Greek Life AUInvolve User Guide

GREEK LIFE

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Greek Life Office

Mission Statement
Our mission is to cultivate a vibrant student experience for the Greek community.

Greek Life Address
Harold Melton Student Center
255 Heisman Drive, Suite 1339, Auburn, AL 36849

Phone Number
334-844-4600

Email
greek@auburn.edu

Office Hours
Monday-Friday, 7:45 am – 4:45 pm

GREEK LIFE

Campus & Community Information

1. Greek Life Office
   o Greek Life is here to help you in any way that we can. You can schedule a meeting with a member of staff, and we can help you with any issues that you may be having from event registration to tracking a path.

2. Student Organization Social Event Policy
   o This form addresses the policies that should be followed with any Auburn social event.

3. Instructional Videos
   o Greek Life has created instructional videos to help students navigate and best utilize AUInvolve: link

4. Involvement Ambassadors
   o The Involvement Ambassadors are a great resource to help with AU Involve. They are students trained in the software to help as issues arise.
   o Stop by the Student Involvement Suite 3130 Student Center Monday-Friday between 10:00 AM-2:00 PM for a drop-in session. Appointments may be made by emailing involve@auburn.edu.

5. Campus Labs, now Anthology, Support
   o If you have specific questions regarding AUInvolve, you can visit Campus Labs here.
   o If you need to submit a service request for AUInvolve you can visit here.

Important Dates/Deadlines

Interfraternity Council (IFC)
Panhellenic Council (PAN)
National Pan-Hellenic Council (NPHC)

Greek Life Registration Periods
The registration periods will be required for our chapters to update their page information, chapter profile picture, and chapter positions. If they are not completed during the windows below, the organization will be frozen on AU Involve, and they will be unable to register events.

- January 9th-14th: most organizations will register their organization during Greek Life Summit on January 9th. If you are unable to attend, you have until the end of the week to register your organization.
- April 14th – April 28th: Some organizations transfer positions during the academic year, instead of the calendar year. If your organization transfers positions during the academic year, you will need to register your organization before the last day of classes in the spring.

The Greek Life Office is here to help, so please feel free to schedule a time with a Greek Life Staff member at greek@auburn.edu to help you with the registration process if any concerns arise.

AUInvolve Registration Overview

Chapter Pre-Registration

Registering your chapter on AUInvolve will help keep records up to date. The registration process will help organize your chapter's events, and chapter leadership positions, and create a one-stop-shop for all your needs. Chapter leadership should work together to complete the registration tasks, especially during periods of leadership transition. For your chapter to be registered, your chapter page will need to be updated with the following information:

1. **General Information**
   o This information should transfer over automatically, so it will not require you to fill out any new information. However, please look over the content to make sure it is correct and still applicable to your chapter. You can make changes and edits if needed. The required fields to fill out will be indicated with a red asterisk (*)
   o Additional requirements that may not be indicated by a red asterisk (*) include:
      • Official Organization Name, Organization Description Summary, Social Media platforms (if you do not have a social media platform account, then leave those spaces blank), All Organization Contact Information, and Advisor Listed.
      • All other sections are optional to include, so you can fill out as much information as you would like to provide.

2. **Profile Picture**
   o The current profile picture will be what is current from AUInvolve. You can update the latest organization profile picture that will be visible on your organization's page once your registration is approved.

3. **Leadership Positions**
   o Have a list of your chapter leaders with their Auburn emails before you begin the registration process.
   o You will assign the following positions to a member of your chapter:
      • Chapter Advisor, Housing Manager, New Member Educator, Recruitment/Intake Chair, Risk Management Chair, Secretary, Service and/or Philanthropy Chair, Social and/or Swap Chair, Treasurer, Vice President, and Chapter President.
   o Every position must be assigned, so even if your chapter does not have every position, please assign it to the member whose role is closest to the title. Please note that a member can be assigned to multiple positions if applicable. You will not be able to move forward in the registration process until every position is assigned.

Registration Step-by-Step

Instructional video with all steps: link

Locating Registration
1. Log in to your AUInvolve account and select "manage" by clicking on the grid icon in the upper left-hand corner.
2. Select the chapter you want to register under "My Organizations." You will see a blue box during the registration period.
3. Select "re-register this organization." This will bring you to the re-registration form to complete.

