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This manual is updated every July. Please refer to the Greek Life website for the most
current after receiving this handbook in paper version.
Introduction

This manual serves as a resource to volunteers who serve in an advisory role for a fraternity and sorority at LSU. The University is appreciative of the time, energy and support of the undergraduate members of our chapters. Thank you.

The Greek community at LSU has a rich and special history of more than 150 years. Generations of students have found their home in their fraternity or sorority and it’s for this reason that our chapters are valued as a part of the University’s history and tradition.

You will come to learn many things about today’s college student. People are fundamentally the same but generational characteristics create a dynamic that will be different for you. Students today are not the students of your time. Whether you are a boomer, generation X or Y (Millennials), learn how to relate to today’s generation, Gen Z. There is a chapter related to Generation Z that will be very helpful. There’s no reason to be hesitant or fearful, they are just a different generation. Learning about them and from them will enrich your life.

Here are our recommended Top 10 tips that will help make you successful as you begin this journey.

1. Get to know the chapter members as individuals and show sincere interest in them personally.
2. Know what the chapter, the officers and members expect of you as an advisor.
3. Communicate to the chapter, officers and members what your expectations are of them.
4. Assist the chapter in setting realistic, obtainable goals and a process of evaluating them annually. You are the continuity.
5. Recognize the importance of peer influence and its effect on how each member contributes or fails to contribute to the chapter dynamic.
6. Assist the officers in determining the needs of the members they are serving.
7. Do not make any assumptions. Things have changed since you were in the chapter, so ask about everything, especially new member requirements and details of social events.
8. Get involved in helping the officers get trained, transitioned and organized.
9. Don’t allow yourself to be placed in the position of defending student behavior if you don’t have all of the details, which means you would have had to be at that event/activity.
10. Refrain from saying, “when I was in the chapter…” Its makes you outdated and more difficult to relate to and might perpetuate traditions they may no longer be appropriate or allowed. Replace it by saying, “ok, tell me more about that” or “what do you all do?”

And finally, know that all of the staff in the Greek Life office are here to assist you. We provide training, education, resources, a sounding board, and answers about everything and anything you need information on. This is our job, we are here to support you as an integral member of our community.

In Appreciation,  The Greek Life Staff
Greek Life Staff Contact Information

Greek Life Office
LSU Student Union, Rm. 472
225-578-2171 office phone
225-578-2450 fax
Office Hours: M-F 8:00am – 4:30pm
www.lsu.edu/students/greeks

Angela Guillory, Associate Dean of Students/Director of Greek Life/GBOD Advisor/ NPHC Advisor
225-578-2171, cell 225-278-2509, angelagu@lsu.edu

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225-578-2171, cell 985-590-7746, enewel4@lsu.edu

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225-578-2171, cell 225-454-8221 dabels1@lsu.edu

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225-578-2171, greeks@lsu.edu

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225-578-2171 cbeste1@lsu.edu

Jacob Butterfield, Graduate Assistant/IFC
225-578-2171 cell 419-569-1318, jbutte4@lsu.edu
University Emergency Contact Information
In case of a chapter emergency including but not limited to:

- Physical injury or death of a member or guest
- Any situation for which medical attention is warranted (e.g. injury, excessive alcohol consumption, drugs, sexual assault, endangerment etc.)
- House Fire
- Any event for which you call 911
- Any event for which the media has contacted you or otherwise become involved

After you call 911, immediately call Angela at 225-278-2509 or another staff member until you have reached someone.

University Emergency 911

LSU Police 578-3231
Student Health Center 578-6271
Wellness Education 578-5718
Mental Health Center 578-8774
Dean of Students 578-4307
Center for Academic Success 578-2872
Center for Advising & Counseling 578-8281
Parking & Traffic 578-5000
Residential Life 578-8663
Student Union 578-5141
Career Services 578-2162
Rec Center 578-8601
Bursar 578-3681
Contracted Auxiliary Services 578-5208
Greek 101 - Understanding the Structure
Three Councils, One Community

National Panhellenic Conference (NPC)
**Governing Council: Panhellenic Council sororities (PHC)**

- Alpha Delta Pi
- Alpha Phi
- Chi Omega
- Delta Zeta
- Delta Gamma
- Delta Zeta
- Kappa Alpha Theta
- Kappa Delta
- Kappa Kappa Gamma
- Pi Beta Phi
- Phi Mu
- Sigma Alpha
- Sigma Lambda Gamma
- Zeta Tau Alpha

National Pan-Hellenic Council (NPHC)
**Governing Council: NPHC**

- Alpha Kappa Alpha
- Alpha Phi Alpha
- Phi Beta Sigma
- Sigma Gamma Rho
- Zeta Phi Beta

North-American Interfraternity Conference (NIC)
**Governing Council: Interfraternity Council (IFC)**

- Alpha Gamma Rho
- Alpha Tau Omega
- Beta Theta Pi
- Delta Chi
- Delta Kappa Epsilon
- Kappa Alpha Order
- Kappa Sigma
- FIJI
- Phi Iota Alpha
- Phi Kappa Psi
- Pi Kappa Alpha
- Pi Kappa Phi
- Sigma Alpha Epsilon
- Sigma Nu
- Sigma Phi Epsilon
- Tau Kappa Epsilon
- Theta Chi
- Theta Xi

Scheduled to return:
- Fall 2018 – Acacia
- Fall 2019 – Sigma Chi
- Fall 2020 – Lambda Chi Alpha
University’s Expectations of Chapter Advisors

Per University Student Organization Policy, all student organizations must have an Advisor. Fraternities and sororities traditionally have Chapter Advisors, who are alumni of the organization. The University expects that advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and it’s Advisor. The role of the Chapter Advisor is to guide, advise, and support the chapter and its officers and monitor their progress.

The Chapter Advisor needs to be willing to devote significant time to the chapter, skilled in organizational and leadership development, and proficient in their respective inter/national organization's policies and their interpretation. It is through committed alumni/ae support that chapters achieve their greatest success.

The University’s expectations of a chapter advisor/advisory team include, but are not limited to, the following:

The following duties are recommended of student organization advisors by Greek Life:

1. Work with the chapter officers to integrate fraternity/sorority mission and goals as well as creating a connection with the inter/national organization through attendance at leadership conferences and utilizing available resources.
2. Supervise the chapter’s affairs as they relate to the organization, the campus, and the community. Maintain visibility by interacting with members and attending all official chapter programs and meetings.
3. Meet regularly (at least monthly) with the chapter leadership and be available to meet with members upon request. Ensure an effective and timely officer transition occurs.
4. Serve as a resource person for planning events and programs.
5. Serve as a resource in resolving issues confronting the group.
6. Be involved in the education of new members.
7. Educate the chapter about inter/national policies, state and local laws, University policies, and the chapter code of conduct.
8. Assist, advise and be involved in holding students accountable for their actions, and challenging and supporting the students to hold one another accountable for their actions.
9. Ensure that individual behavior is addressed through a process that empowers members to hold each other accountable for their actions consistent with the values and procedures of the organization and University.
10. Attend advisor meetings when requested by Greek Life.
11. For NPHC organizations, advisors should attend all events and functions of the chapter, per NPHC national rules, as well as each inter/national organization’s policies.
12. Be aware of liability issues (i.e., hazing, alcohol, drugs, sexual assault, endangerment, etc.) and advise the organization to make reasonable and responsible decisions regarding these issues in planning activities.
13. Be the point of contact when major problems or emergencies occur within the organization or with a member.
14. Monitor group functions and encourage members to fully participate, to assume appropriate responsibility for group activities, to maintain a balance between academic activities and co-curricular commitments.
15. Work in partnership with Greek Life, graduate chapter (if any) and inter/national headquarters to provide a positive Greek experience for the undergraduate members.

As a chapter advisor, you should consult your inter/national’s website to:

- determine the resources available to you
- seek guidance on the expectations of a chapter advisor
- have knowledge of your personal liability
- have knowledge of all risk management policies and liability insurance
- know the protocol for reporting risky behavior

University Faculty/Staff Advisors

In addition to Chapter Advisors, fraternities and sororities may also have a University Faculty/Staff advisor. The Chapter Advisor designated by the Inter/national/local organization or grad/alum chapter serves as the primary chapter advisor and is most-likely a member of that organization. There is an organizational relationship between the advisor and the Inter/national/local headquarters and are therefore covered by liability insurance should there be a risk management violation. It is preferable that this individual not be employed by LSU.

While there is no formal relationship between Greek Life and the faculty/staff advisor, the department communicates with both advisors to share new initiatives within Greek Life and the University. Greek Life helps advisors to understand the responsibilities of advising student organizations, and provides resources to the University Faculty/Staff and Chapter advisors on how to be successful within their role. Chapter advisors, along with chapter leaders, are the first point of contact between Greek Life and the student organization, therefore Greek Life ensures that communication remains strong and provides both advisors with the information necessary to excel in their position.

The University’s expectations of a university faculty/staff advisor include, but are not limited to, the following:

The faculty/staff advisor plays an integral role in the development of fraternities and sororities. The faculty/staff advisor provides the chapter with a university perspective in regard to chapter operations and expectations of chapter members. Chapters are granted the privilege of selecting their own faculty/staff advisor. The following clarifies the
university’s requirements and recommendations for faculty/staff advisors for Greek organizations.

I. Louisiana State University’s expectations of Faculty/Staff Advisors

The following duties are recommended of student organization advisors by Greek Life:

1. Explain university policies when relevant.
2. Meet with organization president at least once a semester.
3. Attend officer and organization meetings at least once a semester where applicable.
4. Take an active role in formulating the organization's goals when invited.
5. Assist the organization in being successful without interfering in any conflicts with members of the university staff/faculty and/or the chapter.
6. Advise the planning of events on campus.
7. Serve as an academic resource and University connection.

The above duties do not include signing contracts on behalf of registered student organizations. Advisors may not represent the registered student organization by signing any contract or legal document in lieu of the organization’s officers.

The University’s requirements and strongly recommended practices of a faculty/staff advisor include:

II. Louisiana State University’s requirements of Faculty/Staff Advisors

The following duties are required of student organization advisors by Campus Life:

1. Verify the organization’s founding documents and agree to the terms of the University’s Hazing Policy (PS 108) by signing off on the Application for A New Student Organization.
2. Verify the organization's officer information is accurate.
3. Agree to the terms of the University’s Hazing Policy (PS 108) by signing off on the Student Organization Officer Form annually. A summary of PS –108 is available on page 45 of this handbook. A full version is located at www.lsu.edu/campuslife.

III. The University strongly recommends that the Faculty/Staff advisor for Greek organizations NOT accept certain responsibilities for the registered student organization. The Faculty/Staff advisor should not:

1. Purchase alcohol for the registered student organization or its members;
2. Sign or co-sign checks or other means of committing registered student organization funds;
3. Make travel plans for the registered student organization or directly supervise trips taken by the organization’s members;
4. Pledge his/her financial backing for the debts of the registered student organization; for example, by using his/her credit card to guarantee hotel reservations;
5. Run the organization, by reserving the right to approve or control its decision and activity;
6. Serve as the registered student organization’s treasurer, bookkeeper, accountant or auditor.
7. Shall not sign-off on reservations of University space and equipment with the appropriate university department granting the reservation.

Working with a University Advisor

University Advisors are the link between students and faculty, between your chapter and the campus leadership. The responsibility for building a positive, rewarding relationship is shared between the advisor and the organization. These strategies will help you establish a solid foundation for working with a University Advisor.

- Keeping the advisor informed of what is happening in the organization, both positive and negative.
- Taking the advisor’s schedule into consideration when arranging meetings and events.
- Making the advisor feel like a welcome member of the group.
- Extending appropriate courtesies to the advisor and his or her guests.
- Being honest and open with the advisor.
- Designating liaisons, such as the “Scholarship Chair” and/or the President.
- Informing the advisor of problems and issues in the Greek community.
- Designating class liaisons from new member classes.
- Inviting the advisor to activities, including social events.
- Keeping the advisor informed of all organizational activities, meetings, issues and agendas.
- Meeting regularly with the advisor to discuss organizational challenges.
- Informing the advisor of programs and services sponsored by the organization.
- Informing the advisor of any potential problems or concerns with the chapter regarding academics.
Recruiting Alumni Advisors

The inter/national headquarters is the resource in locating area alumni. HQ can provide contact information for all members of the organization within a certain radius of the college campus. They can provide initiation date, chapter of initiation, mailing and email addresses.

Hosting an event at an appropriate venue is important. That can include someone’s home, a restaurant, the chapter house or an office.

Once interest has been obtained, the next step is forming an Advisory Board/Team. An Advisory Board/Team could initially consist of a small group (up to 3-5) alumni who would advise the chapter in different capacities. Ultimately, each advisor would report back the information they have obtained to the Advisory Board/Team.

Laying the Groundwork
Spearheading an advisory board is a lot of work up front, but will be a lot less time consuming if the framework is in place. Before recruiting advisors, it is important for the chairman to set up an infrastructure that will facilitate communication.

The following are examples of the type of alumni who should be recruited for the board:

Alumni who are

- Positive and proactive.
- Time to hold, at minimum, two face-to-face meetings with their chapter officer per semester.
- Comfortable working with young people who are growing at a very rapid rate.
- Patient enough to allow the undergraduates to make mistakes and be there to help them recover and develop strategies to prevent future mistakes.
Relationship between Chapter Officers and Advisors

Generally, the advisor’s contacts with the organization will take place in two settings: discussions with the officers, and attendance at meetings and other group activities. When working in these two settings, the adviser must constantly be aware of their role in the organization. Although active participation by the advisor is desirable, the advisor is not the leader of the group. The key to advising is developing a good relationship with the officers of the organization.

Officer-Advisor Relationship

1. The officer should meet regularly with the advisor and use them as a sounding board for discussing organizational plans and problems.

2. The officer should keep the advisor informed as to all organizational activities, meeting times, locations, and agendas. The advisor should receive minutes of all meetings.

3. The advisor should assist the officer in formulation of goals and in planning and initiating short term projects.

4. The officer should utilize the advisor as a resource person. From their previous experiences the advisor can provide the officer and member with background information and perspective on various campus and Fraternity/Sorority issues and concerns.

5. The officer should provide the advisor with the calendar of events for the semester.

6. The advisor may assist the office in preparing meeting agendas. This not only provides structure for conducting the organization’s meetings, but also serves as a point of departure for the discussion of other areas of mutual concern.

7. The advisor should point out factors bearing on the ideas presented by the officer without imposing their own bias. If an idea is inappropriate, the adviser should try to encourage the officer to consider other alternatives.

8. If the officer asks “what should we do?”, or “what do you think?” the question should be rephrased and handed back to the officer. The advisor is there to assist the officer, but not to solve the problem for them.

9. The advisor may suggest ways by which group meetings can be improved.

10. The advisor makes suggestions to help the officer improve other leadership skills.
Possible Advisor Positions and Duties

Chapter Advisors (CA)

☐ Attend Executive Board meetings weekly or find an alternate

☐ Advise Executive Board, Chapter President (CP) and any other officers without a designated advisor

☐ See that the Executive Board and chapter goals are set and evaluated

☐ Attend Convention and other required advisor trainings

☐ Attend specialized training as requested

☐ Assist chapter in preparation for official visitors

☐ Approve all social events if there is not a Social Advisor

Social/Risk Management Advisor

☐ Advise Risk Management Chair, Social Chair, Risk Management Committee and other officers, as requested by the Chapter Advisor

☐ Understand Inter/National and University Policies, educate the chapter on the Risk Management Program and Policies and ensure all officers understand them and are prepared to enforce them

☐ Work with other advisors to ensure education and adherence to all policies and procedures

☐ Be familiar with campus risk management policy

☐ Attend the beginning of chapter social functions to ensure proper procedures are being followed

☐ Review all contracts prior to chapter officers signing them.

Judicial/Standards Board Advisor

☐ Advise officer responsible for the chapter’s standards board and standards operations

☐ Attend and advise Judicial/Standards Board proceedings to ensure proper procedure is being followed.

☐ Ensure proper paperwork and/or sanctions are being implemented.

☐ Assist the chapter in addressing internal concerns around sisterhood/brotherhood, member conduct, and any other issue that would affect the continued development of the chapter
Attend specialized trainings as requested

**New Member/Education Advisor**

- Advise chapter officers related to member and new member education
- Assist with administration of Membership Education/New Member program
- Work with the new member educator to develop the plan for new member education
- Attend NM meetings/events/activities or find an alternate
- Assist with the administration of the New Member Exam
- Approve pre-initiation plans
- Ensure hazing is not occurring
- Work with other advisors to ensure each new member has paid all required fees prior to initiation, and that the money is forwarded to HQ with the proper forms and releases
- Read and utilize the New Member Manual in cooperation with the officers being advised

**Financial Advisor**

- Meet with Treasurer to assure the financial soundness of the chapter
- Ensure payments are current to the House Corporation, HQ and University
- Approve expenditures before purchases are made
- Attend meetings of the Financial Committee
- Attend budget meeting and approve the proposed and revised budget
- Cosign all checks
- Ensure bills are accurate
- Do NOT sign blank checks
- Assist the Treasurer in informing new members of their financial responsibilities
- Meet with members having financial problems and attempt to find solutions
- Have a working knowledge of all forms
- Assist the Treasurer to accurately prepare quarterly reports and Federal Tax Forms (990)
- Assist the Treasurer in the collection of delinquent accounts
- Have the account log in if on line banking
Assure the Treasurer completes a confirmation of each member’s account at the end of each school term

**Academic Advisor**

- Advise Scholarship Chairman, Scholarship Committee and other officers
- Obtain the chapter grades and evaluate improvement opportunities
- Ensure chapter has a viable Scholarship Program
- Attend meetings with members failing to meet chapter’s scholarship standards
- Attend scholarship acknowledgement ceremonies

**Alumnae Relations/Public Relations Advisor**

- Advise Alumnae Relations Officer, Public Relations Chair, and/or Historian
- Attend events sponsored by the chapter designed to improve the relationship with area alumni
- Ensure that the chapter is submitting appropriate content for alumni correspondence
- Ensure a database of alumni is being kept updated
- Assist in the planning at least one alumni event per year to maintain contact with alumni

**Recruitment/Intake Advisor**

- Advise the Recruitment Chairman, COR (Continuous Open Recruitment) Chairman, Intake Officers, and the Recruitment Committee
- Understand and ensure compliance with university MIP process and Recruitment rules
- Attend recruitment workshops and assist chapter in making recruitment plans
- Attend recruitment/intake events
Common Chapter Problems and Possible Strategies

Chapter members not participating in chapter activities:
☐ Re-examine activities to be sure they appeal to majority. Ask what members want out of their fraternal experience and what activities will best help them achieve their goals.
☐ Help each member understand their individual responsibility for participation.
☐ Divide chapter into committees to plan each major activity so everyone is involved and has responsibility.
☐ Perhaps activities are too sophomoric to retain upper class interest or participation.
☐ List chapter activities under categories (social, philanthropic, community, etc.) and see where imbalance occurs.

