Accordingly, a letter must be sent to the agency:

Legalized Games of Chance Control Commission
1100 Raymond Blvd.
Newark, NJ 07102
(973) 648-2710

The first paragraph of the letter must say:

"This organization request consideration for the issuance of an identification number."

Paragraph two must say:

"There are _____ numbers of adult members in _____ organization."

The president of the organization, their title written by their name, must sign the letter.

A copy of the constitution and by-laws of the organization must also accompany the letter.

Included must also be a financial summary of the past (12) months. This summary must be set-up as follows: The heading should say: FINANCIAL SUMMARY. Beneath that it should indicate the date of the summary, such as Nov. 1999-Nov. 2000. In the body, there should be two main points, "Source of Income" listing the date, source and amount of money made in each instance and "Expenses: while should list where the money was spent during the year.

If the organization has any literature describing itself and its deeds, include a copy of this also. Mail the entire packet along with a business-size self-addressed stamped envelope. A reply should be forthcoming in tow to three weeks from the commission as to eligibility.

Only after the Commission approves, and grants the student organization a number, and the letter and number are on file with the Office of Campus Involvement Office, will the student organization be allowed to hold any type of raffle in the name of the organization, Rutgers or on any Rutgers property.

For more information, contact the Assistant Dean.

NATIONAL PANHELLENIC CONFERENCE

Alcohol-Free Social Activities

Whereas, an alcohol-free living environment provides cleaner, safer facilities which are conducive to student learning and where behavior consistent with fraternity principles can flourish;

Whereas, the misuse of alcohol by college and university students detracts from the vision of higher education and endangers student health and welfare;

Whereas, chapter housing for National Pan-Hellenic Conference member fraternities has always been alcohol-free, and chapters have thrived in such an environment;

Whereas, the National Pan-Hellenic Conference, the National Inter-fraternity Conference, The Association of Fraternity Advisors, the National Association of Student Personnel Administrators, the American College Personnel Association, the National Association of State Universities and Land Grant Colleges, and The Intra-Association Task Force on Alcohol and Other Substance Abuse Issues have endorsed and strongly support the efforts to implement alcohol-free chapter facilities;

Whereas, The NPC member fraternities as 26 sovereign entities are united as a conference body in great concern about the dangers of alcohol that are pervasive in our society;

Resolved. That the NPC member fraternities will continue to support the efforts toward alcohol-free housing in men's fraternity facilities with the goal being that the individual NPC member fraternities will work toward co-sponsoring only alcohol-free functions in men's fraternity facilities by the fall term of 2000.

Resolved. That copies of this resolution be distributed to every NPC fraternity and to the College Panhellenic Association, Interfraternity Council, the Greek Advisor and the Chief Student Affairs Officer of each college and university where there are chapters of NPC member groups.

SOCIAL EVENT PLANNING "TIPS"

Appoint or elect your Social Committee

Review Chapter Calendar

Survey Membership to Determine Types of Events/ Activities

Meet with all parties when planning events

Be sure to plan events for all segments of the chapter

Communicate with the other chapter officers – do not plan against each other's events
(treasurer, academics, etc.)

Allow your committee to actually do the work when planning an event.

Keep a notebook that chronicles everything you do.

Be aware of all your international or state policies to insure a safe event.

An event can never be over planned.

Be sure to evaluate the event.

Use your resources – meet with the CCC & Office of Campus Involvement for social event ideas.

**OFFICE OF CAMPUS INVOLVEMENT
ALUMNI ROSTER**

Fraternity/Sorority: _____ Semester/Year: _____

Chapter Advisor _____
 Address _____
 Phone (H) _____ (W) _____
 Email Address _____
 Signature _____
 Date _____

House Corp. Officer _____
 Address _____
 Phone (H) _____ (W) _____
 Email Address _____
 Signature _____
 Date _____

Regional/State Officer _____
 Address _____
 Phone (H) _____ (W) _____
 Email Address _____
 Signature _____
 Date: _____

Other Key Alumni	Name	Phone
-------------------------	-------------	--------------

Recruitment Advisor _____
Financial Advisor _____
New Member Advisor _____

* These are the only alumni authorized to sign DOEs and other university documents:

Print Name	Title	Signature	Date
------------	-------	-----------	------

Print Name	Title	Signature	Date
------------	-------	-----------	------

Community Service Verification Sheet

Fraternity/Sorority: _____

Organization/Agency Served: _____

Contact Person _____

Phone _____

Address _____

Date of Service/Donation: _____

Hours performed:

(# of members x #of hours worked)
(ex: 24 members x 5 hours = 120 hrs)

Amount Donated

\$ _____

Briefly describe service provided:

Signature of Community Service Chair

Signature of Agency Representative

DECLARATION OF SOCIAL EVENT ACTIVITY FORM A

We the undersigned undergraduates, have read, fully understand and agree to be personally responsible for the enforcement of Rutgers University, Camden Campus Center, Office of Campus Involvement Office and the risk management policies of my fraternity/sorority as well as local, state, and federal laws. If the individuals in charge (listed below) fail to fulfill their responsibilities, the individuals and /or the chapter will be subject to disciplinary action. In addition, any violation(s) of local, state or federal laws may result in civil action and/or criminal charges being brought against the undersigned individuals and/or the officers of the co/sponsoring organization(s).

CO/SPONSORING ORGANIZATION (S): (Note: Each co-sponsor must submit its own form)

Fraternity/Sorority_____

Co-Sponsoring Fraternity/Sorority_____

Event Day & Date_____ Time of Event_____

Event Location_____

Event Theme_____

TYPE OF EVENT:

Mixer (2 or more chapters) _____ Date Party_____

Formal _____ Alumni Function_____

Brotherhood/Sisterhood Function_____ Other (describe above)_____

Invitation Function (held at third party location)_____

DISTRIBUTION OF ALCOHOL:

BYOB_____ Third Party Vendor_____

Non-Alcoholic_____

Signatures of Responsible Student Officers _____ Date _____

Organizing officer (name & phone number) _____ Signature _____ Date _____

Chapter President (name & phone number) _____ Signature _____ Date _____

By joining in this Declaration, the undersigned chapter Advisor represents only that I made the Chapter President aware of local, state and federal laws as well s Inter/National Fraternity/Sorority social and risk management policies.

Advisor's Printed Name

Signature & Date

Office of Campus Involvement Approval

Date

This application must be submitted to the Office of Campus Involvement Office *no later than 12:00 noon on the Wednesday prior to the event*. Failure to submit this form by the designated time will result in denial of approval.

OFFICE OF CAMPUS INVOLVEMENT
Educational Program Verification Sheet

Date: _____

Fraternity/Sorority: _____

Program Title: _____

Facilitator Contact: _____

Organization: _____

Phone _____

Address _____

Number of members in attendance: _____

Briefly describe service provided:

Signature of Programming Chair

Date

Signature of Program Facilitator

Date

OFFICE OF CAMPUS INVOLVEMENT Anti- Hazing Compliance Form A, B, C
--

Each fraternity and sorority must file an ANTI-HAZING COMPLIANCE FORM with the Office of Campus Involvement two weeks following the beginning of each semester and within 10 days after the election or appointment of the signing officers to certify recognition of and compliance with the Hazing Policy.

We, the undersigned officers, have read the Office of Campus Involvement Anti-Hazing Policy to our entire chapter (pledges, new members, members, affiliates). As officers, we are responsible for enforcing this policy with the chapter as a whole and its members and alumni individually. We further understand that as individual officers, if we knew or should have known of violation of this policy, we will refer to our individual college judicial body to face charges pursuant to the University Code of Student Conduct.

We have read and understand the Office of Campus Involvement Hazing Policy. All activities sponsored or required by our chapter are in compliance with this policy.

Fraternity/Sorority

Signature	Date
------------------	-------------

Chapter President

Signature	Date
------------------	-------------

New Member Educator

Signature	Date
------------------	-------------

Chapter Advisor

Signature	Date
------------------	-------------

Date received in the OCI:

OFFICE OF CAMPUS INVOLVEMENT
Anti-Hazing Compliance Form B

The Anti-Hazing Policy was read in its entirety to our chapter. I acknowledge understanding of the policy's contents and agree to abide by each of the terms listed.