Step 1: Registration Instructions
1. Read the instructions.
    a. Note: the date and time is the deadline for how long you have to register your organization.

Step 2: General Information
1. Here you will see all the information that is currently on your chapter's AUInvolve page. Please make any changes or edits to this information if needed.
    a. Note: Do not change the section "organization website URL."
2. The required fields that must be filled out include:
    a. Official Organization Name, Organization Description Summary, Social Media platforms (if you do not have a social media platform account, then leave those spaces blank), All Organization Contact Information, and Advisor Listed.

Step 3: Profile Picture
1. Update and upload your current profile picture.

Step 4: Organization Roster
1. Scroll down to "review roster" where you will see your chapter leadership information. This section will ask you to update the roster.
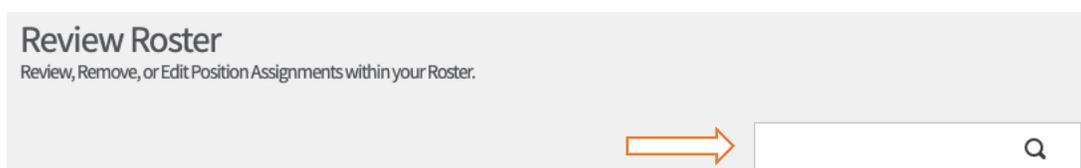
    a. Search the first part of the Auburn email (abc1234) of the member you wish to give a role to in the search bar.
    b. Select "edit position assignment" and check the position/role that they hold. These position templates may not reflect your chapter-specific title (ex. Vice President of Finance is closest to Treasurer role), so select the chapter member who holds a position that is closest to the template provided.
    c. Members can also hold multiple positions. (ex. If the President also acts as the Housing Manager, this member can be assigned to both positions).

d. Complete this for each required position listed. The completion for each role will be indicated by the green checkmark by position under "Roster Requirements."

e. Once all required positions are filled (every position has a green checkmark), you will be able to move forward in the registration form.

Step 5: Review Submission

1. Review all information and submit your registration.

Post-Registration

1. A Greek Life staff member will review your registration submission.
   a. Note: Some events may be required to be registered in the Campus Event Planning System, or may have additional requirements per Student Center Reservations.
2. You will receive an email that will notify you of your status change from pending to either approved or denied.
   a. When your submission is approved, all the changes and information that you listed will take effect.
   b. When your submission is denied, a Greek Life Staff member will notify you of the changes that need to be made to receive approval.
3. After your registration is approved, you will receive an email from Greek Life instructing you to complete a path for your specific position. If you do not receive an email, please reach out to Greek Life.
   a. Instructions will be provided in the email for how to complete your specific path.

Reservation Information for Melton Student Center Spaces

To make a reservation for event space in the Melton Student center contact the Melton Student Center Reservations Office (334-844-1320) or email, reservation@auburn.edu. To learn more about the space reservation options on campus visit Make a Reservation.

- Melton Student Center Reservations Office hours
  - o Monday – Friday: 7:45 am – 4:45 pm
  - o Saturday & Sunday: Closed
  - o The office is closed during all University Holidays.
- Melton Student Center Reservations Office:
  - o Room 1301 on the First Floor of the Student Center (next to War Eagle Supply)
  - o All space agreements must be returned to the Reservations Office 48 business hours in advance
    - ▪ Contracts not returned will result in reservations cancellations
    - ▪ Note: Student Activities Center Agreements must be turned in 6 business days in advance of the event

Step by Step: Make a Reservation

- Contact the Melton Student Center Reservations Office to discuss the availability and/or room locations for your desired event.
  - o Note: Organizational meetings including executive board meetings, weekly chapter meetings, etc. do not need to be submitted through the Campus Event Planning System (CEPS). However, you will need to contact the Melton Student Center Reservations Office to book a room. Once this reservation is made, it is optional to submit the event in AUInvolve.
  - o When booking spaces, please include the time needed to set up and break down your event in your reservation requests.
  - o All bookings are tentative until the event is approved in the Campus Event Planning System (CEPS) and/or AUInvolve.

- Cancellations, No-Shows, & Fees
  - o Reservations must be canceled 48 business hours in advance.
  - o Reservations canceled inside of 48 business hours will be charged a late fee.
  - o Groups who do not show up for their reservations will be assessed a no-show fee.
  - o Reservations made within 24 hours of the event will be assessed as a late booking fee.
  - o NOTE: Student Activities Center events must be canceled 6 business days in advance or may be subject to cancellation fees.