Conflicts between members; little cooperation; cliques:
☐ Determine source of conflicts.
☐ Stimulate programs to emphasize positive aspects of the chapter.
☐ Involve all members in chapter decision-making and activities.
☐ In house situations, change roommates each term.

Chapter attracts one type of person and would like to attract a more diverse group of member:
☐ Group may not feel it can attract any other type, bring in a diversity speaker.

Feeling of no responsibility to anyone: leader to member, member to member, member to Inter/national, collegian to alumni, chapter to corporation, etc.
☐ Host a brotherhood/sisterhood retreat with someone who can assist the chapter in opening up about their frustration, commitment, membership, etc.
☐ If an officer is negligent, they should be removed from office in the best interests of the chapter.
☐ Plan and carry out several alumni activities during the year.

Chapter meetings are long and drawn out:
☐ Check use of parliamentary procedure. Eliminate repetition. Limit time each person can speak.
☐ Use the committee structure to streamline chapter business.
Members are slow in paying dues, not signing promissory notes or not paying at all:
☐ Chapter must implement the 5% rule. (When 5% of chapter members have accounts past due, any social event is canceled, including formal.)

☐ Help chapter establish incentives for early and full payment of account (lower dues, prizes, etc.).

☐ Educate chapter members on financial obligation to the chapter - both locally and internationally. Members need to be aware of the consequences of not paying their bills.

No particular regard for Ritual, its meaning or performance:
☐ Hold Ritual workshops frequently. Include mechanics, but it is more important to include discussions of meanings and everyday applications to make it come alive.

☐ Insist on proper attire. Make sure equipment is in good order.

☐ Review Ritual at each chapter meeting.

Lack of continuity and officer transition:
☐ Insist on a well-planned, well-attended Officer Transition Workshop.

☐ Advisors should check officers’ notebooks periodically.

☐ Chapter files need to be kept up-to-date with usable materials.

☐ Schedule a weekend day for incoming and outgoing officers to transition together.

Chapter is losing members due to grades or dissatisfaction:
☐ Suggest that personal interviews be held to determine causes and offer solutions.

☐ Evaluate the Academic Development program and academic goals set by the chapter. Be certain there is an atmosphere for academic achievement.

☐ Organize tutors/mentors for members with grade problems.

☐ Be sure that all members feel a responsibility to the group - not just those who hold office.

☐ Settle personal conflicts as soon as possible.

Not all chapter members are involved in recruitment preparations:
☐ Get involved in the recruitment preparation plan by hosting meetings to get information of the organization, delegation, involvement, participation, positive incentives and culture.

☐ Make sure every chapter member has a job and feels the responsibility of developing and executing recruitment plans.

☐ Utilize all the recruitment committees fully.
Chapter is not successful in recruitment/intake are not competitive with those of other chapters on campus:

- Have New Members evaluate the chapter's recruitment/intake process and give impressions of recruitment techniques use by other chapters.
- Evaluate all aspects of the recruitment process.
- What atmosphere is created at events? What are the members selling?

Chapter tends to make elections a popularity contest without regard for leadership abilities:

- Make sure the chapter is educated in the procedures for elections and set the groundwork for the process remaining positive.
- Members should openly discuss the qualities for each major office that would be most beneficial to the chapter. This should be done early on in the election process - perhaps at the time of the goal setting workshop with reminders prior to class caucuses.
- Make sure all candidates have talked with current officers of any office they are interested in to discuss duties and activities.
1. **Event Approval**: Registered student organizations are required to register all meetings on campus and events (to include classroom space requests and fundraisers) **10** business days before they are scheduled to occur. Chapter Advisors must approve the registration form before Greek Life will review all on-campus events. **Events where alcohol is being served** must be submitted to LSUPD with a signed security contract delivered to their office at least 15 business days prior to the event along with submitting the registration form. Greek Life will approve at least three days in advance only when the chapter advisor, LSUPD, Alcohol Beverage Control, and vendor have approved the registration form. Events held at chapter houses that do not require security, vendors, Facility Services or Parking and Transportation services that a chapter would like placed on the Greek Life calendar must be submitted **10** days prior to the event. Large-scale events on campus that invite non-members should be communicated to LSU PD by sending an email to lsupdevents@lsu.edu. The email should include, date, time, place, anticipated attendance.

*Events will only be approved* if the organization is current with the following:
- Greek related forms/requirements (PM-68, roster updates, chapter advisor, intake forms, Greek Assessment items, financial obligations, etc.).
- Registration of organization on Tigerlink.
- Respective Council requirements (dues and in good standing).
- In good standing with the University Bursars’ Office.
- Delayed documents as a result of conduct outcomes.

2. **Philanthropy Events/Service Projects**. Approved philanthropy events/service projects involving the participation of other chapters, will be listed on the Greek Life calendar on a first come, first serve basis. One sorority and one fraternity will occupy each date. If a chapter wants to host their event on a booked date, the president requesting the event shall seek permission from the president(s) with the secured date and provide an email to the respective Council advisor confirming their consent.
- NPHC organizations shall abide by the *NPHC Calendar Agreement*.
- Panhellenic/IFC groups abide by the LSU Panhellenic/IFC Philanthropy resolution.

**Membership Recruitment/Intake**

3. **Recruitment, Pledging and Initiation**

For chapters that participate in recruitment: To support students’ academic success, pledging, initiation meetings, activities and ceremonies will cease from the day before Thanksgiving through the first week prior to the spring semester. For the spring semester, all activities and ceremonies must cease prior April 24, through the last day of finals. Recognizing that some inter/national organizations require the first semester GPA in order to initiate and activities must take place during this time, an “exception letter” shall be
submitted to Greek Life no later than October 1, and March 1, each year from the inter/headquarters requesting an exemption, for the respective semester.

4. Intake and Initiation

For chapters that participate in Intake: To support students’ academic and leadership success as a chapter, the chapter must conduct membership intake and initiation at minimum every three semesters but may conduct intake more frequently if desired. The three semester time line begins the semester following successful initiation of a pledge class, line, etc. and will conclude by the end of the third semester. (Ex. Spring Initiation 2017 > Fall Semester 2017 > Spring Semester 2018 > Organization conducts Fall Intake - 2018).

Failure to follow this Intake schedule will result in the organization being placed on an Interim Suspension of Activities (ISA). (ISA may only last through the end of that semester). Recognizing that circumstances may prevent a chapter from adhering to the policy, the following will be taken into consideration:

- The inter/national organization and/or regional director declares intake moratorium;
- The inter/national organization or regional director fails to approve intake for reasons that do not include a moratorium.

A chapter may provide documentation to the Greek Life office requesting a review of the chapter’s status as a result of the policy violation.

NPHC Membership Intake Process (MIP) and New Member Presentation

a. NPHC Greek Code pt. 1 & 2 - Greek Life in conjunction with the NPHC of LSU will sponsor a semester informational session called Greek Code, in an effort to provide information to students. Each NPHC member organization will give a brief overview of membership, the Greek experience and information on university policy. Two Greek Code sessions will be offered during the academic year, at the beginning of the Fall and Spring semesters. These will occur on Wednesday, August 23, 2017 and Wednesday, January 17, 2018.

b. Membership Intake Process/New Member Presentation policies will be followed in accordance with Greek Life policies.

c. NPHC organizations must complete intake processes on or before Wednesday, November 1, 2017 @ 4:00 p.m. for the Fall semester and Thursday, March 22, 2018 @ 4:00 p.m. for the Spring semester.

d. Fall and Spring semester new member presentations are Thursday, November 2, 2017 and Friday, March 23, 2018 respectively. All NPHC organizations must participate in the new member presentation. Any exceptions will be made based on information presented to the Director of Greek Life.

e. NPHC New Member Orientation: All NPHC members are required to attend the new member orientation, within the semester of their initiation. Fall-Monday, November 6, 2017 @ 5pm; Spring-Monday, April 2, 2018 @ 5pm.

f. Membership selection for NPHC is prohibited during the summer months.

5. PHC Membership Intake Process (MIP) and New Member Presentation

a. PHC affiliated organizations currently utilizing intake process: Sigma Lambda Gamma Sorority, Inc.
b. **Membership Intake Process/New Member Presentation** policies will be followed in accordance with Greek Life policies.

c. **PHC organizations must schedule a meeting with the PHC advisor prior to the start of any intake/interest/informational meetings.**

d. PHC organizations must complete intake process on or before **November 2, 2017 @ 4:00 p.m.** for the Fall semester; and **March 22, 2018 @ 4:00 p.m.** for the spring semester.

e. New Member Presentation must occur no later than **November 3, 2017**, in the fall and **March 23, 2018**, in the spring.

f. **PHC New Member Orientation:** All PHC members are required to attend a new member orientation, within the semester of their initiation. Contact the PHC Advisor to schedule.

g. Membership intake/selection for PHC is prohibited during the summer months.

6. **Greek Organization Status**

   **Active:** Registered student organizations must have at least 5 members in order to be considered active, per Campus Life policy. Membership is restricted to LSU students only. Organizations that fall below 5 members will be placed on Transitional status.

   **Transitional:** Greek organizations that fall below five members do not meet the minimum requirements of a student organization as defined by LSU, regulated through Campus Life. As a result, those organizations shall be placed on a transitional status with Greek Life and Campus Life.

   Transitional status is defined as “not registered with the University and therefore not afforded the rights and responsibilities of a student organization.” As a result, events will be registered through Greek Life by a member of the Greek Life staff.

   Transitional organizations shall only be eligible to sponsor programs and activities that support the recruitment efforts of the organization. Thus, all other events will not be approved. Intake/recruitment paperwork must be received and approved by Greek Life, according to office policy, prior to any programs or activities being approved.

   During this transitional period, the organization is not responsible for meeting the standards of the Greek Assessment process or the requirements of their respective councils, but may attend council meetings and intake/recruitment related events for the purpose of remaining informed and to promote the organization.

   An organization in transitional status for more than three consecutive semesters shall be considered inactive and will need to begin the student organization registration process with Campus Life upon meeting the University’s minimum requirements.

   **Inactive:** Registered Greek organizations that fail to initiate new members or come off transitional status in the specified window will become inactive. Student organizations on inactive status are removed from all registered student organization lists and are not permitted to utilize any of the benefits of being an active student organization such as: participating in other student organization events, hosting events, fundraising, seeking funding from campus entities, reserving rooms or services and enjoying other benefits of being recognized as a student organization at LSU. Inactive organizations can become
active again by contacting Campus Life upon meeting the University’s minimum requirements.

0. Formation of a new Social Greek organization.
   See policy.www.greek.lsu.edu/University and Greek Life Policies

1. Membership Roster Additions/Deletions
   Organizations are responsible for maintaining an accurate roster. The president and/or
   his/her designee may not edit the roster during the final examination period. Additions may
   be made using the Grade Release spreadsheet. Deletions may be made under the following
   conditions.
   a. Member/new member is no longer an LSU student.
   b. Member/new member has been separated from the chapter. If deemed necessary, this
      will be verified by the chapter advisor and/or the local or inter/national organization.
   c. Member/new member has graduated from the University.

Reminders:
Per Campus Life guidelines for registered student organizations, only LSU students may be
members of LSU student organizations.

Per PM-68, only LSU students who are members of the organization may reside in fraternity and
sorority housing. Freshmen may not live in a fraternity/sorority house without following the
guidelines. Please submit proposed names to Greek Life for verification prior to allowing them to
move in to ensure the freshman qualifies under the guidelines set by the University.

Effective July 1, 2017
Risk Management

Risk management is one of the most challenging tasks of the chapter advisor. The University expects chapter advisors to help students practice “risk reduction” when planning activities.

Webster’s dictionary defines risk as, “The chance of injury, damage or loss; a hazard,” and defines management as “The implementation of collaborative efforts to coordinate resources and planning that will establish the most effective climate for growth and development. It is not meant to be synonymous with control.” The advisor must collaboratively help students prevent injuries, loss, or damage to public reputation (either your own or Louisiana State University’s).

Each inter/national organization produces a comprehensive risk management plan. Advisors are strongly advised to know it in detail. Below are some general guidelines for assessing and managing risk. Nothing below should conflict with inter/national rules and procedures.

Expectations
The first step in meeting this expectation is to know what the officers are doing. Advisors should be engaged in every phase of event planning and preparation.

Reducing Risk
While there is no such thing as a risk-free event, some things carry more risk than others. The simplest way to identify risky behavior is to ask, “Can someone get injured as a result of attending or participating in this event?” Or, “Would we want our name mentioned with this kind of event in the newspaper?” If the answer is yes, the event can be considered risky. For instance, events where alcohol is consumed, events promoting rough physical contact (i.e. sporting activities) or events sponsored in facilities of questionable safety pose high risks.

Advising
When students propose activities that might involve perceived risks, don’t assume the University will veto it immediately. Help them see the risks involved by asking questions.

- “What would happen if someone falls during the event?”
- “How do you plan to address someone who is intoxicated?”
- “How do you plan to prevent underage students from drinking?”
- “How will you manage guests?”

Plan for worst-case scenarios without telling students what to do. There are certain things you are honor-bound to stop, such as underage drinking, hazing, drug use, fighting (by calling the police, not by trying to break it up yourself), sexist behavior, harmful and racist behavior.
Events open to the public and/or events with alcohol
The presence of an advisor can have a moderating effect. Don’t assume that if you aren’t there things will go well or your own personal liability will be reduced. It won’t, and there can be a level of personal liability involved. An advisor can help mitigate risk associated with chapter events. Further, in civil liability cases, courts are applying “due diligence” standard when assessing personal liability of advisors. The courts will ask did an advisor do everything a reasonable person could do to prevent an injury from occurring. If the advisor did, then they are likely to reduce the risk.

A Five-Step Plan for Assessing Risk
1. Identification
Prior to an event (or traveling), chapters should work to identify the risks associated with that activity. Risks not only include situations that can lead to injury, but also include risks to the group's reputation, personal feelings of members or participants, finances, and/or property (your own, the University’s or other’s).

2. Evaluation
Once a group has identified the risks, evaluate the potential consequences to the organization, individuals participating in the activity, and/or to the LSU community should one of the risks occur. It is also important to think through the environment in which the event/activity is taking place and determine the likelihood of the risks occurring. A careful evaluation of risks prior to hosting an event will assist the organization in minimizing and eliminating potential problems.

3. Treatment
Next, the chapter must decide how to manage each risk, or decide if the event is too risky to do at all. The answer should not always be to eliminate the activity simply because risk exists. Instead, organization leadership in conjunction with their advisor and Greek Life could work to determine how to best manage and minimize the risks.

4. Implementation
It is not enough to identify and plan for potential problems. In order to be successful an organization must follow through on the action items identified to mitigate and/or eliminate potential risks. Document your action plans and educate members of the organization as well as other participants on what the plan is. Design steps in your plans that permit for monitoring potentially risky parts of the activity to assure that risk management plans are followed.

5. Assessment
Upon completion of an event the leadership should evaluate it. Reflecting back on an event or activity and identifying both those things that went well and those that were not as successful will provide valuable information for future leaders. Write all these ideas down and include them in a notebook for next year’s officers.
Title/Topic: Illegal/Abusive Alcohol/Other Drug Use by Students
Number: 75.03
Functional Classification: Student Services
Monitoring Unit: Office of Student Life & Enrollment
Initially Issued: October 1, 1990
Last Revised: April 1, 2016
Last Reviewed: April 1, 2016

ILLEGAL OR ABUSIVE USE OF ALCOHOL OR OTHER DRUGS BY STUDENTS

PURPOSE
Louisiana State University is committed to maintaining an environment which supports its educational mission. The illegal or abusive use of alcohol or other drugs by students interferes with the accomplishment of this mission. Louisiana State law prohibits the consumption, possession, distribution, possession with intent to distribute or manufacture of drugs described as controlled dangerous substances in the Louisiana Revised Statutes. Other Louisiana and East Baton Rouge Parish statutes define the illegal possession, consumption, and distribution of alcohol.

DEFINITIONS
Student: For the purpose of this Policy Statement, “student” is defined as any person taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study.

POLICY AND PROCEDURES
I. CONDUCT PROHIBITED BY THE UNIVERSITY
Students of Louisiana State University are responsible for knowing and abiding by the provisions of University policies, local ordinances, Louisiana law and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs including alcohol, except as provided for by law. These legal regulations are summarized in the Exhibits. Any student who violates local, state or federal laws, either on property owned or controlled by the University, or at such other locations in the community which substantially affect the University’s interest as an academic institution, will be subject to disciplinary action under the LSU Code of Student Conduct. (See www.lsu.edu/dos)

II. PREVENTION AND INTERVENTION
Alcohol Policy Training: All recognized student organizations wishing to hold social events at which alcohol may be served must have at least three current executive officers and the University advisor of record attend an alcohol policy training workshop annually. Additionally, in any semester in which the organization wishes to hold a social event with alcohol, at least three current executive officers must have attended the alcohol policy training program. The workshop will cover compliance with laws/policies, responsible social event hosting, and means of responding to alcohol/drug problems and crises. Workshops will be coordinated and implemented on behalf of the Division of Student Life and Academic Services through the Wellness Education Department of the Student Health Center. The Office of the Dean of Students shall maintain a current list of all student organizations that have met this requirement.
Parental Notification: While the University recognizes that students are adults who must make their own decisions and assume responsibility for their actions, it also promotes partnerships between parents/guardians and students to facilitate development, learning, and a more successful university life. Therefore, in addition to disciplinary sanctions, Louisiana State University may send written notification to parents/guardians of students under age 21 who have been found to violate the University’s policies on alcohol and other drugs.

Education: The University, through the Wellness Education Department of the Student Health Center, provides educational programs about substance abuse and chemical dependency to students and other campus audiences. Sources of help at the University and in the community are offered to students when needed. Other educational opportunities are provided through various academic courses in the Colleges/Schools. The Exhibits describe the effects of alcohol and other drugs, also communicated through these educational opportunities.

Counseling and Support Services: The University, through the Mental Health Service of the Student Health Center, offers confidential assessment, referral, and treatment services to students exhibiting problems with alcohol or other drugs. In those cases where students may require inpatient or outpatient treatment, the University may refer students to agencies or programs outside the University.

III. CONSEQUENCES OF UNIVERSITY POLICY VIOLATION
Code of Student Conduct: The adjudication of all student violations of any University alcohol and drug policy and the LSU Code of Student Conduct is administered by the Dean of Students Office or designee. Any student who is found to have violated the University alcohol and drug policies, or to possess, consume, distribute, or manufacture illegal drugs on or about the property of the University, or in other such circumstances as provided for by University policy, is subject to sanctions under the LSU Code of Student Conduct. Sanctions may include, but not be limited to, probation, suspension, expulsion, and mandated educational intervention. Sanctions for student organizations may include, but not be limited to, a loss of status as a student organization, a loss of privileges to use University facilities, a loss of social privileges, and/or mandated educational intervention. Copies of the LSU Code of Student Conduct are available on the LSU website (See www.lsu.edu/dos.)

Residential Housing Contracts: Students who are found to have violated alcohol and drug policies as specified in the LSU Code of Student Conduct and the Residential Housing Contract may be reassigned or removed from campus housing.