Sign below. Print your name, sign your signature and print today's date.

Name *(Please Print)*

Signature

DATE

OFFICE OF CAMPUS INVOLVEMENT
Anti-Hazing Compliance Form C
Chapter House

Each fraternity and sorority member residing in a CHAPTER HOUSE must file an ANTI-HAZING COMPLIANCE FORM with the Office of Campus Involvement fourteen (14) days prior to the first day of classes each semester or when a new resident moves into the facility, to certify recognition of and compliance with the Anti-Hazing Policy.

We, the undersigned residents, have read the Office of Campus Involvement Anti-Hazing Policy. As residents, we are responsible for enforcing this policy with the Chapter House. If we knew or should have known of violation of this policy, we will refer to our individual college judicial body to face charges pursuant to the University Code of Student Conduct.

We have read and understand the Office of Campus Involvement Anti-Hazing Policy. All activities sponsored or required by our chapter are in compliance with this policy.

Fraternity/Sorority: _____

Each Resident shall Print NAME, SIGN and Date Below

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Date received in the OCI: _____

DECLARATION OF PLEDGE/ASSOCIATE RIGHTS AND RESPONSIBILITIES

Pledges / associates in the Rutgers-Camden Fraternity/Sorority System have the following rights and responsibilities. This statement is to be read, understood, and practiced during the pledging of one's fraternity/sorority:

A pledge / associate has the right:

- to disregard traditional rituals and / or acts if the pledge / associate finds them demeaning or dangerous in any way.
- to remain an individual despite pressures to conform to group standards of one's fraternity/sorority.
- to voice complaints of the pledge / associate program to one's brotherhood, the fraternity or sorority council, the Office of Campus Involvement, or to the Associate Chancellor for Student Affairs.
- **NOT TO BE SUBJECT TO ANY HAZING PRACTICES. The University defines hazing** as any action taken or situation created, intentionally, whether on or off fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

A pledge / associate has the responsibility:

- to maintain his/her satisfactory academic standing with the University while pledging / associating
- to refrain from questionable activities that may jeopardize or demean the image of fraternities/sororities in the Rutgers community.
- to make a constructive contribution to his/her pledge / associate program while pledging.

The statement concerning pledge/associate and hazing practices must be read and understood by every member and pledge/associate at the onset of the pledge/associate period. Pledge/associate and chapter officers must submit recognition of this understanding each semester upon receipt of a new pledge associate class. Both the officers involved with pledges/associates and the individual pledge/associate must sign this declaration of pledge/associate and chapter responsibilities form and submit said form to the Office of Campus Involvement Office not less than one week following the start of pledge/associate activities.

It is the responsibility of the chapter officers to understand and abide by the NJ criminal codes (N.J.S.2C:10-3 et seq.).

- ✚ "Hazing" - a person is guilty of hazing, a disorderly person offense if, in connection with initiation of applicants to or members of an organization, he / she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct other than competitive athletic events, which places or may place another person in danger of bodily injury.
- ✚ A person is guilty of aggravated hazing, a crime of the fourth degree, if he / she commits an act prohibited in subsection "a" which results in serious bodily injury to another person.

The act further provides that consent of anyone placed in jeopardy or injured shall not be available as a defense against prosecution under this act.

When an action is taken or a situation created that appears to be contrary to the expectations of the University, the Office of Campus Involvement Office and the State of New Jersey, a charge will be filed alleging a hazing incident. All charges of hazing must be submitted in writing to the Office of Campus Involvement Office. Also, hazing is a criminal offense; therefore charges will be reported to the Rutgers University Police Department. Hazing charges will be investigated and adjudicated with the respective disciplinary procedures for individual and group violations.

Signature of Pledge / Associate

Signature of Pledge / Associate Educator

Date

Signature of President

PERMISSION TO RELEASE STUDENT RECORD INFORMATION
Grade Point Average Verification Form

I hereby release my grades to:

___ National Fraternity/Sorority Office for _____
(e.g. Sigma Delta)

___ Alumni Board c/o _____

___ Other (please specify) _____

Print Your Name

Signature/Date

THIS RELEASE SHALL REMAIN IN EFFECT DURING MY TENURE AS A RUTGERS' STUDENT UNLESS I NOTIFY STUDENT ACTIVATES *IN WRITING* OF MY INTENT TO REVOKE.