Outdoor Spaces: this information pertains to all outdoor locations on campus.

- Amplified Sound Permits: Amplified Sound Policy
  - o On-Campus Hours:

- Sunday-Thursday 5:00 pm – 10:00 pm
- Friday 5:00 pm – 12:00 pm
- Saturday 8:00 am – 12:00 pm
- Monday – Friday 8:00 am – 5:00 pm

o Locations: Amphitheater, National Pan-Hellenic Legacy Plaza, Campus Green, Cater Lawn, Concourses (Haley, Thach, Roosevelt)

o Due to the proximity of locations, amplified sound permits are booked on a first-come-first-serve basis. Events running concurrently cannot have competing sound permits.

o A $75 clean-up deposit is needed 48 hours before the event. The clean-up deposit is refundable.

Reservation Information for On-Campus Indoor Event Space

The purpose of this information is to provide alternatives for chapter meeting spaces and events. Below is information on large-capacity spaces across campus and reservation information for them. Each of these spaces is free or comes at a minimal cost for all registered organizations.

For classroom reservations, contact Anita Smith at roomreservations@auburn.edu

Student Activities Center
Auditorium, seats 1,099 theater style or 500 round table
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/student-activities-center/

Melton Student Center
Ballroom A/B combined, seats 600 theater style or 448 round table
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/student-center-ballroom/

Langdon Hall
Auditorium, seats 500
Reserve: Email otrroom@auburn.edu

Lowder Hall
Room 113A, seats 487
Reserve: Email otrroom@auburn.edu

Foy Hall
Auditorium, seats 410
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/foy-hall-auditorium/

Haley Center
Room 2370, seats 350
Reserve: Email otrroom@auburn.edu

Melton Student Center
Ballroom A, seats 300 theater style or 224 round table
Reserve: Visit the Student Center Reservations Office or call 334-844-132
http://studentcenter.auburn.edu/make-a-reservation/student-center-ballroom/

Science Center Auditorium
Room 101, seats 300
Reserve: Email otrroom@auburn.edu

Academic Classroom and Laboratory Complex
Room 002, seats 300
Reserve: https://aub.ie/aclcevent

Lowder Hall
Room 125A, seats 269
Reserve: Email otrroom@auburn.edu

Melton Student Center
Ballroom B, seats 200 theater style or 152 round table
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/student-center-ballroom/

Academic Classroom and Laboratory Complex
Room 012, seats 200
Reserve: https://aub.ie/aclcevent

Melton Student Center
Rooms 2222/2223 combined, seats 185
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/student-center-meeting-rooms-details/

Note: If alcohol is served at any event, these requests will be reviewed on a case-by-case basis by the Student Affairs Event Committee. All events will need to be requested/approved by the Campus Event Planning System if alcohol is requested/approved by the Student Affairs Event Committee. Additionally, if any event will have 100 or more attendees, it will need to be requested/approved in the Campus Event Planning System.

Note: Chapters that cannot hold chapter meetings in one space due to the large membership size could consider these solutions that are currently being utilized for chapter meetings at SEC peer institutions:
- Hold chapter meetings twice a week with members selecting which day of the week they would like to attend based on their individual schedules.
- Hold chapter meetings twice a night (one earlier, one later) with time to mingle in between.
- Offer a Zoom meeting option and alternate which members join in person and online.
- After the initiation of new members, seniors no longer attend chapter meetings.

Reservation Information for On-Campus Outdoor Event Space

The purpose of this information is to provide alternatives for chapter meeting spaces and events. Below is information on large-capacity spaces across campus and reservation information for them. Each of these spaces is free or comes at a minimal cost for all registered organizations.

Campus Green
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/outdoor-spaces/

Cater Lawn
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/outdoor-spaces/

Upper Quad Lawn
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/outdoor-spaces/

Note: If alcohol is served at any event, these requests will be reviewed on a case-by-case basis by the Student Affairs Event Committee. All events will need to be requested/approved by the Campus Event Planning System if alcohol is requested/approved by the Student Affairs Event Committee. Additionally, if any event will have 100 or more attendees, it will need to be requested/approved in the Campus Event Planning System.