Mandated Educational Intervention Program: The University regards student violations of alcohol policy as a serious matter, but also as an opportunity for student development and learning. As such, in addition to disciplinary sanctions, students and student organizations found to have violated a University alcohol policy must participate in a mandated educational intervention program implemented by personnel of the Wellness Education Department of the Student Health Center.

IV. REPORTING
In compliance with the Drug-Free School and Campuses Act, Public Law 101-226, at least once annually the University through the Vice President for Student Life & Enrollment will distribute in writing to each student as defined herein its policy regarding illegal acts involving alcohol or other controlled substances.

Every two years, the Executive Director/designee of the LSU Student Health Center will report to the President an assessment of the effectiveness of the institutional efforts at drug prevention, counseling, and treatment for students and will make recommendations for changes in those
programs as needed. In addition, every two years the Dean of Students will report to the President all disciplinary actions taken under this policy to ensure consistent enforcement of sanctions.

EXHIBITS

In Compliance with the Drug-Free School and Campuses Act, Public Law 101-226

EXHIBIT I: EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including peer, spouse, and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucination, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. Research also indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

In addition to the primary effects of alcohol upon the individual consumer, other people and the community at large can suffer various secondary effects resulting from an individual’s consumption of alcohol. These secondary harms include, among others, traffic crashes and fatalities, personal injury and death due to other alcohol-related causes, property damage and vandalism, legal costs, social and economic costs, and damage to the image of the community and institutions.
## Controlled Substances - Uses & Effects

### Narcotics

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOXICITY</th>
<th>DURATION (Hours)</th>
<th>USUAL METHODS OF ADMINISTRATION</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opioid</td>
<td>III V</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Drowsiness, dizziness, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
<tr>
<td>Morphone</td>
<td>III</td>
<td>Analgesic, antihypertensive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Drowsiness, dizziness, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
<tr>
<td>Codeine</td>
<td>III V</td>
<td>Analgesic, antihypertensive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Drowsiness, dizziness, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
<tr>
<td>Heroin</td>
<td>III V</td>
<td>Analgesic, antihypertensive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Drowsiness, dizziness, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>IV</td>
<td>Analgesic, antihypertensive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Drowsiness, dizziness, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
<tr>
<td>Meperidine</td>
<td>IV</td>
<td>Analgesic, antihypertensive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Drowsiness, dizziness, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
<tr>
<td>Methadone</td>
<td>V</td>
<td>Analgesic, antihypertensive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Drowsiness, dizziness, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>V</td>
<td>Analgesic, antihypertensive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Drowsiness, dizziness, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
</tbody>
</table>

### Depressants

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOXICITY</th>
<th>DURATION (Hours)</th>
<th>USUAL METHODS OF ADMINISTRATION</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gamma Hydroxybutyrate</td>
<td>III</td>
<td>None</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>2 to 4</td>
<td>Oral, inhaled</td>
<td>Sural, respiratory depression</td>
<td>Sleep and shallow breathing, coma, convulsions, death</td>
<td>Nausea, vomiting, diaphoresis, anxiety, tremor, convulsions, convulsions, prolonged stays, respiratory depression</td>
</tr>
</tbody>
</table>

### Stimulants

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
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<th>TOXICITY</th>
<th>DURATION (Hours)</th>
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<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>III</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1 to 2</td>
<td>Oral, sublingual, injected</td>
<td>Shallow, respiratory depression, increased heart rate</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td>Apolysis, long periods of sleep, relapse, depression, hallucinations</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>3 to 4</td>
<td>Oral, sublingual, injected</td>
<td>Shallow, respiratory depression, increased heart rate</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td>Apolysis, long periods of sleep, relapse, depression, hallucinations</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>3 to 4</td>
<td>Oral, sublingual, injected</td>
<td>Shallow, respiratory depression, increased heart rate</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td>Apolysis, long periods of sleep, relapse, depression, hallucinations</td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>3 to 4</td>
<td>Oral, sublingual, injected</td>
<td>Shallow, respiratory depression, increased heart rate</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td>Apolysis, long periods of sleep, relapse, depression, hallucinations</td>
</tr>
</tbody>
</table>

### Hallucinogens

<table>
<thead>
<tr>
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<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOXICITY</th>
<th>DURATION (Hours)</th>
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<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Hallucinations, perceptual distortions, loss of contact</td>
<td>Large, more intense visual hallucinations, psychoses, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>3 to 6</td>
<td>Oral, sublingual, injected</td>
<td>Hallucinations, perceptual distortions, loss of contact</td>
<td>Large, more intense visual hallucinations, psychoses, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
</tbody>
</table>

### Cannabinoids

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
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<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2 to 4</td>
<td>Oral, sublingual, injected</td>
<td>Hallucinations, perceptual distortions, loss of contact</td>
<td>Large, more intense visual hallucinations, psychoses, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2 to 4</td>
<td>Oral, sublingual, injected</td>
<td>Hallucinations, perceptual distortions, loss of contact</td>
<td>Large, more intense visual hallucinations, psychoses, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Hashish</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2 to 4</td>
<td>Oral, sublingual, injected</td>
<td>Hallucinations, perceptual distortions, loss of contact</td>
<td>Large, more intense visual hallucinations, psychoses, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>III</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2 to 4</td>
<td>Oral, sublingual, injected</td>
<td>Hallucinations, perceptual distortions, loss of contact</td>
<td>Large, more intense visual hallucinations, psychoses, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
</tbody>
</table>
EXHIBIT III: LOUISIANA AND EAST BATON ROUGE PARISH CRIMINAL PENALTIES

Controlled Dangerous Substances

It is unlawful in Louisiana to produce, manufacture, distribute, dispense or possess with intent to produce, manufacture, distribute, or dispense a controlled dangerous substance classified in Schedules I through V unless such substance was obtained directly or pursuant to a valid prescription or order from a licensed physician or veterinarian or as a provider in R.S. 40:978, while acting in the course of his or her professional practice, or except as otherwise authorized by law. Penalties for violation of laws regulating controlled dangerous substances follow:

Schedule I: Various opiates, hallucinogens, depressants, and stimulants (R.S. 40:966). The maximum penalty for production, manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense Schedule I narcotic drugs, is life imprisonment at hard labor without benefit of probation or suspension of sentence, and a fine of up to $50,000. The maximum penalty for the possession of any Schedule I drug, excluding marijuana or its chemical derivatives, is imprisonment at hard labor for 4-20 years (depending on the substance) and a fine of not more than $5,000. The maximum penalty for a first offense possession of marijuana or its chemical derivatives shall be a fine of not more the $500, imprisonment for not more than 6 months, or both. For quantities of 60+ pounds of marijuana, the penalty shall be imprisonment for a minimum of 10 years up to 50 years without benefit of probation or parole, and a fine of $50,000-$1,000,000, depending on the quantity involved.

Schedule II: Other narcotics, opiates, stimulants, and depressants (R.S. 40:967): The maximum penalty for violating Louisiana law concerning the production, manufacture, distribution, or possession with intent to produce, manufacture, distribute, or dispense, of any substances under Schedule II which is a narcotic drug, except cocaine or cocaine base, or which is amphetamine or methamphetamine, shall be imprisonment at hard labor for not less than 5 years up to 99 years, and a fine up to $500,000. For Pentazocaine, the maximum penalty shall be imprisonment at hard labor for not less than 7-10 years without benefit of parole, probation, or suspension of sentence, and a fine up to $15,000. For production or manufacture of cocaine or cocaine base, the penalty shall be life imprisonment and a fine up to $500,000. For any other Schedule II drug, the penalty shall be imprisonment at hard labor for not more than 10 years, and a fine of not more than $15,000. For possession of a Schedule II drug, the penalty shall be imprisonment from 2-60 years and a fine of $5,000 to $600,000, depending on the drug and quantity involved.

Louisiana law concerning the manufacture or distribution of controlled dangerous substances under Schedule III shall be a term of imprisonment at hard labor for not more than 10 years and a fine up to $15,000. For possession of a Schedule III drug, the penalty shall be imprisonment up to 5 years and a fine up to $5,000. For manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense of a Schedule IV drug, Flunitrazepam, shall be imprisonment at hard labor for not less than 5 to 30 years and a fine of not more than $50,000. For any other Schedule IV drug, the penalty shall be imprisonment at hard labor for up to 10 years and a fine of not more than $15,000. For possession of a Schedule IV drug, the penalty shall be imprisonment up to 10 years and a fine up to $5,000.

Schedule V Drugs (R.S. 40:970): For manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense a Schedule V drug, the penalty shall be imprisonment up to 5 years and a fine up to $5,000. The maximum penalty for possession of a Schedule V Drug is up to 5 years imprisonment and a fine of up to $5,000.
Alcoholic Beverages
Alcohol Possession or Consumption by Person Under Age 21 (RS 14:93). In Louisiana, it is illegal for persons under the age of 21 to purchase, possess, or consume an alcoholic beverage with some exceptions. In East Baton Rouge Parish (Title 13:91), it is illegal for persons under 21 years of age to consume any alcoholic beverage except for an established religious purpose; or with the knowledge, presence and consent of a parent, spouse (age 21 or older), or legal custodian; or for medical purposes. Whoever violates the city-parish ordinance shall be fined $300 or be imprisoned for not more than 6 months, or both.

Misrepresentation of Age by a Minor (14:33): It is unlawful for any person under the age of 21 years to present or offer any evidence of age and identity which is false or fraudulent for the purpose of obtaining or purchasing alcoholic beverages. Whoever violates the provisions shall be punishable by one or more of the following: a fine of not more than $200, community service not to exceed 30 hours, and/or suspension of the violator’s true driver’s license for 90 days.

Purchase of Alcohol for Persons Under Age 21 (RS 14.93): It is illegal for any person, other than a parent, spouse, or legal guardian, to purchase alcoholic beverages on behalf of a person under 21 years of age. Whoever violates this law shall be fined not more than $500 or imprisoned for not more than 30 days, or both.

Public Drinking: In Louisiana (RS 14:93), it is unlawful for any person under age 21 to purchase or have public possession of any alcoholic beverage. Violators are fined $100 or imprisoned for not more than 6 months. In East Baton Rouge Parish (Title 13:1018), it is illegal for any person to possess, imbibe or drink alcoholic beverages in or on any public street, alley, sidewalk, right-of-way, park, playground, square or unenclosed public place, including the parking lot or other property adjacent to any licensed premise – unless a special event permit has been issued. Also, it is unlawful to remove an open container containing alcoholic beverages from any establishment that is licensed to sell alcohol. Whoever is guilty of this violation shall be fined not more than $500, or imprisoned for not more than 6 months, or both.

Drinking in a Motor Vehicle: In Louisiana (RS 32:300), it is illegal for the driver of a vehicle to possess an alcoholic beverage that is open to consumption including any bottle, can, cup, or other receptacle which has been opened or the contents have been partially removed, or has a straw protruding. Fines range from $100-$500. In East Baton Rouge Parish (Title 13:1018), it is unlawful for any person to drink, consume or be in possession of an alcoholic beverage while operating, or while riding as a passenger in, any private motor vehicle on a public road. In East Baton Rouge Parish, it also shall be unlawful to possess a container containing alcoholic beverage which has been opened (unless placed in the trunk). On a first conviction, the offender shall be fined not less than $125 and imprisoned for not less than 10 days nor more than 6 months.

Driving While Intoxicated (DWI) (RS 14:98, RS 32:661-669: It is illegal to operate any motor vehicle, aircraft, watercraft, vessel or other means of conveyance by the operator when they are 1) under the influence of alcohol beverages; 2) have a blood alcohol concentration of 0.08 or greater for persons over age 21, or 0.02 or greater for persons under age 21; 3) under the influence of narcotic drugs, central nervous system stimulants, hallucinogenic drugs or barbiturates to include prescription drugs. The maximum penalties upon arrest for a first DWI (Implied Consent Law) include loss of driver’s license for 90 days up to 180 days. The maximum penalties for a first DWI conviction include a criminal record, 6 months in jail, $1,000 fine plus court costs, and loss of a driver’s license for 90 days. (Note: Third+ convictions are felonies.)
For Underage Driving Under the Influence (DUI) the maximum penalties for persons under age 21 include a criminal record, a loss of driver’s license for 6 months, a fine of $100-$250, and participation in substance abuse and driver improvement programs. Penalties increase with subsequent violations to include jail time and vehicle seizure.

**EXHIBIT IV: Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance:**

Google Federal Trafficking Penalties (as of January 1, 1996)

Federal Possession Penalties

**21 U.S.C. 844(a)**

1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both. Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.
(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

**21 U.S.C. 853(a)(2) and 881(a)(7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)


Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

**21 U.S.C. 844a**

Civil fine of up to $10,000 (pending adoption of final regulations).

**21 U.S.C. 853a**

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

**18 U.S.C. 922(g)**

Ineligible to receive or purchase a firearm. **Miscellaneous** Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**Note:** The above section includes only Federal penalties and sanctions. See previous sections on State penalties and sanctions that may apply. Source: The Higher Education Center for Alcohol and Other Drug Prevention, 2001.
“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance”
Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 is a federal law intended to end sex discrimination in all areas of education
Applies to non-discrimination based on gender to all recipients of federal funds, both public and private institutions
Applies to issues of program equity, such as in athletics and also to sexual harassment and sexual assault:

The following is an excerpt from the PM 73:

In accordance with Title IX and other applicable law, Louisiana State University (“LSU”) is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

In accordance with Title IX and other applicable law, LSU has developed this policy to reaffirm misconduct in all of its forms to be serious offenses. This policy has been developed to provide recourse for individuals whose rights have been violated and to establish a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.
This policy shall apply to conduct that occurs on an LSU Campus, at LSU sponsored activities, and/or when the Student or Employee is representing LSU.

LSU shall have discretion to extend jurisdiction over conduct that occurs off campus when the conduct adversely and significantly affects the learning environment or LSU community and would
be a violation of this policy and/or any applicable campus policy or code of conduct, if the conduct had occurred on campus.

Any student or employee who believes that he or she has been subjected to discrimination, harassment or sexual misconduct or any other violation of this policy has a right to report the conduct to the Campus Title IX Coordinator or to any other responsible party which includes: the campus administrator with responsibility for human resources management, student conduct or the dept. head of the relevant academic department.

Persons who may have experienced criminal sexual misconduct are strongly encouraged to report the offense to campus police or local law enforcement, as well as the Campus Title IX Coordinator or the person’s name.

The Complainant has the legal right not to provide a statement to campus police or law enforcement.

**Informal Resolution**- Must be agreed upon by all parties involved and deemed appropriate for alleged offenses. Will not be appropriate for, or applied in, cases involving violence or non-consensual sexual intercourse

**Formal Resolution**- Formal Investigation conducted by a trained investigator. Investigate the facts and circumstances of complaint. Investigator will provide a written summary and submit to the Title IX Coordinator.

**Students**- Violations of the Policy may result in outcomes such as residential like contract cancellation, deferred suspension, suspension, expulsion, class only restriction and separation of employment (student).

- Events at Chapter Houses/Grad Chapter Houses
  - Alcohol
  - Inadequate space
  - Lack of Bathrooms for opposite to use
- Off Campus Events
  - Alcohol/Non-Alcohol
- Dating Violence
- Stalking (on or off campus)
- Harassment(cyber, physical, sexual)
  - Tiger Droppings
  - Yik Yak
  - Total Frat Move
  - Exploitation (voyeurism, videos, pictures

Chapter advisors are not “reasonable employees” in regards to Title IX and enforcement and do not have to report.
Sexual Assault Support, Services and Resources for Students

Louisiana State University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination, on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU has developed policies and procedures to protect our students, employees, and our community from acts of sexual misconduct. LSU urges people who have been the victim of sex-based offenses to pursue criminal charges against the person or persons they believe to have committed the crime. A criminal charge and a disciplinary charge may be pursued at the same time; however, students may pursue a disciplinary complaint without pursuing criminal charges. Support and resources are available even if a student elects not to pursue criminal charges or University disciplinary action. Individuals having knowledge of a sex-based offense (including dating violence, domestic violence and stalking) also are strongly encouraged to timely report that crime to the LSU police, Campus Title IX Coordinator, the Office of the Dean of Students, or the Office of Human Resource Management.

LSU Police Department: Non Emergencies: 225-578-3231
Emergency: Dial 911
211 S Stadium Dr, Baton Rouge, LA 70803

LSU Administration Title IX Coordinator: Jennie Stewart
LSU Administration
124 University Administration Building
Baton Rouge, LA 70803
225-578-0337; jstewart@lsu.edu

Office of the Dean of Students: Dr. Mari Fuentes- Martin
Office of the Dean of Students
333 LSU Student Union, Baton Rouge, LA 70803
225-578-9442; dos@lsu.edu

Louisiana State University offers educational programs and prevention programs designed to inform the campus or community on the negative impact of sexual violence. Our resources include:

- The Lighthouse Program
  The Lighthouse program provides violence prevention, advocacy, and support to student survivors of sexual assault, dating violence, domestic violence, and stalking. www.lsu.edu/lighthouse

- LSU Student Health Center: www.lsu.edu/shc

- LSU Police Department: www.lsu.edu/police

- Student Advocacy & Accountability Office (SAA): http://www.lsu.edu/students/saa/
Off Campus Resources:

- Baton Rouge City Police* • 225-389-3800
- Baton Rouge Sheriff* • 225-389-5000
- Iris Domestic Violence Shelter* • 225-389-3001
- State-Wide Hotline • 1-800-541-9706
- RAINN Hotline* • 1-800-656-4673
- RAINN Online Hotline* • www.rainn.org
- STAR • 225-389-3456, 225-383-7273* Sexual Trauma Awareness and Response
  www.brstar.org
- National Center for Victims of Crime • www.victimsofcrime.org/src
- The Phone (Crisis Line)* • 225-924-5781
- Not Alone • www.notalone.gov
  * 24-hour assistance

Additional resources can be found at:
http://uiswcmssweb.prod.lsu.edu/hrm/Policies_and_Procedures/item71342.html
Purpose

Policies of the LSU Board of Supervisors are applicable to the serving, possessing, and consuming of alcoholic beverages within its facilities and in accordance with applicable laws including but not limited to the following: “Alcoholic beverages, including beer and wine, may be served at registered social events sponsored by registered campus organizations and at events sponsored by the University or a department of the University, and at events or under circumstances for which prior written consent has been obtained from the appropriate Chancellor.” This Policy Statement sets forth the policies and procedures specifically applicable to Louisiana State University and A&M College regarding the serving, possessing, and consuming of alcoholic beverages on the campus by students, University personnel, and their guests.

Principles

Louisiana State University is committed to maintaining a safe, healthful environment that supports its educational mission. The abuse of alcoholic beverages by its students, University personnel, and their guests interferes with the accomplishment of this mission. More specifically, the abuse of alcohol (1) negatively impacts the life and well-being of citizens; (2) interferes with student learning, student retention, and student graduation; (3) generates a cost to the University through personal injury, crimes, property damage, and risk management; and (4) negatively affects the image of the University.