This form must be returned by the Pledge/Perspective/ Associate Educator *BEFORE ANY* Pledge / Associate activities can begin!

Print Name: _____

Signature: _____

Fall_____ Spring_____ 20__

Office of Campus Involvement Use ONLY

Name	Credits	Term GPA	Cum GPA	Date Approved

***This Form Must be Returned and on File in the
Office of Campus Involvement
BEFORE Activities and Begin!***

GREEK ORGANIZATIONAL Registration Form A

Name of Organization: _____

Does the Office of Campus Involvement have the following:

	<u>YES</u>	<u>NO</u>	<u>Date submitted</u>
Constitution and By-Laws:	_____	_____	_____
Insurance Certificate:	_____	_____	_____
Registration of Officers:	_____	_____	_____
Registration of all members:	_____	_____	_____

Each organization is required to follow University Policies and FIPG Policies

Do you have these policies? _____ _____

Each organization is required to have an on-campus advisor, Please indicate:

Name: _____ Position: _____

email _____ Phone# _____

address : _____

If you have other advisors (Chapter, Alumni, Graduate Advisors or specific National Reps.) please indicate:

Name: _____ Position: _____

email _____ Phone# _____

address : _____

Name: _____ Position: _____

email _____ Phone# _____

address : _____

Name: _____ Position: _____

email _____ Phone# _____

address : _____

**GREEK ORGANIZATIONAL
Registration Form B**

The following must be returned with accurate and readable information. Any student on the Rutgers-Camden campus that is affiliated with your organization must be named (please indicate in the Status column active, inactive or alumni). All information will be kept on file.

If a chapter fails to submit this information to the Office of Campus Involvement, University Sanctions may take place.

Name of Member	Status	Leadership Position
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		
16. _____		
17. _____		
18. _____		
19. _____		
20. _____		

Rutgers University-Camden Fraternity & Sorority Annual Report

PLEASE TYPE

Chapter: _____

Individual Completing Report: _____

Name Title

Individual Completing Report: _____

Name Title

Chapter/Alumni Advisor: _____

Faculty Advisor: _____

I MEMBERSHIP

(ATTACH A MEMBERSHIP LIST including full name, address, phone number, email and office held)

1. Number of actives: _____
2. Number of new members: _____
3. Number of inactive members enrolled at Rutgers: _____

II CHAPTER OPERATIONS

1. How often are chapter meetings held: _____
2. How often does your executive board meet: _____
3. How often do your officers meet with the chapter advisor: _____
4. How many times have you contacted your national headquarters this semester: _____
N/A: _____
5. Chapter elections will be held on: _____

III FINANCES

1. Accounts receivables are: _____
2. Accounts payable are: _____
3. Chapter housing contracts are signed by each member:
Yes: _____ No: _____ N/A: _____
4. Are promissory notes signed by non residential members:
Yes: _____ No: _____

IV Did the chapter have a consultant or regional director visit the chapter during the fall or spring semester?

Yes: _____ No: _____ If yes, attach a copy of the field representative's report.
Please indicate how the chapter responded to his/her recommendations?

V **CHAPTER PROGRAMMING**

(Please list all activities held in the following areas, you may use additional sheets)

Alumni Relations: (i.e., newsletters, homecoming, etc., attach samples)

Educational Programs: (i.e., leadership seminars, sexual assault workshops, etc.)

Social Activities: (dances, trips, formals)

Scholarship: (i.e., incentives, programs)

Philanthropic Projects: (list project, amount raised and charity)

Membership Recruitment: (comment on the effectiveness of your program)

Community Service Projects: (i.e., blood drive, soup kitchen, etc.)

Campus Relations: (i.e., intramurals, interchapter activities, faculty staff interaction co-sponsorship of on-campus events)

University Relations: (cite any instances of a discipline nature either by individual member or the chapter as a whole)

Chapter Advisor's Name

Advisor's Signature/ Date

President's Name

Presidents' Signature/ Date