Things You Need to Know About Campus Event Planning Systems (CEPS):

If you are hosting an event in a chapter or council-controlled facility, like a fraternity house or chapter room, you do not need to register your event in the Campus Event Planning System (CEPS). This system is for on-campus events in an on-campus facility (ex. NPHC Legacy Plaza, Auburn Arena, Samford Lawn, Student Activities Center, etc.) and for events that meet one or more of the expectations listed below:

- Attendees, participants, and/or invitees include individuals who are not university students, faculty, or staff;

- Involves one or more outside vendors, contractors, or exhibitors (*e.g.*, caterers who stay and serve food buffet style), DJ/band that is not a student, party rental companies);

- Involves minors, as participants or attendees in any capacity;

- Involves group physical or other high-risk activities (*e.g.*, run/walk events, interactive games, swing dancing, yoga, exercise of any kind, carnival games, attractions, or rides);

- Certificate of Insurance and possibly a waiver will be required; or

- Involves the service and/or consumption of alcohol at an on-campus location (ex. Auburn Arena, Student Activities Center, etc.)

If your event needs to be registered in CEPS:

1. Always reserve the event location before submitting a request to ensure the location and time for your request.
2. Requests are submitted using the "Submit an event" link found here: https://ocm.auburn.edu/events/
3. When to submit your event:
   - 100 or fewer people, 30 days in advance of the proposed event date
   - 101-500 people, 60 days in advance of the proposed event date
   - 500 or more people, 90 days in advance of the proposed event date
   - Events involving the consumption of alcohol, run/walks, or minors, 90 days in advance of the proposed event date

Example of events that go in CEPS: Race/walk, red barn events, events on campus with over 100 people at them, like Greek Sing or Tiger Stomp

Example of events that do not go in CEPS: Chapter meetings, or events in fraternity houses

Event Types & Definitions

As stated in the Social Event Policy and Greek Life Guidelines all events are required to be registered in AUinvolve at least 7 school days in advance.

Big/Little Events:
An event where new members of the organization are partnered with their big brother or big sister. These events must be alcohol-free. Examples include big/little reveal, big brother night, etc.

Meeting:
Standard, recurring organization meetings to handle fraternity or sorority business. Examples include weekly chapter meetings, executive board meetings, cabinet, or committee meetings, etc. These are not required to be registered unless council, or conduct statues requires it.

New Member:
New member events are any event consisting primarily of new members. Examples include new member retreats, new member education meetings, initiation, pledging ceremony, etc.

Philanthropy:
If the organization hosts an event where money is raised for donation to a non-profit organization, that is a philanthropy event. Funds generated from the event should not go to the hosting fraternity/sorority but should be directed to the non-profit organization. Specific philanthropy event examples include Sigma Kappa's Walk to End Alzheimer's benefiting the Alzheimer's Association, or FarmHouse's Chili Cook-Off Event benefiting the Leukemia & Lymphoma Society. Other examples include benefit nights, fundraisers, or pop-up shops. Note: If an event includes alcohol, it is defined as social, not philanthropic.

Recruitment:
An alcohol-free organization event where students are invited and encouraged to join the organization is called a recruitment event. Examples include informational meetings, COB events, interest meetings, or informal recruiting events. Note: For IFC fraternities, these events are held during dates approved by the IFC, typically during the summer or early in each fall and spring semester.

Service:
An event where the organization is doing community service work or drives for a non-profit or agency where they are not being compensated financially for their services. Examples include packing food at the East Alabama Food Bank, diaper bag drives, or cleaning barn stalls at Storybook Farms.

Sisterhood/Brotherhood events:

These are alcohol-free events for the chapter to spend time together for either social or educational purposes. Examples include a parent's weekend, alumni weekend, workout classes, educational forums, Brotherhood retreats, etc. Note: If an event includes alcohol, it is defined as social.

Social:
A social event is an organized event held on or off-campus that is social in nature. Any event including alcohol is defined as social. Examples include band parties, date parties, house parties, social events, formals, parent's events, alumni events, etc.

Swap:
An event held for new members in different Greek organizations to meet each other is called a swap. Typically, these events include one Panhellenic sorority and one IFC fraternity and are scheduled early in the week for about thirty minutes. These events are usually themed and are hosted at a fraternity house or chapter room. An example includes Alpha Delta Pi and Sigma Alpha Epsilon swap at the Sigma Alpha Epsilon house.