Because Louisiana State University seeks to create a social environment that enhances learning, the following values with regard to alcohol will be upheld: (1) abstinence, as an option, is always supported and should never be discouraged; (2) although moderate and legal alcohol use may be permitted, the drinking of alcohol is never encouraged; (3) abusive consumption of alcohol is always discouraged; and (4) participation in illegal behaviors involving alcohol is not tolerated.

Furthermore, the possession, use, sale, distribution, or manufacture of alcohol may be done only in accordance with the provisions of federal and state laws, local laws and ordinances, and University regulations, including this policy.

Inappropriate behaviors and associated negative consequences of alcohol misuse will not be tolerated. All persons on campus regardless of their status (e.g., students, personnel, and guests) must adhere to the LSU alcohol policies herein. The enforcement of community standards is a shared responsibility among all community members.
Definitions

Alcohol: Beer, wine, or distilled spirits (liquor) as defined by state law.

Alcohol Service Certification: A form supplied by the University and completed by the host/sponsor of a registered social event at which alcoholic beverages are to be served, which specifies the conditions of alcohol service and certifies that the host/sponsor both understands and agrees to abide by University policies and applicable federal, state and local laws governing such alcoholic beverage service. The certification must be submitted by the host/sponsor to the Office of the Dean of Students (for student organizations) or to the Office of Finance and Administrative Services (for non-students) at least 3 working days prior to the event.

Authorized Vendors/Servers: Caterers who have been licensed by the University through its Office of Purchasing to engage in the sale and service of alcoholic beverages on the LSU campus under applicable law and University policy. Requirements for Authorized Vendors/Servers include but are not limited to: (1) Any required governmental permits or licenses; (2) completion of Responsible Alcohol Service Training required by state law; (3) agreement to adhere to University policies and regulations, city ordinances and state laws; (4) LSU required insurance; and (5) that Vendors/Servers performing such services on the LSU campus must be 21 years or older and may not be members or affiliates of the host/sponsor organization/department.

Possession: Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage. The totality of the circumstances, including the presence of alcoholic beverage containers and the number of people present under age 21, may indicate evidence of possession.

Responsible Parties: Those individuals and the entities they represent who sign the Alcohol Service Certification.

Site Permit: Written permission to serve alcohol at any location other than a University Approved Site at a specific date and time. The form to request a Site Permit is available at the Office of the Dean of Students (for student organizations) and the Office of Finance and Administrative Services (for non-students). Site Permits may not be granted for the following sites: a) Parade Ground, b) Greek Theatre, c) athletic fields and grounds assigned to the University Recreation, and d) in academic buildings in or around rooms in which classes are in session.

University Approved Sites: Sites designed by the University as approved locations for the service and consumption of alcohol whether as a part of fixed retail food and beverage operations or as professionally catered events. The Office of the Dean of Students and the Office of Finance and Administrative Services maintain a list of University Approved Sites (e.g. Faculty Club, LSU Union, the Tiger Den Suites, and the Club Seating Area).
University Regulations
The serving, possessing, and consuming of alcoholic beverages on the campus of LSU may be done only in accordance with the provisions of the State and local laws and ordinances, and applicable University regulations. The following University policies shall apply:

1. No alcoholic beverages may be possessed, distributed, served, or consumed on campus by persons under the age of 21.

2. In campus residences (including fraternity and sorority houses), alcohol may be possessed/consumed by persons at least 21 years-of-age only in private rooms/apartments, unless the entire facility is designated as alcohol-free. Alcohol is not permitted in the lobby, public areas, and immediate adjacent property of campus residences except when a Site Permit has been granted.

3. In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met:
   a. when the alcohol is served by a University Authorized Vendor/Server; and
   b. when alcoholic beverages are served and consumed at a University Approved Site or at an event granted a Site Permit; and
   c. other than as part of a University Approved Site retail food and beverage operations, when an Alcoholic Service Certification signed by responsible parties has been accepted by the appropriate office consistent with applicable policy.

4. A Site Permit must be obtained for alcohol to be possessed, distributed, served, or consumed at any location other than a University Approved Site. At least 3 working days before the proposed event, a request for a Site Permit must be completed, submitted to, and approved by the appropriate office (Office of the Dean of Students for student organizations and Greek houses; Office of Finance and Administrative Services for all other requests).

5. The following policies pertain to the sale, purchase, and cost of alcohol on campus:
   a. Alcohol may not be distributed free-of-charge by an alcohol company or distributor at any University event or under any other circumstances on campus.
   b. Alcohol may not be sold on campus by an alcohol wholesaler or distributed.
c. University units may not distribute alcohol free-of-charge to the general public (i.e. – persons not members of the groups or their specifically invited guests).

d. Alcoholic beverages may not be furnished as an award or prize.

e. LSU funds may not be used to purchase alcoholic beverages.

6. The following regulations govern the serving of alcohol at social events:

a. The vendor/server is responsible for assuring that no person under the age of 21 is served alcohol.

b. Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event. For this reason, non-alcoholic beverages and food also must be served.

c. All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.

7. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:

a. It is prohibited to host an event where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.

b. Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.

c. Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.

d. Engaging in such high-risk activities or events may be considered aggravating circumstances if corrective measures are necessary.

8. Persons representing LSU off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performers, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting. The University may take action against individuals who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the University’s mission or activities or the health, safety, or welfare of the University community.
9. Tailgating will be allowed on campus before and after the game in a manner and in areas deemed acceptable by the University.

Consumption of alcohol is not advised. Anyone under the age of 21 possessing/consuming alcohol, or anyone giving alcohol to an underage person, will be subject to arrest. Under no circumstances will any alcoholic beverages be permitted in Tiger Stadium other than at University Approved Sites. Anyone found in possession of alcohol either entering the stadium or inside the stadium is subject to being ejected without a refund of ticket price and will be subject to arrest.

This provision does not allow the staging of events that would otherwise not be permitted.

Notwithstanding this provision, possession and/or consumption of alcohol at Greek houses must be in compliance with all other requirements stated herein at all times.

**Registered Student Organization Events**

In addition to the above regulations, the following policies shall apply:

1. All registered student organizations must complete and file an Alcohol Service Certification and/or Site Permit with the Office of the Dean of Students or its designee 3 days prior to a proposed event.

2. The following rules apply when alcohol is served at an event hosted by a registered student organization:

   a. All registered student organizations wishing to hold social events at which alcohol may be served must have an advisor and at least three of their current executive officers participate in an alcohol policy training program at the beginning of each academic year. Additionally, in any semester in which the organization wishes to hold a social event with alcohol, at least three current executive officers must have attended the alcohol policy training program. This educational program will be presented by the Wellness Education Department of the LSU Student Health Center.

   b. No cover charge or admission charge shall be imposed at social events at which alcoholic beverages are served nor may alcohol be provided free in return for the purchase of another item (i.e. cup), and groups may not sell alcohol to participants (only Authorized Vendor/Servers may do this).

   c. Alcohol may be present only in the form of commercially prepared packages of 12 ounces or less of a beverage that contains no more than 6 percent alcohol, with the exception that wine or champagne containing no more than 12 percent alcohol may be served at catered events provided all other rules and regulations herein are followed. Open source containers (e.g. kegs, party balls, punch bowls with an alcoholic beverage) are never permitted.
d. Individuals determined to be eligible to consume alcoholic beverages must be identified with a non-removable wrist band.

e. If an organization has received a Site Permit for a function to occur in a residential facility (including a Greek house), alcohol must be confined to the public areas of the building and grounds. Guests of the function are not allowed to enter the private living areas of the facility during the function. In addition, members of the organization may not drink alcohol in the private living areas of the facility during the social function nor bring alcohol into the function from their private living quarters.

f. Individuals may not return to a social function after they have exited the function and consumed alcohol while absent from the function.

g. Alcohol may not be served at social events open to the public.

h. Student organizations may not accept donations of alcoholic beverages.

i. No student organization may promote and/or sell alcoholic beverages.

j. Alcoholic beverages may not be served at any fundraising activity, whether it occurs on or off campus.

**Regulations for Social Functions**

Hours: Registered social functions involving the serving, possessing, or consuming of alcoholic beverages may not begin before 4:30 p.m. on Monday through Thursday and 3:30 p.m. on Friday. Registered social events must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Saturday and Sunday following events on Friday and Saturday. Bands and amplification equipment must cease no later than 11:59 p.m. on Friday or Saturday night if outside. The administrator with whom the function must be registered may allow appropriate exceptions to the normally approved hours for social functions.

Security: Organizations must arrange security with LSU PD if required by the facility’s management, University policy or as otherwise deemed appropriate by the University. Security is typically required at events where alcohol is served, the event is open to the public, the event is late night, a large crowd is anticipated, or the event coincides with other major events. LSU PD requires at least 10 days advance notice. Outside security companies may only be used with the permission of LSU PD. The University reserves the right to determine the number of officers and other security measures required for an activity. Organizations that fail to arrange security through LSU PD, or that fail to arrange payment for security in a timely manner are subject to University sanctions, including the loss of the privilege to have events on campus.
PS -78 Policy for Vendors, Security officers, Presidents and Advisors
For events with alcohol
At a Glance

Alcohol is not permitted at any student event open to the public. Alcohol is only permitted at approved events in accordance with the guidelines below:

- Advisors are strongly advised to review contracts between vendors and the chapter before student leaders sign the contract.
- The vendor/server is responsible to getting the permit for the event from the Alcohol Beverage Control (ABC).
- The vendor/server is responsible for assuring that no person under the age of 21 is served alcohol.
- Individuals 21 and over must be identified with a non-removable wrist band provided by the third party vendor.
- Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.
- Individuals may not return to a social function after they have exited the function and consumed alcohol while absent from the function.
- Alcohol may be present only in the form of commercially prepared packages of 12 ounces or less of a beverage that contains no more than 6 percent alcohol.
- No cover charge or admission charge shall be imposed at social events at which alcoholic beverages are served nor may alcohol be provided free in return for the purchase of another item (i.e. cup), and groups may not sell alcohol to participants (only Authorized Vendor/Servers may do this).
- Non-alcoholic beverages and food also must be served.
- All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.
- The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior.
- It is prohibited to host an event where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.
- Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.
- If an organization has received a Site Permit for a function to occur in a residential facility (including a Greek house), alcohol must be confined to the public areas of the building and grounds. Guests of the function are not allowed to enter the private
living areas of the facility during the function. In addition, members of the organization may not drink alcohol in the private living areas of the facility during the social function nor bring alcohol into the function from their private living quarters.

- Alcohol may not be sold or distributed free-of-charge by an alcohol company or distributor at any University event or under any other circumstances on campus.
- Alcoholic beverages may not be furnished as an award or prize.
- Student organizations may not accept donations of alcoholic beverages.
- Registered social functions involving the serving, possessing, or consuming of alcoholic beverages may not begin before 4:30 p.m. Monday through Thursday and 3:30 p.m. on Friday. Registered social events must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Saturday and Sunday following events on Friday and Saturday. Bands and use of amplification equipment must cease no later than 11:59 p.m. on Friday or Saturday night if outside. The administrator with whom the function must be registered may allow appropriate exceptions to the normally approved hours for social functions.

These guidelines are excerpted from Policy Statement 78, THE SERVING, POSSESSING, AND CONSUMING ALCOHOLIC BEVERAGES ON CAMPUS. Please refer to that document for further details, or contact the Office of Greek Affairs.

10-23-16
PURPOSE
In accordance with the purpose and philosophy of Louisiana State University (LSU) and the laws of the State of Louisiana, this policy is consistent with the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility, respect for human dignity, adherence to the principles of true living-learning communities. This policy prohibits all forms of hazing, and holds that its practice is antithetical to the principles of LSU and incongruent with the responsibility of student organizations to provide constructive and educational experiences to their members.

DEFINITIONS
Hazing -- As stated in Section 5.2.B.3. of the Code of Student Conduct:
Hazing is defined as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that subjects a student to an unreasonable risk of physical, mental, emotional or academic harm for reasons related to that student's status at the University or for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the University. Hazing includes, but is not limited to, any type of physical assault or restraint; placement of an undesirable substance on or in the body; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity or expectation which is so time consuming as to significantly interfere with class work or study time; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects the student to an unreasonable risk of harm or that is unpleasant; any activity that would subject a reasonable person to intimidation, shame, belittlement, humiliation, embarrassment or undue mental stress, including, but not limited to personal servitude, pranks, assigning or endorsing the wearing of apparel that is conspicuous and not normally in good taste, line-ups and verbal abuse; or any activity that induces, encourages, causes, or requires the student to engage in an activity that involves a violation of law or University policy.

Activities that violate the University’s prohibition against hazing include, but are not limited to,

• Activities or events that facilitate rapid drinking, drinking games, intoxication or impairment.
• Activities or expectations that are so time consuming as to significantly interfere with class work or study time.

• Any action taken or situation created which may foreseeably cause pain, injury, undue physical stress, or fatigue. This includes, but is not limited to, paddling, caning, slapping, pushing, shoving,
burning, shocking, tackling, and exercise that is not part of a reasonable all-organization athletic event.
• Activities including any type of confinement, restraint, kidnapping, or transportation and abandonment.
• Activities involving lineups, interrogation or verbal abuse.
• Any activity that encourages or endorses the consumption of unpalatable foods, or unpalatable combination of foods, or the placement of unpleasant or undesirable objects or liquids on another person.
• Activities that cause psychological stress, including, but not limited to, any deception designed to convince a student that he/she will not be initiated, will be removed, or will be injured during any activity.
• Activities that involve personal servitude and/or purchasing items for others.
• Work assignments, tasks or exercise that primarily includes new members.
• Assigning, encouraging, endorsing or carelessly allowing conduct that is illegal or in violation of University policy, including, but not limited to, theft, burglary, trespassing, defacement, subjecting any animal to risk, providing false information, academic dishonesty or that could be morally objectionable to an individual.
• Creating any situation for a student that is extremely uncomfortable due to temperature, noise, size, or air quality.
• Encouraging or expecting the carrying of items by an individual that have no immediate personal utility.
• Encouraging or facilitating stunts, acts of buffoonery, and the wearing of apparel that is conspicuous and not normally in good taste, including, but not limited to dressing like animals.

Activities that may, depending on the circumstances, violate the University’s prohibition against hazing include, but are not limited to:
• Scavenger hunts
• Road trips
• Blindfolding

Office of the Dean of Students -- For the purposes of this policy, the terms “Office of the Dean of Students” and “Dean of Students” refer to the Dean of Students or the Dean's designee.

GENERAL POLICY
No individual student, group of students or student organization shall conduct or participate in any activity, occurring on or off campus, which includes hazing.
Hazing with or without the consent of the student being hazed is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

Individual Violations
A person commits a hazing offense under this policy if that person does one or more of the following:

1. Engages in hazing, including submitting to hazing;
2. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. Carelessly allows hazing to occur; or
4. Has knowledge of the planning of a specific hazing incident, or has knowledge that a specific hazing incident has occurred, and fails to report that knowledge in writing to the Dean of Students.

Students who violate the University’s prohibition against hazing are subject to sanctions in accordance with the procedures outlined in the Code of Student Conduct. The sanctioning of individual members of a student organization in no way precludes the sanctioning of that organization, or the imposition of civil or criminal penalties. Louisiana State University employees that violate the University’s prohibition against hazing are subject to sanctions, including termination of employment.

**Organizational Violations**
An organization commits a hazing offense under this policy if the organization condones, encourages or recklessly allows hazing or if an officer or any combination of members, new members, prospective members, or alumni of the organization commits or assists in the commission of hazing.

Organizations that violate the University’s prohibition against hazing are subject to sanctions in accordance with the procedures outlined in Policy Statement 52. The sanctioning of a student organization in no way precludes the sanctioning of individual members of that organization, or the imposition of civil or criminal penalties.

**STATE LAW**
**Louisiana Revised Statutes 17:1801 Hazing prohibited; penalties**
Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be expelled from the educational institution and not permitted to return during the current session or term in which the violation occurs.

**REPORTING**
A faculty member, staff member, or student who becomes aware of possible hazing of LSU students must immediately report the matter to the Dean of Students, 333 LSU Student Union, 578-4307, or to the LSU PD, 578-3231.
General Rights and Responsibilities

All students are to be familiar with the LSU Code of Student Conduct, hereto referred to as “the Code”, found at http://www.lsu.edu/saa/. Students are bound by the Code, as well as all University Policy Statements and Permanent Memoranda, and must abide by the policies or receive University sanctions for violations of the Code.

Purpose of the LSU Code of Student Conduct

The proper use of the University's disciplinary power is to promote the academic environment of the campus, and to safeguard the health and safety of all members of the University community, and to protect university property.

The University has the legal right to establish standards for academic and personal conduct, for membership and continued membership in the University community, to deny membership to those applicants who do not meet these standards, and to impose sanctions on students who are found in violation of these standards. The rules of evidence applicable to civil and criminal cases shall not apply to University conduct proceedings.

Being held accountable for one’s actions is an essential part of the educational process, and the University conduct system strives to foster self-reflection and an understanding of the connection between one's actions and the subsequent consequences.

Counseling of students is one component of the educational process. The University has long held that the counseling involved in student conduct is an integral part of the University's overall effort to accomplish its educational objectives. The effectiveness of such counseling is largely dependent upon cooperation by the student.

Within the Office of the Dean of Students, Student Advocacy and Accountability is responsible for administering the Code. Student Advocacy and Accountability cannot make public comment on any individual’s case, as per the Family Educational Rights and Protection Act (or FERPA, set http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). However, in limited circumstances, as required by FERPA, information relative to sanctions may be disclosed.

Faculty and staff are required to follow the procedures outlined in this Code when they become aware of behavior that may violate the standards of conduct listed herein.

The Code of Student Conduct can be found at:
http://www.lsu.edu/students/saa/
Greek Organization Accountability Process

A student organization may be invited to participate in the University's partnership process if there has been a violation of University policy. The University Accountability Process flow chart details out how the partnership process works with PS-52 (Due Process for Student Organizations). By participating in the partnership process, the organization will be asked to conduct its own investigation and submit a full report and may require an enhancement plan. See the diagram on the next page to follow the process.

Report Expectation Guidance

The report is reviewed by the staff of Student Advocacy and Accountability, Dean of Students, and Greek Life. The report should detail what occurred, when (specific dates and times), where it happened, who was involved (specific names, were chapter officers present or aware, and what was their involvement), how it happened, and why it happened. The greater the detail, the more efficient the process. The report should either directly or indirectly indicate whether or not the organization accepts responsibility for the incident. For example, “As a result of our internal chapter investigation, we violated our own policies as well as the University’s policy on hazing.”

Enhancement Plan Expectation Guidance

As a result of the incident that occurred on ______ involving ________, the following action steps have been or will be taken.

Individuals
1. __________ member(s) will write an apology letter which will be reviewed by __________ and sent by __________ with copies to __________.
2. __________ member(s) will be on probation through ________, which will include the following lack of privileges. Violation of the probation will result in __________.

Chapter
1. The Chapter will
   a. Complete the following action items created to address the issue;
      i. Retreat with ______ facilitator to be delivered by ________ with ______% of the members attending. A chapter advisor will be present. Documentation provided to Greek Life by ________.
      ii. Attend ______, etc
      iii. The chapter or individual(s) will volunteer ______ hours of community service by ________ with documentation must be provided to Greek Life by ________.
b. Lose the following privileges _________ through _________. Further violation(s) will result in _________.

Closing Statement

______________ chapter has reviewed and agreed to the presented Enhancement Plan at a chapter meeting on ____________.

______________

Date

______________

President’s Signature
Program: Alcohol, Hazing, Drug, Sexual Misconduct and Bystander Intervention Risk Management Training

When/Frequency: Annually/ Sept/Oct. since 2007
What/How: A Greek Life staff member visits each chapter at their chapter meeting (2007-2014 and again in 2017) (2015-2016 was presented in the Theatre to all actives and new members) and presents a 45-minute workshop on PS 78/108/63/PM73. This presentation is mandatory for all chapter members and new members of the IFC, PHC and NPHC communities. Attendance is recorded and counts toward Greek Assessment.

Program: Hazing Education Prevention Week
When/Frequency: Annually/September since 2007
What/How: Greek Life Office sends letters to parents of all IFC and NPHC new members on warning signs of hazing. The letter is also sent to the IFC and NPHC chapter president and advisor.
Marketing includes Reveille Ads, Campus Computer Screen Savers, posters, ODOS and Greek Life website education.
Feedback/Assessment of Program: 2010-2014 Campus Labs survey to chapter presidents, new member educators and all new members one week after all presentations to determine whether participants can describe the relevance and value of the Greek Life hazing, illegal drug, alcohol awareness, sexual assault and bystander intervention education presentation. This assessment also included effectiveness of Hazing Prevention awareness program and how it benefits their individual chapter as well as the value of the letter sent to parents of IFC and NPHC new members regarding signs of hazing.

Program: Greek Chapter Officer Training/Workshop
When/Frequency: Annually/January since 2005
What/How: Greek Life staff and other University staff provide leadership, networking, education and training for incoming IFC, PHC, NPHC chapter officers at the beginning of their term in January. At least 5 members of each chapters’ executive board attend this 2 hour training.
Topics covered include:
Presidents: PS 78,108, 63, PS 52 and added in 2014, PM 73.
Social/Risk Management Chairmen: PS 78 and 108 and Responsible Social event planning.
New Member Educators: PS 78, 108 and New Member education programs and pitfalls.
Other topics include: Scholarship resources, Tigerlink Training, Judicial officer training, philanthropy and fundraising policies. Attendance is recorded and counts toward Greek Assessment.

**Feedback/Assessment of Program:** 2011 Campus Labs survey to chapter officers one week after the training to determine whether participants gained a better understanding of topics presented to include Greek Life Office Policies, PS 78, PS 108, Fundraising Policy and LSU Code of Conduct.

**Program: PHC New Member Convocation**
When/Frequency: **Annually*/Day after PHC Bid Day since 2009
What/How: Dr. Lori Hart addresses all PHC new members who participated in formal recruitment on risk management as a new member to include alcohol education. Attendance is recorded and counts toward Greek Assessment.
**Feedback/Assessment of Program:** Focus Group of new members from each chapter after the session.

**Program: IFC New Member Convocation**
When/Frequency: **Annually*/Day before IFC Bid Day since 2015
What/How: Dr. Lori Hart addresses all IFC new members who participated in formal recruitment on the risk management as a new member to include alcohol education. Attendance is recorded and counts toward Greek Assessment.

**Program: IFC Individual Chapter Consulting**
When/Frequency: Fall 2015 and 2016
What/How: IFC contracted and funded a third party consultant, Dr. Gentry McCrery, in 2015-2016, to meet with each chapter’s leadership to discuss privately replacing hazing practices. This occurred the week before the fall semester. Meetings were optional.
**Feedback/Assessment of Program:** Chapter presidents and IFC executive board met to discuss the effectiveness of the conversations after the meetings occurred.

**Program: PS-78 Training/ Fall Kick Off Meeting**
When/Frequency: **Annually*/2006
What/How: Greek Life staff meets with chapter advisors of groups that have events on campus with alcohol per PS 78 to review policy details in order to properly host an event on campus with alcohol. Attendance is recorded.

**Program: Tri-Council Retreat**
When/Frequency: **Annually*/January since 2014
What/How: Greek Life staff with the Greek Leadership Institute members conducts an intensive two-day over-night retreat/training for all incoming chapter presidents, council delegates, and incoming council officers. Topics include risk management training, diversity and inclusion, leadership development, team building and community building. Attendance is recorded and counts toward Greek Assessment.
**Feedback/Assessment of Program:** 2011-2014 Campus Labs survey to participants one week after Tri Council retreat to determine knowledge gained to include officer resources, leadership, inclusion, diversity, alcohol, hazing and sexual assault policies.

**Program: Greek Life Chapter Advisors Seminar**
When/Frequency: **Annually*/July since 2008
What/How: Greek Life staff and outside presenters train Chapter and University Advisors. Topics include Risk Management Education, Policy Education, Mental Health, Advising Today’s College Students.

Feedback/Assessment of Program: 2013-2015 Campus Labs survey to chapter advisors one week after the seminar to determine whether participants gained a better understanding and knowledge of topics presented to include sexual assault, hazing, alcohol, mental health in students and working with today’s college student.

Program: NPHC New Member Orientation
When/Frequency: Semesterly since 2013
What/How: NPHC Advisor visits each NPHC chapter facilitating membership intake and reviews the LSU Hazing policy and what to expect during their new member process. New members are encouraged to ask questions and verify that they are aware of the hazing policy.

Feedback/Assessment of Program: 2010 and 2017 Campus Labs survey to determine knowledge gained on PS 108 and increase awareness of Greek Life resources and policies.

Program: Hazing Statement Form Submission
When/Frequency: Semesterly Since 2002
What/How: Each chapter president must submit a signed hazing statement form stating that their chapter has read and understood the LSU Hazing policy. Recorded and counts toward Greek Assessment.

Program: LSU IFC/PHC Sorority Social Contract regarding exchanges
When/Frequency: Annually/ Fall since 2008
What/How: In 2008, the IFC and PHC presidents, advisors and council delegates unanimously agreed to abide by a social contract regarding exchanges. This is reviewed at every Fall Kick off and Chapter Officer training in January.

Program: PM-68 Training/ Fall Kick Off Meeting
When/Frequency: Annually/2006
What/How: Greek Life staff meets with housed chapter presidents, house corporation board presidents, advisors and house directors to revisit PM-68 to ensure housing requirements are met according to the memorandum. Documents are recorded and filed counts toward Greek Assessment.

Documents are recorded and tracked by Greek Life Office and frequent reminders are sent weekly in the fall to house corporation presidents to comply. House director vacancies for more than 2 months result in formal correspondence from the Director of Greek Life that they have one month to comply and the house corporation will not be allowed to house LSU students. No violations have occurred after this letter is sent.

Program: Monthly Chapter Presidents/Semesterly and biannual Advisor Meetings
When/Frequency: Monthly/2000
What/How: Greek Life staff meets monthly with chapter presidents to share information and discuss community topics of interest or concern. Risk management topics are typically within those conversations to include over the past several years: alcohol at fundraising events, Exchanges, loading of buses on campus, theft, pranks, hazing and knowledge of hazing. Attendance is recorded and counts toward Greek Assessment.
Chapter advisors join those meetings once a semester to discuss risky behaviors and review policies and practices.

**Program: House Director Meetings**  
When/Frequency: *Annually/ January*  
What/How: Greek Life staff meets with house directors to discuss PM 68/Life safety policies 78 and 108 and their responsibilities in reporting. Minutes are distributed.

**Program: Mock Trial – A Risk Management Education Workshop facilitated by attorneys and Greek Life staff**  
When/Frequency: *Annually/fall from 2011- 2014, PHC added it back in Spring, 2016*  
What/How: Mock Trial facilitated by Greek alumni attorneys (volunteers) and staff. The mock trial describes a mock Incident/case study on alcohol and/or hazing based on a Bid Night (IFC) /Intake (NPHC) /Social Event (PHC) incident occurring with an IFC/PHC/NPHC chapter.

This was the spring risk management workshop through 2014 then the topic changed to Sexual Assault/Misconduct. PHC and Greek Life staff continued using the Mock Trial as educational training when hosting social functions off campus.

**Program: Sexual Misconduct (PM-73) Policy Training (We’re Committed)**  
When/Frequency: *Annually/Spring beginning in 2015*  
What/How: Greek Life staff trains chapter executive board members on PM-73. Attendance is recorded and this counts toward Greek Assessment.

**Program: PM-68 Training/ House Corporation Board Annual Meeting**  
When/Frequency: *Annually/May, since 2006*  
What/How: Director of Greek Life meets with House corporation board members to discuss PM 68/Life safety items and general housing management topics. Minutes are distributed.

**Program: Council Judicial Board Training**  
When/Frequency: *Annually/March, since 2011*  
What/How: Greek Life/Student Advocacy and Accountability trains the PHC, IFC and NPHC judicial boards which includes LSU Student Code of Conduct, respective council policies and case studies.

**Program: HRE 4809- Greek Leadership Presidents Class**  
When/Frequency: Spring 2017  
What/How: Associate Director of Greek Leadership and Training teaches a class for Greek presidents who enroll in HRE 4809. They are trained extensively on the risk management policies from the Office of Risk Management, LSU Code of Conduct from Student Advocacy and Accountability, and Mental Health Services.

**Program: PHC Potential New Member Safety Session**  
When/Frequency: *Fall/ in 2017*  
What/How: Open Eyes Emergency Safety professionals facilitated a self-defense and safety training for all PHC potential new members in the formal recruitment process, sponsored by PHC.
Program: PHC Active Member Safety Session
When/Frequency: Fall/2017
What/How: Open Eyes Emergency Safety professionals facilitated a self-defense and safety training for all PHC active members, sponsored by PHC

Program: Hazing workshop for Resident Assistants and new Resident Coordinators in Residential Life
When/Frequency: Annually in the fall since 2007 with the exception of 2014
What/How: Greek Life staff trains new RAs and RCs during their fall scheduled trainings in a 45 minute workshop on the LSU hazing policy to include hazing signs, culture and reporting. Online training was offered by Res Life in the years the in person training did not occur.
Presenters: Greek Life Staff
Required Participants:
Feedback/Assessment of Program: Residential Life has perhaps included this session on their evaluation of all training.
Emergency Information and Crisis Management Procedure

Planning for an emergency is vital. Consider these steps:
1. Develop a plan, communicate it to the chapter in person and electronically.
2. When an incident occurs to include but not limited to:
   - Weather- hurricane, freeze, extended loss of power on campus, flood, etc.
   - Death of a member in the house
   - Attempted suicide in the house
   - Contagious sickness of a member or employee living in the house.
   - Contagious sickness of a member living outside of the house.
   - Property damage of a member, employee or guest
   - Suspicion of theft
   - Suspicion of illegal drug use, alcohol, other illegal activity

   Follow already developed protocol.

Helpful Tips when developing protocol:

3. While members and new members are gathered, there are several things to be done.
   - Call 911.
   - Establish who is in charge and the point of contact and inform inter/national HQ and/or regional or inter/national volunteer.
   - It is important that they remain calm until the situation is under control.
   - Call Greek Life emergency contact.
   - Dependent upon the situation, out-of-house new members and members may need to be called in.
   - For a death of a member **DO NOT** announce it until LSUPD has arrived. **DO NOT** share the information via social media, text, etc. The University media office will release a statement only after **all** members of the immediate family have been notified.
   - If the member or new member lived in the house, do not move any of the deceased student’s personal possessions. Close off the room immediately. In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Appropriate fraternity and University officials will quietly discuss further steps to take in this instance.

Greek Life has developed the following flow chart which must be completed, copied and submitted to the office at the beginning of each semester.
Chapter
Emergency Procedures

Please complete by entering the respective telephone numbers for each person and place these guidelines in an easily accessible place. This form should not however, be placed by the chapter telephone. This form should be updated and reviewed each semester. For use in case of medical emergency, natural disaster, or death.

Officer in Charge
The president is the officer in charge of every emergency. Final authority rests with the officer in charge. President:

1. ______________________ ph. # ______________________
If the president is not available, contact the following officers in rank order:

2. ______________________ ph. # ______________________
3. ______________________ ph. # ______________________
4. ______________________ ph. # ______________________
5. ______________________ ph. # ______________________

Director of Greek Life & Staff
Angela Guillory  cell 225-278-2509
Teresia Greer
Beth Newell
John Keith
Donald Abels

Advisors
Your third call must be made immediately to your advisor board. Proceed through this list, in order, until you reach someone. Explain that there is an emergency and provide details.

1. ______________________ ph. # ______________________
2. ______________________ ph. # ______________________
3. ______________________ ph. # ______________________
4. ______________________ ph. # ______________________
5. ______________________ ph. # ______________________

Do not hesitate to call at any hour, regardless of the seriousness of the situation!

LSU Greek Life

- Be calm and concise
- Provide complete information to the dispatcher
- Call through the list of advisors until someone has been reached
- Contact the president
- If the president is not available, contact the next responsible officer.
- The officer in charge has final authority
- Contact the Director of Greek Life.

- Assign members to restrict individuals from leaving or entering the chapter house/room
- Assign a responsible member to answer the chapter phone and take messages.
- Keep members off personal phones to avoid rumors
- Have an officer assemble those present.
- Do not discuss the situation with the public including the media. All request for information should be directed to the appropriate people (national communications director, LSU Public Affairs, etc.).
- Confirm with the police or medical official that they have contacted the family. You do not contact the family.
- Address the membership.
- Explain that the officer in charge is the sole spokesperson for the chapter
- Ask members to decline comment until the situation us under control
- In the event of a death relocate roommates and restrict access to the member’s room/possessions.
- Arrange for notification of insurance companies or attorneys.
- Coordinate communication with injured person.
- Coordinate attendance for funeral.
- Plan memorial service for the chapter and college community.
2018 House Director Emergency Calling Plan

Angela

Donald

Beth

Allison

Teresia

John

KKG
FIJI
Alpha Gamma Rho
Delta Zeta

DKE
Alpha Phi Alpha
KA
Sigma Phi Epsilon

Chi Omega
Delta Gamma
Delta Delta Delta
Alpha Phi

Phi Mu
Pi Beta Phi
Sigma Alpha Mu
Zeta Tau Alpha

ADPi
Kappa Delta
Kappa Sigma

Pi Kappa Phi
Delta Chi
Sigma Nu
Phi Kappa Psi
Tau Kappa Epsilon
Theta Xi
Pi Kappa Alpha
Kappa Alpha Theta
SAE
LSU IFC Fraternity/PHC Sorority Philanthropy Resolution

**Rationale:** The demand for philanthropic participation of Greek members is consistently high, and has further created a negative effect on the Greek Community of Louisiana State University through: (1) financially straining fraternity and sorority chapters, (2) over-programming our fraternity and sorority chapter members, and (3) compromising the risk management policies of fraternity and sorority chapters.

We, as the members of the Louisiana State University Interfraternity and Panhellenic Association establish the following for fraternity and sorority participation in ALL philanthropic events for the purpose of promoting positive philanthropic events and overall spirit in our Greek Community.

1) Chapters are able to participate in Philanthropy events if registered by the second day of the classes if the event is within the first 14 days of the semester. All other events must be registered by the 14th day of classes. Dates and details of the philanthropic events should be communicated to the IFC and PHC President. This applies to IFC and PHC philanthropy and is the first step. After that, Greek Life policies go into effect ("All completed forms will be listed on the Greek Life calendar on a first come, first serve basis. One sorority and one fraternity will occupy a weekend. If a chapter wants to host their event on a booked weekend, the president requesting the weekend shall seek permission from the president(s) securing the weekend and provide an email to the Greek Life confirming their consent").

   (a) Effective January 7, 2013

2) Dates may not be changed after the event has been approved unless weather conditions prohibit the event from occurring. Should dates change after it is approved, fraternity or sorority chapters will determine their participation based on the new information and the consensus of the presidents.

3) Chapter participation is limited to two days which includes only one point based event each day.

   i) Fraternities must provide the PHC President with a detailed description of events on a separate form, with date, time and place, stating the purpose of the point based event, specific rules and the expectations of the sororities, including t-shirt prices, scoring of events, etc. at least twenty-one (21) calendar days prior to the event. Should the event fall within the first 21 days of a new semester, the details will need to be submitted over the holiday. Until approved, no chapter announcements will be allowed.

   ii) Sororities must provide the IFC President with a detailed description of events on a separate form, with date, time and place, stating the purpose of the point based event, specific rules and the expectations of the sororities, including t-shirt prices, scoring of events, etc. at least twenty-one (21) calendar days prior to the event. Should the event fall within the first 21 days of a new semester, the details will need to be submitted over the holiday. Until approved, no chapter announcements will be allowed.

4) Upon agreement of participation in activities by the presidents, the IFC and PHC Presidents will vote by a majority on the philanthropy events of the opposite’s council. All fraternities and sororities must comply with the majority vote. Chapters may not require participants to purchase t-shirts or any specialty items for the event. Individual chapter members may attend non-point based events; however chapters may not encourage, suggest, or require that members attend.
5) ALL chapters may **pay no more than $100 registration fee to a philanthropic event.** Additional individual members may participate separately from their chapter, as long as they pay their own fee and do not associate themselves with the chapter (i.e. cannot compete for their chapter, win points for their chapter, wear chapter letters, have a team name that corresponds to their chapter, etc.) Chapters will write the check directly to the philanthropy.

6) No Kidnapping.

7) LSU Student Organization rules and policies must be followed to include no auction of members, scavenger hunts, no alcohol related activities, and prior approval of forms.

8) Violation of these guidelines:
   i) By Panhellenic Association members deemed by the Panhellenic Executive Board shall be referred to the Panhellenic judicial board.
   ii) By Interfraternity Council Members deemed by the Interfraternity Executive Board shall be referred to the Interfraternity judicial board.

Effective August 1st, 2013
Steps for Approval of IFC/PHC Philanthropy Events

1. Submit Tigerlink registration of event at least 21 days prior to event date.

2. PHC/IFC president receives Tigerlink prompt for approval of event and communicates to PHC/IFC chapter presidents for review and approval or further discussion. If further clarification required, PHC/IFC president communicates back to PHC/IFC chapter on behalf of the presidents. Approval will be denoted within Tigerlink event registration. (Note: This is not the final approval of the event)

3. PHC/IFC Advisor within the Greek Life Staff provides final approval via Tigerlink once ALL other approvers listed have given their approval as well. (This list of approvers always includes your chapter advisor, so friendly reminders to them are helpful.)

4. Whomever registered the event on the chapters’ behalf will receive a prompt from Tigerlink once Final Approval is given.

5. **Following approval**, PHC/IFC chapter allowed to publicize event and make chapter visits and Greek Life will place event on public calendar.
LSU IFC Fraternity/PHC Sorority Social Contract Regarding Exchanges

It is agreed by all fraternities and sororities hereto signed; to abide by the following rules that will govern exchanges at local bars:

1) The contract between the restaurant/bar and the Greek chapter will be for rental of the facility ONLY.