Tabling:
An event that has the primary purpose to inform or promote the organization or organization events. Tabling events occur on-campus at the Haley Concourse, Melton Student Center, or Green Space. Tabling events may occur between 10 am-2 pm. An example of a tabling event might be members of the Panhellenic Council (PAN) distributing Kona Ice on the concourse during Panhellenic Recruitment. Note: If an event includes a pie in the face, it must be reserved in a grass area and not on the concourse.

Other

Event Types Broken Down

The next few pages of this manual are to serve as a guide to chapters on how to host specific types of events, Greek Life's definition of specific events, and helpful ideas for chapter events.

New Member Events

To plan effective new member events, the new member education program should be thoughtfully examined and considered. The purpose of any good new member education program is to develop qualified, participating members of your chapter, not to make "good pledges."

The New Member Education Program for chapters should be designed to teach the fundamentals of being an effective member of your fraternity or sorority so that the chapter can enjoy the future leadership of these young members. New member events should be centered around the chapter ritual, purpose, and policies. Events should also be held with the new members to help them get to know other chapter members and other Greek members in the community.

New members want:
- o   To make friends
- o   To have a positive experience with their chapter
- o   To learn about the organization
- o   To join an organization, not a dis-organization
- o   To be respected as individuals and members
- o   To be helped in adjusting to campus life, college classes, and chapter responsibilities
- o   To have fair treatment and not be subservient to initiated members
- o   To do only the work that initiated members do
- o   To have initiation requirements, but not have to earn active status through personal favors, competition, or juvenile activities

Examples of New Member Events:

New Member Education Training:
A weekly educational meeting dedicated to teaching the new members values, history, policies, and procedures related to fraternity or sorority membership in your organization.

New Member Retreat:
An organization event that new members attend to relax, have fun, and gather with each other. Typically, these events include members going to the lake, Six Flags, or something fun around the Auburn-Opelika area.

Swap:
An event held for new members in different Greek organizations to meet each other is called a swap. Typically, these events include one sorority and one fraternity and are scheduled from 5:00 pm – 7:00 pm on Tuesday, Wednesday, or Thursday evenings for 30-60 minutes. These events are usually themed and are hosted at a fraternity house or chapter room. Chapters should host swap events with different fraternity and sorority groups from each council throughout the fall or spring semester.

Big/Little Events:
An event where new members of the organization are partnered with their big brother or big sister. These events must be alcohol-free. Examples include big/little reveal, big brother night, etc.

Other events considered new member events include, but are not limited to:
- o New member education meetings
- o Pinning ceremony
- o Initiation
- o Study hours
- o Council new member programs, such as IFC Auburn Man, NPHC New Member Retreat, and Panhellenic New Member programming

Philanthropy Events

Often chapters have local and national philanthropies they support. If the organization hosts an event where money is raised for donation to a non-profit organization, that is a philanthropy event. Funds generated from the event should not go to the hosting fraternity/sorority but should be directed to the non-profit organization. If an event includes alcohol, it is defined as social, not philanthropic.

Chapters should begin planning their annual philanthropy event the semester before the event. Philanthropy events should foster positive relationships with community partners, organizations, and encourage positive participation from other Auburn and Greek students. Philanthropy events should be focused on raising money, awareness, or donating time and effort to a non-profit organization.

Examples of Philanthropy Events

Annual Event:
An organization philanthropy event that is held regularly and rarely changes. These events are typically well-known in the community and support the same, or similar, non-profit organization. Specific annual philanthropy event examples include Alpha Omicron Pi's Run for Roses benefiting the Arthritis Foundation, Sigma Chi's Derby Days Event benefiting the Huntsman Cancer Foundation, or Panhellenic's Greek Sing event benefiting Habitat for Humanity.

Benefit Nights:
An organization event that is hosted at a local business that has agreed to donate a certain percentage of money from sales at the event to a non-profit organization of the chapter's choosing. Examples include benefit nights at Chipotle, Behind the Glass, BurgerFi, etc.

Donation Drives:
An organization initiative centered around collecting items to give to local non-profit organizations and/or shelters. Donations may be collected and/or hosted on the Haley Concourse, Melton Student Center, or chapter facility.

Pop-Up Shops:
An organization event that is hosted at a chapter facility in partnership with a business that has agreed to donate a certain percentage of money from sales at the event to a non-profit organization of the chapter's choosing.

Social Events

A social event is an organized event held on or off-campus that is social in nature. Any event including alcohol is defined as social. Examples include band/house parties, date parties, social events, formals, parent's events, alumni events, etc. All social events must be registered at least seven (7) school days prior to the event.

Most social events include alcohol. When alcohol is present at events, there is a greater need to plan carefully to manage the additional risk involved. Social events must follow all chapter and Auburn University policies including complying with health and safety policies and procedures. The Student Organization Social Event Policy and Greek Life Guidelines provides specific guidelines for social events with alcohol.

To host a well-managed social event, chapters should:
- Register their event in AUInvolve at least seven (7) school days in advance.
- Hire an approved security company with an appropriate number of guards. It is recommended to hire 1 guard per 100 members/guests.
- Appoint Sober Monitors who are educated on chapter and Greek Life policies.
- Manage an invitation-only guest list that is kept after the event.
- Ensure entry/exit locations are clearly marked and not blocked.
- Have plenty of trash cans to dispose of trash.
- Manage alcohol service options appropriately according to the Student Organization Social Event policy.
- Prohibit:
    - Common sources of alcohol (kegs, hunch punch, etc.).
    - The purchase of alcohol with organization funds.
    - Any beverages with an alcohol by volume (ABV) content over 15% (liquor, etc.).
- Educate chapter members on alcohol consumption best practices by participating in an Alcohol 101 training, or online education session.
- Choose a culturally appropriate theme.

Note: This is not an all-inclusive list, but it includes a wide range of things that chapters should plan for to host a well-managed social event.

Examples of Social Events with Alcohol:
These events must be registered and approved by Auburn Greek Life and the governing council that oversees social events (Note: not all councils provide event oversight.)

Band/House Party
House parties or band parties are typically held at fraternity houses. These are typically held on Friday or Saturday nights between 9 pm and midnight. These events typically have many guests as chapters can invite up to three people per member unless the local fire or building code capacity of the event facility or host venue is smaller. These events require additional oversight of chapter leadership to ensure the entrance and exits are clear and all fire life safety equipment in the house is turned on and functioning.

Date Party
Date Parties are social events where chapter members invite one guest/date to attend the event with them. Date parties are typically held either at a fraternity house or a third-party vendor location such as a downtown restaurant or bar. Examples include Kappa Alpha Orders Kabana Date Party, or Sigma Kappa's My Tie date party.

Formal
A social event is a formal date party where chapter members invite one guest and dress in cocktail attire, suits, formal dresses, or tuxedos. These events are typically held at more up-scale venues in Auburn-Opelika, or neighboring cities like Montgomery, or Columbus. Typically, formal events include a meal and transportation, like a bus. At most formals, alcoholic beverages are provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.) Examples include Delta Gamma's Cream Rose Ball, or IFC fraternity semi-formal events.

Social/Mixer Event
A social event where multiple Greek chapters host an event together and only chapter members of those organizations are invited. These events typically happen at a fraternity house or third-party vendor location such as a restaurant, bar, or venue. This is like a swap, except this is for all members. An example includes Alpha Heartbreakers or an event where only one Panhellenic sorority and one IFC fraternity are invited.

Additional Examples of Social Events:
Note: These events may be hosted by chapters with or without alcohol.

Parent's Weekend
Parent's weekend events are organization events that include parent's and families of chapter members. Examples include brunch events, cocktail events, dinner events, banquet-style events, socials, etc.

Alumni Weekend
Alumni weekend events are organization events that include alumni of the organization. Examples include initiation, ritual events, brunch events, cocktail events, dinner events, banquet-style events, socials, etc.

Tailgates Tents (on-campus)
This is an organization event that is a tailgate hosted on-campus on a football gameday that utilizes a tent. Tents are not available to rent through the university and must be rented through a third-party vendor. Tailgate tent events are typically hosted in coordination with Black Alumni Weekend or parent's/alumni weekend events hosted on-campus.

Recruitment Events

Alcohol-free organization events where students are invited and encouraged to join the organization are called recruitment events. Each council has its own set of guidelines and policies around recruitment events.