2) In the agreement, the restaurant/bar may offer “specials” where drink prices are lower than the normally charged prices, but are still sold for a “reasonable” price. Negotiated prices on alcoholic drink specials shall not drop below these “reasonable” prices:
   - $2.00 premium brand mixed drinks, high-balls, cocktails, or frozen drinks,
   - $1.50 bar brand/“well” mixed drinks, high-balls, cocktails, or frozen drinks,
   - $1.00 long neck beers,
   - $0.50 for 8 oz. draft, $0.75 for 12 oz. draft,
     - For cup sizes other than 8 oz. or 12 oz., the “reasonable” price is $0.25 per 4 oz. draft beer.
     - Draft beer will not be sold in quantities smaller than 8 oz.
   - Shots are prohibited.
   (Although these prices are recommended, collective bargaining may be beneficial.)

3) Each person in attendance will purchase drinks on his/her own free will individually and/or for any guest he or she chooses.

4) There will be NO OPEN BAR or bar tabs paid for by the fraternity or sorority, by an individual member on behalf of the chapter, or by a third party on behalf of the chapter, under any circumstances. Money, either cash or a credit to an individual credit card must exchange hands between the patrons and the staff with each drink purchase. However, subject to the above provisions, this provision (#4) is not designed to prohibit individual members from opening bar tabs under his/her own name to purchase drinks.

5) If the fraternity/sorority hosting the Exchange is found to be in violation of items 2, 3 or 4, by any party, the highest ranking officer of each group will meet immediately at the event and review the matter to assure compliance. If the issue cannot be resolved, the restaurant/bar and all fraternity/sorority members will be notified and all will leave the
exchange immediately. The exchange will end and no refunds should be granted.

6) If a fraternity/sorority is charged with a violation and the charged party disputes the violation, the dispute shall be brought before a joint meeting of the IFC and PHC Judicial Boards at their next regularly scheduled meeting. The majority decision of this joint panel shall be final. If the disputing chapter is found by the joint Judicial Board not to have been in violation of this contract, then the accusing chapter shall refund the monetary loss incurred by the disputing chapter because of the alleged violation.

7) If a fraternity/sorority is found to have violated provisions 2, 3 or 4 of the contract after a complete review of the reported violation(s) as set forth immediately above, no fraternities/sororities shall participate with the offending fraternity/sorority in an exchange for the remainder of the semester. A second violation within the six-month period will result in no fraternities/sororities participating in an Exchange with this chapter for six months or the remainder of the academic year, whichever is longer. All chapter advisors will be notified of any violation by email by the chapter advisor of the reporting fraternity/sorority.

8) This contract will be executed each spring semester at the first joint meeting of chapter presidents and advisors.

9) Only fraternities and sororities who execute this contract will participate with each other in Exchanges.

Effective February 22, 2008

**Pledge Pick-up Resolution**

1. The practice of pledge pick up will no longer include alcohol during the pick up, riding in the back of trucks, and the physical lifting of sorority new members over the shoulders of fraternity new members.

Adopted by IFC and PHC presidents and advisors November 4, 2004
History and Purpose of Greek Assessment at LSU

After the death of a new member on IFC bid night in August 1997, Dr. William L. Jenkins, Chancellor, appointed a 21 member Task Force on Greek Life and Related Issues to study the Greek community at Louisiana State University. In August 1998, after months of careful study and research, the Task Force made their recommendations to the Chancellor. In November, 1998, one of the recommendations was the development of an assessment team for Greek chapters based on guidelines determined by the Task Force.

In March 1999, the first Greek Assessment Team gathered information and reviewed self-reported statistics and documentation provided by each chapter and in April interviewed five officers from each of the recognized Greek organizations. Chapters were assessed in four areas:

1. Campus Involvement and Community Service
2. Education for New and Continuing Members
   - Health and Wellness
   - Academic Support
   - Hazing Prevention
   - Leadership Training
   - Transition to Post-Graduate-Life Activities
   - Substance Free Events
   - Multi-cultural Activities
3. Academics
4. Operations

In the following years, areas like Participation in council and Greek events were added.

Although the Greek Assessment process continues to be a tool to measure a chapter’s accomplishments, it currently serves as a mechanism to annually discuss a chapter’s individual strengths and weaknesses at the meeting between the chapter’s leadership and the Greek Life staff. This has led to a more educational process in assisting a chapter in achieving its goals and fostering closer relationships between the University and the Greek community.

The current process scores:
- Academic achievement of each chapter with itself, University GPA and five year graduation rate.
- Submission of necessary forms to the Greek Life office
- Attendance at important community meetings to include chapter presidents’
cabinet meetings and council meetings,
- Attendance at important leadership opportunities and trainings to include
presentation of the Alcohol, Drug, Hazing, Sexual Assault Policy
workshop, Empower, Chapter Officer Training, Risk Management
Training,
- Financial responsibility to the inter/national organization, council and the
University,
- Verification that the chapter has a functioning judicial process and a new
member education process.
- Compliance with University and Council policies

Chapters are given bonus points for:
- Additional workshops covering sexual assault policy education, diversity and
inclusion, leadership, wellness, career services, etc.
- Participation in chapter philanthropy, non-chapter philanthropy, and
involvement in a student organization on campus
- Participation in fundraising for Greek Week as well as being involved in the
build.
- Attendance at the Greek Assessment meeting at the end of the year.

The process is evaluated every 3 years by Greek Life staff presenting
recommended changes to chapter presidents and advisors while also requesting
recommendations.

January 1, 2018
Author, Angela Guillory
Associate Dean/Director of
Greek Life
Explanation of Greek Assessment Rubric

Greek Assessment 2018
November 5, 2017 through November 2, 2018

86-100       Gold level
70- 85        Silver level
69 and below   Immediate change required- 3 consecutive years will result in withdrawal of privileges determined by Greek Life Staff to include but not limited to group seating, social events, etc.

95+ Order of Omega Outstanding Chapter
Unhoused will use a scale based on 10 points lower 85+ Order of Omega Outstanding Chapter.
*Chapters without fall NM, GPA is determined using last NM class.
There are 30 bonus points opportunities

**BOLD Italics** is required - meet minimum level adds to 70/60 for unhoused chapters
**BOLD Arial** is Bonus Points - Total possible points 100/90 for unhoused chapters

FULL EXPLANATION OF EACH CATEGORY

<table>
<thead>
<tr>
<th>Category</th>
<th>Points available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academics</strong></td>
<td></td>
</tr>
<tr>
<td>Chapter GPA improved since last scoring</td>
<td>1</td>
</tr>
<tr>
<td>Calculated by Greek Life</td>
<td></td>
</tr>
<tr>
<td><strong>Active GPA at or above the All-Mens or All-Womens</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Fall New Member GPA at or above the AMA/AWA</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Five year graduation rate is at or above Greek average</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Points available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
<td></td>
</tr>
<tr>
<td>Chapters may excuse 20% of total membership; must use format provided</td>
<td></td>
</tr>
<tr>
<td><strong>80% of chapter attends Greek Life Presented Hazing, Alcohol, Drug &amp; Sexual Assault Policy Education Program</strong></td>
<td>16</td>
</tr>
<tr>
<td>Workshop presented by a staff member in Greek Life in the first month of the fall semester. New Members attend a separate session, but counted in the chapter attendance average.</td>
<td></td>
</tr>
<tr>
<td><strong>70% of chapter attends</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>60% of chapter attends</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>50% of chapter attends</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Points available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operations</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Timely submission of materials to Greek Life</strong></td>
<td>12</td>
</tr>
<tr>
<td>Calculated by Greek Life. 1 pt. Deducted for every 2 late and/or 2 missing items.</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance at Presidents Cabinet, IFC, NPHC, or PHC meetings</strong></td>
<td>2</td>
</tr>
<tr>
<td>Calculated by Greek Life. 1 pt. deducted for every 1 missed meeting.</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance at Tri-Council Retreat Leadership Retreat January 12-14</strong></td>
<td>2</td>
</tr>
<tr>
<td>Designated officers must attend to get all points</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance at Annual Risk Mgmt Edu. Workshop, We’re Committed Workshop, Feb. 21, 2018</strong></td>
<td>2</td>
</tr>
<tr>
<td>3 chapter officers or 2 chapter officers and 1 advisor must attend to get all points</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance at EMPOWER Weekend March 9-11</strong></td>
<td>2</td>
</tr>
</tbody>
</table>
Calculated by Greek Life. 1 or 2, depending on chapter size (2 for 70+), must attend

**Attendance at Officer Training workshop January 19 and 26** 4
Calculated by Greek Life. 1 pt. deducted for every officer not attending.

**Financial standing with LSU, governing council, and HQ** 3
Calculated by Greek Life. 1 pt. Deducted for not being current with an entity at the time of scoring

**Compliance with PM-68 (housed chapters only) Due September 30** 10
Calculated by Greek Life. 2 pts. Deducted for every item late and missing. Deadline - Sept. 30

**Functioning printed Judicial/Standards process in place** 1
Verified by Headquarters.

**Functioning printed New Member/Intake process in place** 1
Verified by Headquarters.

**Violations of University or council policy (disciplinary status)** 15
Calculated by Greek Life. 2 pts. deducted for every council violation. 5 pts. deducted for alcohol violations. 10 pts. deducted for hazing violations.

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**Bonus Point Opportunities**

*Must follow the format provided. All bonus point workshops may be coordinated by chapter or chapter must attend one hosted by another entity. Attendance Submitted to Greek Life for scoring following program. New members will be counted in total.*

Chapters may excuse 20% of total membership.

**80% of chapter attends a Academic, Wellness, Leadership or Career program (must rotate TOPICS every year)** 5
70% of chapter attends 4
60% of chapter attends 3
50% of chapter attends 2

**80% of chapter attends a Diversity/Inclusion program** 5
70% of chapter attends 4
60% of chapter attends 3
50% of chapter attends 2

**80% of chapter attends a Sexual Misconduct Program** 5
70% of chapter attends 4
60% of chapter attends 3
50% of chapter attends 2

**Chapter Philanthropy** 2
90% of the members from fall or spring semester shall be involved in at least 1 hour each semester of chapter sponsored/coordinated/ related philanthropy to receive all 5 points. Format will include total hours, project and must include chapter advisor verification. Must follow form provided.

80% of chapter participates 1

**Non-Chapter Community service**
This category rewards chapters who’s members are involved in at least 1 hour each, one semester of in non-chapter sponsored/coordinated/ related community service to receive all 2 points. Format will include total hours volunteered, project and must include chapter advisor verification. Must follow form provided.

80% of chapter participates 1

**Campus Involvement** 2
90% of the members from fall or spring semester shall be involved in at least 1 registered student organization to receive 2 points. Format will include organization and must include chapter advisor verification. Must follow form provided.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% of chapter participates</td>
<td>1</td>
</tr>
<tr>
<td>20% of the Chapter Participates in Greek Week</td>
<td>1</td>
</tr>
<tr>
<td>80% of members write one letter for GW</td>
<td>1</td>
</tr>
<tr>
<td>Penalty for failure to set up Assmt. Mtg. by the required date</td>
<td>-10</td>
</tr>
<tr>
<td>Final Meeting Attendance - Bonus Points 1 pt per person, max 3</td>
<td>3</td>
</tr>
<tr>
<td>Outgoing/Incoming Presidents, advisor, house corp, member, University advisor</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Greek Life Office Calculation Example - Bonus Point Opportunity Workshop:**

Chapter Total: 100  
Members in Attendance: 77  
Total Attended/Chapter Total: 77/100 = 77%  
*4 points awarded*
Forms and other required items
All Forms can be accessed at www.lsu.edu/students/greeks

I. Reporting new members/members

i. **IFC/PHC New Members to Greek Life/Grade Release**
   IFC/PHC chapters complete the form with the new member’s name, signature, and 89 number within 7 days of formal pledging to Greek Life. NPHC chapters complete the forms per Greek Life policy for Intake.

ii. **New Member Report/Initiation Verification**
   IFC/PHC Chapters complete the form which includes new member names and information and initiation details and submit it to Greek Life. NPHC Chapters complete the forms per Greek Life policy for Intake.

iii. **Changing of University Meal Plan for freshmen living on campus only**
   Complete the LSU Dining- Greek Meal Change process as directed by Greek Life and LSU Dining given in the August.

iv. **Freshmen living in fraternity/sorority houses.**
   Per university procedure, freshmen must complete the form in December to move into the chapter house in the spring. Greek Life office will verify grades and discipline status with the University to approve move in.

II. Other Forms:

i. **Membership Roster provided by the University**
   This list of members drives the chapter’s grade report, Greek charge, as well as the dues paid to the respective councils. Twice a semester, Greek Life hosts Roster Day to edit the chapter’s roster, but a president may add or delete members at any time.

ii. **Parking Change Status Form**
   Used when a member moves in or out of the house. The original list used for the beginning of the academic year, August, is due in May. Greek Life will provide that in April. Changes for the spring semester are made in December by the form provided by Greek Life.

iii. **Potential Officer Eligibility Form**
   Release of grade and discipline information form for potential officers to complete prior to a chapter’s election. Students must be in good standing and must have a 2.0 cumulative GPA to serve as an officer.

iv. **Chapter Officer Update Form**
   Used at when new officers are elected.
v. **Chapter Financial Verification Form**
   Used to verify that LSU employees are not a signer or have control over chapter’s receipt, deposit or expenditure of funds and verification that an LSU tax identification is not associated with the chapter’s account(s).

vi. **Chapter Meeting Time**
   Submitted each semester to ensure chapter meeting times are recorded in the Greek Life office.

vii. **Fundraising Dollars and Chapter Volunteer Hours**
   Due at the end of the spring semester to place in the Greek Life Annual report.

III. **Member and New Member University Policy Education and Compliance Form**
   At the beginning of each fall, each member and new member and in the spring, each new member will complete the University Policy Education and Compliance Form.

IV. **Registration of Student Organizations - Tigerlink**

   **Student Organization Handbook**
   **Policy 10 - Officers**
   Campus Life requires student organization officers to meet the eligibility criteria listed below.
   - Eligibility requirements will be verified by Campus Life and the organization will be contacted if someone is not eligible to serve or continue to serve.
   - Undergraduate students must be enrolled as full time students at Louisiana State University (Baton Rouge); graduate students must be enrolled as part time (with at least 6 hours) or full time students at LSU;
   - Students must have at least a 2.0 cumulative GPA and be in good academic standing with the University;
   - Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
   - Students must meet all other academic standards established by the student organization and included in the organization’s constitution and/or bylaws.
   - Graduating seniors who are not registered full time may still hold office in a student organization during the semester in which they are scheduled to graduate.

   An email will be sent to the primary contact on Tigerlink near the end of the fall and spring semester to remind students of re-registration and to update the primary contact and roster information for the executive boards.
*You must hold an officer role that has the ability to manage/edit your roster.*
1.) Sign in and navigate to your organization’s home page
2.) Click Roster within the gray bar
3.) Click the Manage Roster button
4.) Click the Edit Positions next to the organization member whom you would like to promote/demote
5.) Click the check box next to the position you would like to promote/demote the organization member to
6.) Click Save

V. Event Approval Process
Below is an overview of the Event Approval and Registration Process. Feel free to reference the chart on the following page for visual guideline.
1. A student representative reserves desired space with the appropriate university department (i.e Event Management, Registrar’s Office, UREC etc.)
2. A student representative submits the event request through the TigerLink.

(Important Note: Only officers in TigerLink can create and submit an event. The officer that submits the event is the only one that can request changes.)
3. Click here to watch “How do I Create an Event” or follow the steps below:
   a. Log in to your organization profile
   b. Select ‘Events’ Tab
   c. Select ‘Create Event’ Tab
   d. Upload space confirmation
   e. Submit Event Request
4. Members of the LSU Campus Life/Greek Life staff review the request. During this step, the request is reviewed to ensure that the potential event meets all university requirements.
   a. University departments are consulted if necessary. Those departments include but are not limited to Event Management, LSU PD, and Risk Management.
5. If the event request meets the requirements, LSU Campus Life/Greek Life staff grants approval. The approval confirmation is sent, via TigerLink to the student representative who submitted the event request.
6. If the event request is not approved, LSU Campus Life/Greek Life staff contacts the student representative via TigerLink to:
   a. Request more information
   b. Request another form
   c. Deny event request
   d. If denied, an automated response is sent to the student representative via email who submitted the event request.
7. Once the student representative provides more information and/or submits additional forms, the LSU Campus Life/Greek Life staff will review the event request once more.
8. If the event meets the requirement, LSU Campus Life/Greek Life staff grants approval and the approval confirmation is sent via email to the student representative who submitted the event request.

**FAQs**

Q: How do I create an event on TigerLink?
A: Click here to watch “How do I Create an Event” or follow the steps below:
   a. Log in to your organization profile
   b. Select ‘Events’ Tab
   c. Select ‘Create Event’ Tab
   d. Upload space confirmation
   e. Submit Event Request

Q: How do I check the status of my Event Submissions on TigerLink?
A: Go to "Involvement" within your account in the main menu, click on the "Submissions" tab and then "Events" tab. Any events that you have submitted for approval will be on this page.

Q: How can I make changes to my organization: text, officers, documents, etc. on TigerLink?
A: You must be an officer or the primary contact of the organization in order to make most of the changes to your organization. The current primary contact/officer or campus administrator must promote you to this position. You can find contact information on the main Roster page for your organization.

Q: What if I can’t get in touch with the past officer or primary contact?
A: Email involvement@lsu.edu and we can make the changes for you

VI. Fundraising

Fundraising is any event, program, or activity in which money or items are collected for the purpose of raising funds for the organization, a philanthropy, or donating goods to charities. Some examples include donations, ticket sales, sale of items, or collection of goods (i.e. canned food drives with donations to a food bank).

To be approved, fundraisers must comply with the following:
   1. The event must be submitted for approval online via TigerLink at least 10 business days prior to the fundraiser.

   2. In addition to submitting the event for approval, student organizations must gain approval for the use of university facilities prior to gaining approval for the fundraiser from Campus Life/Greek Life. Approval of the fundraiser and event does not constitute approval of space. Sometimes the reservation of space is tentative, pending the approval of the fundraiser. Once the fundraiser is approved, Campus Life/Greek Life communicates with the venue to confirm the reservation of space.

   3. Fundraisers involving food must comply with LSU’s Policy Statement on Food Service (PS-60), which determines approved venues and catering stipulations. Self-catering (defined by PS-60 as, “the preparation and serving of food, whether purchased as raw food or prepared food products, by members of an LSU department or student organization or other
organization for themselves and guests with no involvement of a caterer in the preparation and serving of food within LSU facilities and premises) is not allowed for fundraisers, unless in compliance with PS-60. PS-60 refers to Greek houses, religious centers and the International Cultural Center as authorized to self-cater for members and guests, as long as the food preparation area complies with all applicable local and state health, sanitation, and safety standards. All other fundraisers involving food must utilize an LSU Licensed Caterer in order to be approved.