Interfraternity Council

Recruitment events are held during dates that are pre-approved by the Interfraternity Council. Typically, these dates are in the summer and a couple of weeks at the beginning of the fall and spring semesters. The council will hold a kick-off recruitment meeting for all interested students and the formal or informal recruitment process will begin. Chapters must register all recruitment events in AUInvolve at least seven (7) school days in advance in the spring, summer, and fall semesters. The recruitment process is managed, and chapter recruitment events are approved by the Interfraternity Council.

National Pan-Hellenic Council

The Meet the Greeks event kicks off the recruitment process for the National Pan-Hellenic Greek Council (NPHC). All chapters must participate to promote their chapter and its values to prospective students. After this event, chapters may host informational and interest meeting events that prospective students may attend to learn more about the organization. The NPHC Council Advisor manages the recruitment in-take submission process and chapters must coordinate with them to ensure their paperwork is approved before in-take activities begin.

Panhellenic Council

The primary recruitment process is held on dates that are pre-approved and voted on by the Panhellenic Council and its organizations. Typically, the primary recruitment process happens at the beginning of August before school starts. Informal recruitment, or continuous open bidding (COB), happens in the fall and spring semesters after the primary recruitment process ends. Chapters participating in COB must complete the proper paperwork that is managed and collected by the Panhellenic Council. All COB events must be registered in AUInvolve at least seven (7) school days in advance in the spring and fall semesters. The recruitment process is managed, and chapter recruitment events are approved by the Panhellenic Council.

Examples of recruitment events include, but are not limited to:

- o   Dinner
- o   Interest Meeting
- o   Lake day
- o   Braves game
- o   Cookout
- o   Video games
- o   Basketball tournament
- o   Racetrack day
- o   Concourse day
- o   Craft activity
- o   Hang out at the chapter facility (playing games, crafting, etc.)

Sisterhood/Brotherhood Events:

Sisterhood/Brotherhood events nurture and cultivate positive relationships between chapter membership. These events are primarily focused on building sisterhood and brotherhood, as well as implementing the values of the organization. Often chapters will include educational and team-building exercises at these events, but it could be an opportunity to connect with alumni and parents that support the organization. Note: If an event includes alcohol, it is defined as social.

Examples include, but are not limited to:
- Brotherhood/Sisterhood retreats
- Movie nights
- Arts and crafts activities
- Intramural games
- Workout classes
- Educational forums
- Excursions (hiking, fishing, mini golf, etc.)
- Dinners
- Sports games watch parties
- Study groups
- Service events

AUInvolve Event Submission Breakdown

This document is to direct individuals through the event submission process.

1. **Standard Event Details**
   - This section includes standard information created by AUInvolve that submitters are required to complete.
     - Fields include:
       - Event Details
       - Time and Place
       - Event Options
       - RSVP Options
       - Post Event Feedback
2. **Greek Life Custom Fields**
   - This section includes fields specifically created by Greek Life. There are both required fields that every submitter must complete and additional fields depending on certain options selected.
     - Required fields include:
       - Instructions & Social Policy Information
       - Reservation Information
       - Chapter/Council Information
       - Location of Event
       - General Event Information
       - General Event Information Cont.
       - Mobile Check-In Information
     - Additional fields include:
       - On-Campus: At Chapter Controlled Facility
       - Events with Alcohol
       - Out-Of-Town Travel
       - Tabling Event

Step-By-Step AUInvolve Event Submission

<u>Locating Create an Event</u>

1. Login to your AUInvolve account and select "manage" by clicking on the grid in the upper left-hand corner.
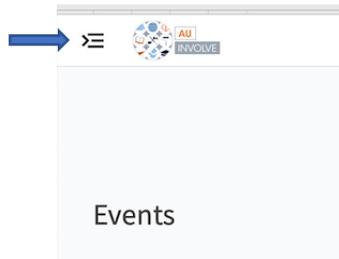
2. Select the organization under "My Organizations" that you want to submit an event for in AUInvolve.
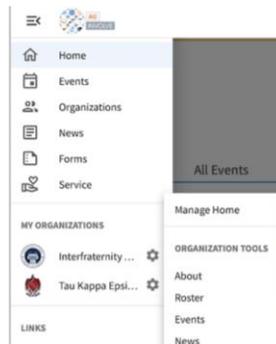
3. Select the settings icon to view the menu of options.
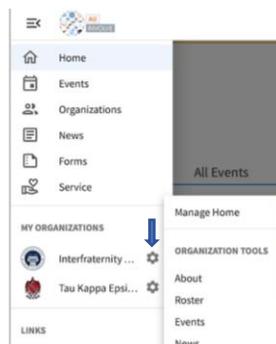
4. Select "Events" under Organization Tools.
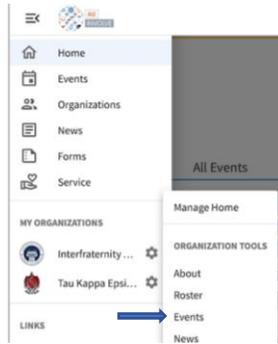
5. Select "Create Event" in the upper right-hand corner.