4. Fundraisers with food cannot take place anywhere in or around Free Speech Alley/Plaza. (Per Finance and Administrative Services, because of contractual obligations with the dining vendor of the University)

5. Student organizations may not promote, sell, or serve alcoholic beverages at any fundraising activity per LSU’s Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus (PS-78).

6. If promotional items are sold, the organization must seek an additional approval from Finance & Administrative Services. The promotional item design must be emailed to trademark@lsu.edu for approval prior to gaining approval for the fundraiser from Campus Life/Greek Life.

7. Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administrative Services (LSU’s Policy Statement on the Use of University Name and Indicia, PS-93). This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu.

8. If the organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to gaining approval for the fundraiser from Campus Life/Greek Life.

9. An auction is the process of buying and selling goods or services by offering them for bid (silently or otherwise), and then selling the item to the highest bidder. Auctions are allowed as fundraisers when entire net proceeds of the auction are devoted to a charitable or educational organization (per Louisiana Revised Statute 4:707.B).

10. Fundraising on campus by student organizations is prohibited on the day of home football games (LSU Football Fan Guide). Off-campus fundraisers do not require approval or registration (Office of Risk Management, August, 2011).
Off Campus Fundraisers

For the purposes of the current Fundraising Policy in the Student Organization Policy Manual located on the Campus Life website (www.lsu.edu/campuslife), the following clarification and additions are in effect as of Friday, August 15, 2014.

Off-campus fundraisers do not require approval or registration with Greek Life. However, if the approved vendor or sponsor serves alcohol on the premises, not in conjunction with the fundraiser (Office of Risk Management, August 2011) the student organization conducting the fundraiser must submit the Off-Campus Food and Beverage Event Hold Harmless Agreement to Greek Life and keep it for organizational records.

1. If an organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to submitting appropriate paperwork to Greek Life.

2. Student organizations may not promote, sell, or serve alcoholic beverages at any fundraising activity per LSU’s Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus (PS-78). Donations of money, services, or products from an approved vendor or sponsor cannot include the promotion, sale or service of alcoholic beverages.

3. If the fundraiser includes food or non-alcoholic beverages and is hosted off-campus, please complete the Off-Campus Food and Beverage Event Hold Harmless Agreement for fundraisers held off-campus and retain for record keeping purposes.

Corporate Sponsors – Must get approval FIRST

If the organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to gaining approval for the event from Greek Life.

Using the LSU Name or Logo with my organization

Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administrative Services. This approval includes, but is not limited to, t-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu with the product
design. For a current list of licensed screen printers and embroiders see http://www.fas.lsu.edu/purchasing/promotional.htm

It must say/use “Alpha Omega Sorority of Louisiana State University”
NOT
“LSU Alpha Omega Sorority”

VII. Blood Drives

Blood drives must be approved by the Health Promotions Department at least 30 days in advance by contacting Kathy Saichuk at ksaichuk@lsu.edu, before submitting the online registration form 10 business days in advance.

VIII. Security

When security is required for an event, an LSU Police Services Contract must be filled out and submitted to LSUPD at least 10 working days in advance of the event. The LSU Police Services Contract is located on the LSUPD website under the Police Services tab.

IX. Alcohol

When alcohol will be present for an event on campus, you must arrange security through LSUPD (see above). The online registration form (simplicity) will also need to be submitted 10 business days in advance and approved by chapter advisor, approved LSU caterer, LSUPD, Baton Rouge ABC, and then final approval will be given by Greek Life. The organization must adhere to the alcohol policy (PS-78) for all events held with alcohol on campus.

X. House/Lawn Modification Permit

The House Modification Permit must be completed and submitted anytime a fraternity or sorority wants to modify their lawn or house for an event. The permit can be found on the Greek Life website under Forms. The permit must be signed and approved by the chapter president and chapter advisor and then must be submitted to Facility Services for approval. If approval is granted by facility services, then the form needs to be submitted to Greek Life at least 10 days in advance of the event for final approval.

XI. Permanent Memorandum 68- Greek Housing

This is the University’s policy for organizations that house chapter members. Due July 30 of each year. House Corporation Presidents receive the prompt, this is an FYI. It’s also a Greek Assessment point of 10 points.

1. Proof of liability insurance
2. Proof of property insurance  
3. Fire Marshall Inspection  
4. House director employed  
5. List of House Corporation officers on file with Greek Life  
6. List of residents  
7. List of members on the meal plan

XII. House Break Forms  
When? Required by LSU prior to a school break  
Why? To verify members and/or House Director living in the house should there be a fire  
Goes to: Greek Life

XIII. Marketing

Guidelines on Distribution of Printed Material on Campus

A. General Rules  
1. Posters, fliers, and bulletins may not be placed on any LSU buildings, doors, walls, utility poles, trees, shrubbery, or any other surface. Posters, fliers, and bulletins may be placed on designated bulletin boards in accordance with any rules established by the department or office responsible for the bulletin board.  
2. No printed material may be disseminated inside of or in the area immediately surrounding the Middleton Library and the Quad and inside of or on the steps of the Student Union, as shown on the attached map. Permission may be sought to place unattended distribution racks for printed material in those areas, subject to review.  
3. Distribution of printed material on other areas of the LSU campus is subject to reasonable, content-neutral regulation of time, place, and manner interference with the university’s educational mission.  
4. No chalking allowed at any location on campus.

B. Review and Guidelines  
Distribution of printed material on campus is subject to the following review and approval process.  
a. Greek Life oversees distribution of printed material for registered Greek student organizations and is responsible, with appropriate involvement from other components of the LSU Division of Student Affairs, for enforcing LSU’s policies in this area as they pertain to students and recognized student organizations.  
b. Individual students acting solely on their own behalf do not need prior approval to distribute printed material to other individuals on campus by personally offering to hand it to them.  
c. Individual students acting solely on their own behalf must obtain prior approval from the Greek Life before distributing material in any other manner.  
d. No fliers, brochures, cards, or other printed material may be placed on car windshields.
e. Advertising for student events, groups, and activities will generally be permitted, subject to reasonable restrictions to protect the interests of LSU as described in section 
f. No printed material may be offered for sale without approval.

C. Publicizing Events
a. LSU Calendar -www.lsu.edu/calendar
-Student organizations can request approval for their events to be placed on the LSU Calendar by going to the website above and clicking on the “Submit an Event” link. From there you must login with your LSU email address and password. Only LSU students, faculty and staff can submit events to the calendar. Student organizations should be sure to select the calendar sub-categories that best fit their event such as “Student Organizations.” Before submitting an event to the calendar, you should make sure that your event has been approved by Greek Life for Greek organizations through TigerLink and that your space has been reserved with the appropriate campus department.

b. LSU Dining - Copy and Mail Center, Room 210
(225) 578-0832
Any organization or department affiliated with LSU may display a flyer on the bulletin boards in The 5 or The 459 Commons. Flyers must be approved by LSU Dining. Flyers may remain on the bulletin boards for 2 weeks. Counter space is also available in the Resource area at the front of The 459 Commons where brochures or counter signs may be displayed provided they are in a holder or stand.

c. LSU Student Union Marketing 310 LSU Student Union
(225) 578-5660

d. Axis TV System
The Student Union offers digital messaging through the Axis TV system. This system is designed to replace other forms of advertising and offers increased visibility of those ads by placing them on large screens located in a number of locations in the Union. Visit as.lsu.edu and click on “Axis TV requests” or e-mail unionaxistv@lsu.edu.

e. Flyers
Content is limited to advertisements for events, projects or services sponsored by registered student organizations and university departments. The Student Union does not post items for which the primary purpose is commercial advertising. Posters and flyers must be submitted to the Union Event Management Office, third floor of the Union, Mon. – Fri., for posting on the following day. Materials are stamped for approval and posted by Event Management. Space is assigned on a first-come, first-served basis.
There is a two week maximum display time for each event. Contact the Event Management Office at (225) 578-5959 for further information and complete policy guidelines.

f. Residence Halls
The Department of Residential Life has the ability to post flyers for different events and programs on campus. All flyers must be approved through the Department of Residential Life by bringing them to 106 Grace King Hall. The flyer must have the student organization name/logo on the flyer, and must not include solicitation. Contact the department at (225) 578-5388 to inquire about how many copies of each flyer is needed for distribution.

g. Student Media
B39 Hodges Hall (225) 578-1697 studentmedia@lsu.edu www.lsu.edu/studentmedia
The Office of Student Media oversees the operation of The Daily Reveille, the Gumbo yearbook, KLSU-FM, Legacy magazine, Tiger TV, an advertising/marketing department and a web operation. These media provide information and entertainment to the campus community, while providing students with both a campus voice and practical training in publishing and broadcasting.

h. KLSU-FM (91.1 FM) B49 Hodges Hall (225) 578-6397 http://www.klsuradio.fm
Public Service Announcements, or PSAs, are free when approved by the management. Submit a typed, brief announcement with your registered student organization’s name, a contact name and phone number and the dates to run the PSA. Be sure to include all pertinent information in the PSA, such as date, time, and location. For more information e-mail stationmanager@tigers.lsu.edu.

i. The Reveille
16 Hodges Hall (225) 578-4810 www.lsureveille.com
The Reveille holds a wealth of resources for advertising registered student organizations and their events. Campus Occurrences is a section in the paper devoted to promoting/announcing registration, tickets, or attendance for organizational events and meetings. The classified section is another place to communicate with the campus community. Classifieds can be placed by visiting www.lsureveille.com and clicking on “classifieds.” Campus Occurrences are handled in B-34 Hodges. Questions can be directed to the office manager at (225) 578-6090 or officemanager@lsureveille.com.

j. Tiger Television
B-8 Hodges Hall (225) 578-6103 www.tigertv.tv
Tiger TV is able to run pre-produced videotapes to publicize a registered student organization or event. Also, Tiger Television may tape interviews from members of registered student organizations for its talk shows. For more information, e-mail station.manager@tigertv.tv.

k. TigerLink
www.lsu.edu/tigerlink
TigerLink is managed by LSU Campus Life. It is an involvement management system that tracks each student’s involvement at LSU from day one until they cross the stage to receive their degree. Within TigerLink student organizations can
register their events and promote them to all LSU students. This service is free of charge.

IXX. Miscellaneous Resources

Campus Mail
The UPS Store
First Floor of the LSU Student Union
Hours of Operation:
Retail Services: Monday – Friday, 7:30a.m. -5:00p.m.
Package Pick-Up Only – Saturday, 10:00a.m. – 2:00p.m.
(Closed on football game days)
(225) 578-6756 For information on reserving a mailbox contact The UPS Store.
Mailbox Access: Daily, coincides with LSU Student Union Hours

Email Accounts
Information Technology Services
200 Frey Hall
(225) 578-3700 35

Registered student organizations may request e-mail accounts through the LSU
Information Technology Services department. The request must come from the organization’s advisor, who should email helpdesk@lsu.edu with the organization’s name. Student organization websites are no longer able to be hosted on an lsu.edu URL. A list of resources for student organizations to create their own website can be found here.

Equipment Reservation
Office of Facility Services
(225) 578-3186
workcon@lsu.edu
☐ Facility Services offers many resources to student organizations, including tables, chairs, podiums, risers, trash/recycling cans, and electrical setups. All requests should be made 30 days in advance to allow for proper scheduling.
☐ The organization may have the equipment delivered and picked up for a minimal fee. Student organizations may arrange their own pick up and return at a reduced cost, however the organization will be billed for any equipment that is damaged or not returned. The inventory of Special Events furniture is maintained primarily to support academic events, but it will be available to groups or activities on a first come, first serve basis. Facility Services can also assist the requestor with furniture rentals from off campus vendors at commercial rental rates. Facility Services must be contacted by the registered student organization following an event registration.
☐ If electrical set ups are needed, there will be a cost incurred by the organization for the set up and break down of the electrical set up. Please make requests 3
weeks in advance to allow for proper scheduling. Facility Services is limited in the areas in which hook ups can be set, please verify locations after requesting work.

There are many underground utility lines on the LSU campus. For personal safety, Facility Services no longer allows penetrations for tent stakes or signage (though small way finding signs may be considered on a case by case basis by the Office of Finance and Administrative Services). Water barrels and counter weights must be used to anchor tents.

Space on Campus to Reserve

**African American Cultural Center** 3 Union Square (225) 578-1627 aacc@lsu.edu

Registered student organizations can reserve the African American Cultural Center (AACC) at no charge for events or meetings. If the AACC is needed on the weekend, the sponsoring organization is required to pay the Weekend Usage Fees. Please call the AACC for cost of weekend rental. All events/meetings must have an AACC staff member present. In keeping with the mission of the LSU Campus-Community Coalition for Change, no alcoholic beverages are allowed. Reservation request forms are available at the front desk of the AACC or online at http://www.lsu.edu/diversity/aacc/.

**Bo Campbell Auditorium** 100 Gym Armory (225) 578-5787

The Bo Campbell Auditorium is available for reservations for organizations wishing to utilize it. As one of the premiere lecture theaters in the country, the Bo Campbell Auditorium seats 1,008 spectators in a newly renovated spacious facility. The auditorium is generally NOT made available to third party organizations outside of LSU. All events must be university approved. Complete Bo Campbell Reservation Form. Once the CCACSA approves your reservation request, the event must then be approved by LSU Finance and Administrative Services. A license for the use of the facility must also be signed. Review Bo Campbell Policies. Review Statement PS-82: Use of Facilities and Premises.

**Classroom Reservations** Office of the University Registrar 112 Thomas Boyd Hall
(225) 578-2090 or 578-2096

Email to Ruby M. Brown rbrown9@lsu.edu or Kade Steib ksteib1@lsu.edu for a classroom reservation form. Classroom space is available at no cost to registered student organizations. All requests for space should be completed by submitting the Classroom Space Request Form 7-10 business days prior to the date meetings or events are scheduled to occur. Please note that food and drinks are not allowed in classroom space, when used for event purposes.

**Free Speech Circle & Union Plaza Table Reservations**
LSU Student Union Event Management
310-Q LSU Student Union
(225) 578-5959
Event Request Form: Event Management

Registered student organizations can reserve Free Speech Circle or a table to be located outside the front of the LSU Student Union on the Union Plaza by completing a reservation form. The LSU Student Union will provide a table if requested; however tables are limited and are reserved on a first-come basis.

**Greek Amphitheatre**

LSU Student Union Event Management 310-Q LSU Student Union  
(225) 578-5959

unionem@lsu.edu

Event Request Form: Event Management

Registered student organizations can reserve the Greek Amphitheater by completing a reservation form. The LSU Student Union Event Management Office will verify if the amphitheater is available for the date requested.

**International Cultural Center**

3365 Dalrymple Drive  
(225) 342-3084

icc@lsu.edu

The International Cultural Center is supported in part with a fee paid by international students each semester. The ICC is available for use at almost no cost to international student groups, which sponsor many social and cultural events each semester. In scheduling for use of the ICC, precedence is given to international student organizations and the ICC Programs Committee. Other registered student organizations, official LSU functions, international students individually, and the outside community may use the facility for fees on a graduated scale. For more information, visit www.lsu.edu/icc.

**LSU Student Union**

LSU Student Union Event Management 310-Q LSU Student Union  
(225) 578-5959

unionem@lsu.edu

Event Request Form: Event Management

Areas that are reserved through the LSU Student Union Event Management include: Union meeting rooms, the Live Oak Lounge, the Royal Cotillion Ballroom, ground floor tables, and campus grounds and fields. Reservations can be made in-person in Room 310-Q LSU Student Union from 8am – 4:30pm Monday – Friday or online at as.lsu.edu by an officer of the student organization.

The Live Oak Lounge, Ballroom, Theater, and outdoor space may not be reserved online. The deadline for all reservations and cancellations is 9am two (2) business days before the scheduled event. A provisional organization can utilize meeting space in the LSU Student Union two times while they are on provisional status. Larger events require a meeting with the Event Management staff to confirm equipment services needed. For additional Union policies, click here.

The LSU Student Union is funded through self-generated and student fees. The facility is available for use at no charge when the sponsoring group is not collecting admission fees for the event. A ticketed event, an event with a registration fee, or an event sponsored through funds received from a grant requires a usage fee to be applied to the sponsoring group. Information on priority
use of facilities and equipment rentals is available from the Event Management Office

Union Theatre LSU Student Union Event Management 310-Q LSU Student Union
(225) 578-5782. Theater operations require special arrangements to determine staffing, technical needs, and rehearsal times. The use of the theater requires technicians on duty for all events. The sponsoring group will incur these costs. The number of technicians is determined by the theater manager.

Parade Ground, Quadrangle, and Miscellaneous Fields and Grounds
LSU Student Union Event Management
310-Q LSU Student Union
(225) 578-5959
unionem@lsu.edu
Event Request Form: Event Management
☐ The Parade Ground and other campus fields and grounds may be reserved by registered student organizations. The LSU Student Union Event Management Office will verify if the space is available for the date requested. The LSU Quadrangle cannot be reserved for student organization events.

Pete Maravich Assembly Center (225) 578-8428
Rates and Guidelines
Student Recreation Center (SRC), SRC Fields, and Sports & Adventure Complex Reservations

University Recreation
(225) 578-8601
Reservation Guidelines
☐ University Recreation (UREC) requires all reservations to be submitted at least two weeks in advance (major events require one month advance notice).

War Memorial
Located on the Parade Ground
Office of Finance and Administrative Services - (225) 578-3386
☐ The use of the LSU War Memorial will be reserved for military and formal University ceremonies that uphold the memory of those individuals the memorial honors. The memorial will not be used as a centerpiece or stage for any functions held on the Parade Ground that is not consistent with the intended purpose of the memorial. No group or organization may hold functions in the immediate area of the memorial, which include, but are not limited to, festivals, sporting events or any general-purpose activity that does not follow the guidelines established in this policy.

NPHC Unity Park
Contact Greek Life, greeks@lsu.edu
Created as a space for the Divine 9 NPHC student organizations, this is a great space for outdoor large scale events.
Finances

History and Management of the Greek Fee

In 2009, LSU was facing unprecedented budget cuts from the state. The University was forced to dissolve departments, faculty and staff members were reassigned and vacant faculty and staff were let unfilled. The President evaluated all departments to assess funding and the constituents it served. The Greek Life office served only the Greek community, 22% of the student body. The President gave the community a choice – assess Greek students a fee to continuing funding the department or reduce or eliminate the department.

2009-2010  Budget: $268,000-33% was fringe benefits. Staff included: 3 professional staff members, 1 administrative coordinator, 1 GA, serving 3,603 students.
2010-2011 – President covered the Greek Life’s budget, no need to assess fee, but no additional funding.
2011-2012 – Same.
2012-2013 – Same.
2013-2014 – The Greek Fee was instituted at $54 per Greek student per semester to fund the office at a Gold Standard level. It was approved by all constituents. Students are billed through the Bursar’s office each semester.

As a result of the fee, the PHC Advisor position was added, allowing the director to serve in one position versus two. Four years later, the Associate Director/Leadership and Development position was established. In 2017, an additional Coordinator was added and graduate assistants were grandfathered out.

2017-2018  The Greek Fee fully funds the office serving more than 5,800 students to include large scale retreats like Tri-Council overnight retreat, EMPOWER overnight weekend retreat, the Greek Leadership class, all space in the Union, salaries, benefits, professional development and all meetings and activities hosted for the community by the Greek Life office.

In 2014, the Greek Fee Advisory Group was formed to ensure all monies associated with the Greek Life office, councils, GBOD, etc, were reviewed each month.

Becoming a self-generating department at LSU now includes paying for the space in the LSU Student Union as a lessor.

The funds roll over every year. The University, per an MOU, from the President ensures that budget overage may never be used to offset University budget shortfalls in any other part of the University.
Other Funds Associated with Greek Life

**Greek Excellence Fund** – Established in 2004, the Greek Excellence Fund was created with the LSU Foundation to raise money for programming for the Greek community. The Greek Gala is the signature event raising approximately $5,000 each year. The fund has been endowed with the LSU Foundation and the volunteer Greek Excellence Alumni board can spend up to 4% of the endowment. The Greek Excellence Board of Directors, with the Director of Greek Life serving as an ex-officio is responsible for decisions made with the fund and communicating the results annually at the Greek Fall Kick Off meetings.

**GBOD – Greek Board of Directors** - Consisting of approximately 18 board members, GBOD is fully funded by the profits from Songfest each year. Fraternity and sorority pairings pay a registration fee to perform and tickets are sold to attend.

All monies raised through the Fundraising committee go straight to Greater Baton Rouge Habitat for Humanity to fund the building of two houses each year for Greek Week.

Greek Tiger production cost, under GBOD, is covered by advertising, PHC, NPHC, GBOD, PHC, OOO/Rho Lambda.

**NPHC – National Pan-Hellenic Council** – Consisting of an executive board of 7 and 2 delegates from each chapter, NPHC members pay $10.00 per member per semester. NPHC is predominately funded by the profits from Step Up Step Aside step show each year.

**IFC- Interfraternity Council** – Consisting of an executive board of 7 and 2 delegates from each chapter, IFC members pay $7.00 per member per semester. New members accepting bids are billed through their respective fraternity, $50, per man, upon joining. This helps cover recruitment production costs.

**PHC – Panhellenic Council** - Consisting of an executive board of 10 and 2 delegates from each chapter, PHC members pay $9.00 per member per semester. Potential new members participating in formal recruitment pay approximately $135 to participate in the process. This helps cover recruitment production costs.

**OOO/Rho Lambda**- Members invited to participate in these two honorary organizations pay national and local dues. Order of Omega dues pay for the Order of Omega awards given at the end of the spring semester.
Common Greek Acronyms

AFA
Founded in 1976, the Association of Fraternity Advisors has provided individuals concerned with the fraternity/sorority movement an avenue for professional growth and development. Since that time, AFA has grown into a multifaceted international organization providing resources, recognition and support for campus fraternity/sorority advising professionals.

AFLV
The Association of Fraternity Leadership and Values conference provides an undergraduate leadership conference for council members in the Midwest and the west.

IFC
The undergraduate organization of college men’s fraternities.

NIC
Since 1909, the North-American Interfraternity Conference has been serving the men’s college fraternity community in Canada and the United States. The NIC
advocates the needs of fraternities through the enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.

**PHC**
The undergraduate council of college women’s fraternities.

**NPC**
National Panhellenic Conference, founded in 1902, is an umbrella organization for 26 inter/national women’s fraternities and sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae. “The mission of the National Panhellenic Conference is to support and promote women’s fraternities as a positive element of the higher education experience.”

**NPHC**
The National Pan-Hellenic Council is the national coordinating body for the nine historically African American fraternities and sororities. The NPHC stresses and provides action strategies on matters of mutual concern and serves as the conduit through which these action plans are put into effect. NPHC organizations are unique with respect to other Greek letter organizations in that they have profound commitment to providing community service and to uplifting/promoting the general public welfare. This acronym is also used for the undergraduate council as well.

**FEA**
The Fraternity Executives Association is organized and operated exclusively to further the common business interest of the members by promoting, supporting, and encouraging the free discussion and exchange of ideas relating to college fraternal organizations. The membership of FEA is composed of employees of the administrative offices of NIC and NPC member organizations.

**CCWL**
Formally known as the Southeast Panhellenic Conference, CCWL is a regional association for Panhellenic Councils sponsoring a spring conference for undergraduate leaders.

**SEIFC**
The Southeastern Interfraternity Conference is an educational association for Interfraternity Councils in southeast region of the United States sponsoring a leadership conference in the spring.

**UIFI**
The Undergraduate Interfraternity Institute (UIFI) is a 5-day institute that offers a unified curriculum to student participants. Each piece builds on a previous segment and leads into the next. All sessions offer hands-on experiential activities and ample discussion time to address individual concerns. Major sessions are complemented by small group chapter meetings held throughout the week. Chapters are designed to assist each UIFI participant in developing his/her desired leadership skills, gaining new ideas and developing concrete ideas for the return to campus.
Generation Z

3 Traits of Generation Z: Realistic, Driven, and Fear of Missing Out

Generation Z consist of those born in 1995 or later. Including both teens and tweens, they make up 25.9% of the United States population, the largest percentage. By 2020, they will account for one-third of the U.S. population.

Realistic
• 76% of Generation Z said they are willing to start from the bottom of the ladder and work their way up. Millennials grew up during a time of prosperity, while Gen Z grew up during economic uncertainty.
• Generation Z is in full survive and thrive mode. They want to know what they need to do to get ahead in life.
• 67% said their top concern is how to pay for college and not drowning in debt.
• College used to be a place where you can “come discover yourself and we’ll help you find your way and career path”, but Generation Z wants to know what they want to do with their lives before going to college.
• Because students are focusing on what they want to do professionally before they go to college, companies are scrambling to get on Gen Z’s radar early. The best way to do that is through internship opportunities. It’s a great way to expose the company brand and culture. Companies are now even reaching out to juniors and seniors in high school to get on their radar early through work studies and field trips. 55% of high school students said they feel pressured to get professional experience vs part-time work.
• 75% said they would be committed to staying at a company as long as their roles continue to grow.

Driven
• Most competitive generation. They want to work for a “Winning Team.”
• Generation Z were told by their Gen X parents that there are winners and there are losers. This mentality has started to creep into the workplace as 73% of Gen Z feels competitive towards others they work with.
• Generation Z are “Knowledge Hoarders.” They keep information to themselves so it gives them a competitive edge at work, where Millennials strived to cultivate a collaborative, team-building work environment.
• “Collaborative” is not a buzzword that attracts Gen Z. They dislike group projects and want to do work alone so they are not judged by a group.
• 88% said they would be willing to work longer hours and harder than their fellow Gen Z peers to reach their goals.
• Generation Z wants honesty and fairness in looking for a company to work for.
• They listed fairness as the essential characteristic of a leader.
FOMO: Fear of Missing Out

• 65% sleep with their smartphones on or near their beds and spend 4.5 hours a day on their phones. When they feel disconnected, they get actual diagnosed anxiety.
• 40% said that working Wi-Fi was more important than working bathrooms.
• 1 in 10 would rather go 3 days without refreshing their underwear than their Twitter feed.
• Constantly feel the need to move, otherwise they feel like they are missing out.
• While Millennials have a 12 second attention span, Generation Z only has an 8 second attention span.
• Goes about innovation differently than previous generations and pride themselves on not overthinking things at work. They find our process to be too linear and too time consuming.
• Innovation for them is done in two steps: Thinking it and Doing it.
• When asked what makes you happy, the top response was being with other people. They are often accused of hiding behind their phones a lot, but they actually want to be with other people.
• When asked 20-30 years from now, looking back at your career what would Gen Z like to say they accomplished, the top response was being able to say they gave their family a good life.

Best way to reach communicate with Gen Z

Communicate across multiple platforms.

Connect through images.

Communicate through snackable content.

See them as diverse.

Don’t talk down, treat them as adults.

Generation Z is a fascinating group. They have so many positive qualities and attributes that could potentially help make a better world for everyone. The game is changing. The same design and marketing techniques just won’t work anymore. In order for your designs to succeed, it is imperative to learn who they are, what they want, and, most importantly, how to communicate it to them quickly and with impact. Generation Z is a huge group of diverse, multiracial people filled with a desire for altruism and driven by a strong entrepreneurial spirit. They think fast. They communicate primarily via symbols and images over multiple screens. They prefer privacy and want the power to edit and adjust their settings and preferences as they see fit.
History of Fraternity and Sorority Life

“The American Fraternity”
-Betty Mullins Jones, Alpha Phi

Advising Fraternities and Sororities Manual. Association of Fraternity Advisors

Fraternities are uniquely American. Although European schools have clubs and societies, nothing parallel to the American fraternity system exists elsewhere. The first fraternity was begun at the College of William and Mary in Williamsburg, Virginia, on December 5, 1776, when a group of students formed a secret society which they called Phi Beta Kappa, after the first initials of their Greek motto: “Love of wisdom, the guide of life.” Phi Beta Kappa existed as a social group for the first 50 years of its life, and chapters were established at other schools, including Harvard, Yale and Dartmouth. It did not become the scholastic honor society we know today until after the anti-Masonic and anti-secret-society agitation of the 1820s.

But Phi Beta Kappa set the tone and instituted many of the characteristics which are considered “typical” of fraternities: a Greek-letter name, a Greek motto, an oath of secrecy, a badge, a ritual, a seal and a secret grip or handshake. (Undoubtedly the Greek motto and Greek name arose from the fact that all these students studied Greek as an academic requirement.)

Other groups that were founded shortly thereafter emulated the characteristics of Phi Beta Kappa in most respects, and fraternity chapters were established at many of our early colleges. Of the men’s fraternities in the NIC, 36 were founded in the 19th century. Education in the 18th and 19th centuries was rigid, structured and dogmatic. Fraternities filled a need in the lives of these young students by providing friendships and recreation. Although clubs, particularly literary societies, flourished at this time, most of them were too large and too specialized to provide variety and to foster close friendships.

When young women were finally admitted to what had previously been all-male colleges, they too wanted “something of their own.” Consequently, after the Civil War several women’s fraternities appeared within a few months of each other. I.C. Sorosis (coined from the Latin word “soror” meaning “sister) was patterned after the men’s groups and was established at Monmouth College in Illinois on April 28, 1867. It later took the name Pi Beta Phi, after the initials of its secret motto. Kappa Kappa Gamma followed I.C. Sorosis at Monmouth in March 1870, but Kappa Alpha Theta was founded as the first Greek-lettered woman’s fraternity on January 27, 1870, at DePauw University in Greencastle, Indiana.

At about the same time, and without any prior knowledge of the existence of the others, Alpha Phi was founded at Syracuse University in New York in September 1872, and Delta Gamma was founded at Lewis School in Mississippi in December 1873. All of these groups were incorporated as “women’s fraternities,” because at that time the word “sorority” did not exist. This term was created for Gamma Phi
Beta in 1874 because their advisor, a professor of Latin at Syracuse University, thought the term “fraternity” ill-advised for a group of young ladies.

By the turn of the century, ten women’s fraternities had established themselves as national groups, and in 1902 they organized what is now called the National Panhellenic Conference. Today the conference has 26 member groups.

In 1909, 26 men’s groups founded the National Interfraternity Conference, and it now has a membership of more than fraternities. Not all of these fraternities are designated by Greek names, exceptions being Acacia, FarmHouse and Triangle.

In 1930, eight national Greek-letter sororities and fraternities united to form the National Pan-Hellenic Council. Five of these historically African-American groups were founded at Howard University: Alpha Kappa Alpha Sorority in 1908, Delta Sigma Theta Sorority in 1913, Zeta Phi Beta Sorority in 1913, Phi Beta Sigma Fraternity in 1914 and Omega Psi Phi Fraternity in 1911. The remaining sorority in the council, Sigma Gamma Rho, was founded in Indianapolis in 1922 and granted its first collegiate charter at Butler University in 1929. Kappa Alpha Psi Fraternity was founded at Indiana University in 1911, and the oldest NPHC fraternity, Alpha Phi Alpha, was founded at Cornell in 1906.

American fraternities were created as social organizations, and they retain this characteristic to the present day. Even the so-called “professional” societies, which select their members from a particular discipline, have a distinct social function. But in the middle of the 19th century, a change occurred on the American campus that caused fraternities to acquire a secondary characteristic: the fraternity house. Because of many factors and circumstances (most of them economical), a number of schools were unable to maintain housing for their students. Consequently, campuses were ringed with boarding houses where students secured their own lodging and meals.

By this time many chapters had grown too large to meet in a student’s room and had started renting halls. And in 1854, at the University of Michigan, Chi Psi built a 20- by 14-foot log cabin in which to hold its meetings.

So the students’ reaction to this double need – for meeting rooms and for living quarters – was to lease, and finally to build their own homes. Thus evolved the fraternity house and the substitution of the word “house” for the word “chapter,” as in, “What house do you belong to?” This expression is common today even on campuses where there are no housed chapters.

The effects of going into the housing business has been many and varied. Owning and maintaining property required the cooperation of the alumni and alumnae, many of whom in the past had simply graduated and disappeared. Now they become involved with the management of the chapters, which indirectly benefited the colleges by keeping alumni and alumnae interested in the school. Likewise, private ownership of these houses relieved many schools of the financial burden of building dormitories. In fact, this willingness on the part of sororities and fraternities to assume responsibility for housing has gradually led to many
arrangements on the part of the institutions, such as “leased land” agreements, whereby the school owns the land and the fraternity constructs the building. But the change from being a group that “met” together to being a group that “lived” together was a real turning point in the fraternity movement. It altered the entire concept of fraternity – with all its advantages and disadvantages. It strengthened unity, discipline, activities and friendships. On some campuses the fraternities fostered the extracurricular activities, such as athletics, the newspaper, homecoming and school dances. Many colleges concerned themselves solely with the educational process and took no responsibility for the other facets of student life.

It is estimated at present that only 60 to 70 percent of our fraternities and sororities live in their own houses – either leased or owned. The rest have lodges or suites or rent meeting rooms. But the spirit of unity engendered by the “house” concept is evident even with unhoused chapters.

From the earliest days of the fraternity movement, rivalry among the groups to pledge members led to excesses in “rushing” practices, and finally to charges of exclusiveness and snobbery, resulting in several legal disputes regarding the right of fraternities to exist. Beginning in the late 1870s, several schools passed anti-fraternity rulings and some state legislatures prohibited fraternities in state institutions. Litigation, in various forms has persisted to the present time, although the charges have gradually shifted from “secret societies” to “discrimination.”

Beginning at the close of World War II, when fraternities experienced a decided rise in popularity, many educators expressed the opinion that restrictions in membership based on race, color or creed had no place on the campus. As private organizations, fraternities maintained their right to select their own members, but several federal commissions and acts of Congress threatened fraternal rights, and the campus upheavals of the 1960s led to a serious decline in fraternity membership. Although Title IX of the Education Amendments of 1972 prohibiting sex discrimination in the schools was amended in 1974 to exempt membership practices of social fraternities, many schools demanded that discrimination based on race, color or creed be discontinued if the fraternity were allowed to remain on the campus. Many groups founded along religious beliefs were adversely affected by these demands. Nevertheless, such restrictions have been eliminated, although membership selection is still the privilege of the individual chapters.

The “national” character of fraternities (and many of them are “international” with chapters in Canada) evolved gradually. Before the Civil War, as a rule chapters were independent and did as they pleased. In fact, it was common for a chapter at one school to establish a chapter at another school and not even bother to inform the rest of the fraternity. But gradually authority for the “government” of the groups was vested in convention – usually a type of reunion – and one chapter would be designated as the “Grand” or “Presiding” chapter, to be responsible for information. Sometime in the 1870s fraternities began to elect national officers, a practice imitated from their beginning by the sororities. After the turn of the century, one by one the groups established national offices.
Although sororities patterned themselves after fraternities, and their structure is parallel, there are tremendous differences between sororities and fraternities. And, yes, it begins with differences between the sexes.

Historically NIC/IFC fraternities, generally, have followed a “free enterprise” philosophy. The national organization tends to allow the chapters to run their own affairs as much as possible. The national offices are run by paid professionals who supervise a staff of paid professionals who oversee the chapters. There are, of course, volunteer advisors to the chapters and volunteer house corporation boards, but the men’s groups do not have a tradition of constant supervision which characterizes the typical sorority chapter.

Sororities are managed with a somewhat “maternal” philosophy. Each chapter has a board of alumnae advisors – all volunteers – that supervises the chapters and is directly responsible to the national organization. The national officers, also volunteers, supervise the various departments of the sorority.

There is not a “fault” on either side: it is merely the difference between the men’s philosophy and the women’s. When the National Panhellenic Conference was formed in 1902, the first thing they did was draw up agreements – practical statements of fair play – that no one would belong to more than one group, that a pledge was binding for a specified period, that no one would be pledged before she was enrolled in college, and so on. The NIC/IFC groups had no such agreements and felt no need for such strict observances.

Fraternities and sororities were created by students to fill a void in their lives – to foster friendships, to encourage sociability, advocate for social rights and to provide an outlet for free expression. Few students looked upon them then – or look upon them now – as agents for philanthropy, as instruments for self-improvement or as training in leadership. And yet that is what they have become through the friendships, the sociability and the free expression. Because a student must attain a satisfactory academic average before initiation, attention to scholarship is emphasized. The chapter provides an excellent laboratory for leadership training because chapter affairs demand responsibility.

Fraternities and sororities are constantly being questioned, demanding an end to hazing and irresponsible social behavior. Some colleges and universities have threatened to eliminate the fraternity system. Some have already done so. And many national groups have expelled or put on probation chapters that have not observed proper standards.
But these young people are human beings, and the human animal has always sought companionship, preferably with those who are congenial. If the fraternity system were eliminated today, tomorrow something would rise to take its place. And it would rise without 200 years of tradition to mold it, without strong national organizations to supervise it and without the intense loyalties which have perpetuated fraternities.

The American college and university would be bereft of one of its most unique institutions – the fraternity – which has grown and developed by the side of American education.
The Following Publications Were Attributed in This Manual:

Lambda Chi Alpha Fraternity: Alumni Advisory Board Manual, 2001

University of Miami Department of Student Activities and Leadership Programs: Advising 101: Introduction to Advising, 2001

University of Miami Office of Greek Affairs: Chapter Advisor Manual, 2002

Rutgers College: Student Organization Advisors Handbook, 1999

Norbert W. Dunkel and John H. Schuh: Advising Student Groups and Organizations, 1998

The University of Oklahoma: Fraternity Chapter Advisor Manual, 1996

Kappa Kappa Gamma Sorority: The Art of Advising (Publishing Date Unknown)

Mansfield University, Advisors’ Manual, Office of Fraternity and Sorority Life, 2015

Three Ways Gen Z Will Change the Workplace in 2017, Published on December 19, 2016, LinkedIn.

Commitment to Community

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibility for my actions;
- hold myself and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the University;
- contribute positively to the life of the campus and surrounding community; and
- use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

Adopted as a “Statement of University Position” on behalf of the Louisiana State University and Agricultural & Mechanical College community on the fifth of May in the year 1995.