Step 1: Create an Event
- o Basic Details: Event Title, Theme, Hosts, and a detailed description of the event.
    - If you are hosting the event with another organization, make sure to specify under the additional organizations co-hosting this event section.

- Time and Place: Include the event date, start, and end time, and location
  - Make sure you select "Location" and fill out the location and address.
  - If your event ends the next day, make sure you select the correct end date.

Time and Place

*Start Date	*Start Time	*End Date	*End Time
08 Nov 2021	12:00 PM	08 Nov 2021	01:00 PM

LOCATION   ONLINE LOCATION

- Event Visibility: select how you would like your event to be seen on AUInvolve.
  - Show to the public, students & staff at AUInvolve, organization members, or invited users only.

Event Visibility

*Show To

The Public

Step 2: RSVP
- Settings: select who can RSVP to your event through AUInvolve.
  - Who can RSVP options: anyone, only invitees, or no one.

Settings

*Who can RSVP

Anyone

Note: All respondents will receive a reminder 24 hours before the start of the event.

Step 3: Post Event Feedback
- This allows your event to receive anonymous feedback.
- If you would not like to receive post-event feedback, select next to proceed to the next step.

Step 4: Event Cover Photo
- Upload Photo: this photo will be visible alongside the event on AUInvolve for the selected viewers.

Click to select an image
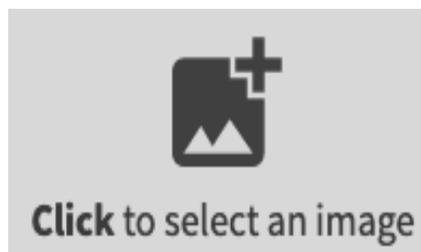
Greek Life Custom Fields

The following steps include the *Greek Life Custom Fields*. The required fields are indicated by the numbered steps below. Additional steps are included and visible depending on certain options selected by the submitter.

Step 5: Instructions & Social Policy Information: read the following instructions and policies including the Student Organization Social Event Policy and the Campus Event Planning System procedures.
  - o Check the required boxes acknowledging that you have read and understood the information and policies.

Step 6: Reservation Information: read the following instructions and policies on how to request a space on campus.
  - o Check the required box acknowledging that you have read and understood the information and policies.

Step 7: Chapter/Council Information: select the council that is your organization's affiliation.
  - o Greek Life
  - o Greek Program Board
  - o Interfraternity Council
  - o National Pan-Hellenic Council
  - o Panhellenic Council

Step 8: Location of Event: select the location of your event.

Location of Event

*Please select the location that best describes where your event will be held:

○ On-Campus: At chapter controlled facility ⓘ

○ On-Campus ⓘ

○ Off-Campus ⓘ

○ Virtual

  - o On-Campus: At chapter-controlled facility: chapter rooms or chapter houses (off-campus houses should select this as well).
  - o On-Campus: Any location (on-campus facility/ green space) on campus that is not in a chapter room or fraternity house.
  - o Off-Campus: Facilities that are not owned, leased, or managed by Auburn University or a local fraternity or sorority.
  - o Virtual

Additional Step: On-Campus: At Chapter-Controlled Facility: if this is selected for the location of the event, then you will be directed to this page.

On-Campus: At Chapter Controlled Facility

*Select the location of your on-campus chapter controlled facility:

[... ▾]

If your event is being held on the Village Green Space, you will need to reserve the space by emailing Auburn Housing at housing@auburn.edu

Please select which quadrant your event will be in:

[... ▾]

- o Select the location where your event will be taking place.
- o If your event is on the Village Green Space, you will need to select the specific quadrant that the event will be taking place.
  - • Quadrant of the event: Oak Hall, Willow Hall, or Magnolia Hall (left or right).

Step 9: General Event Information: This field provides the type of event, your information, advisor information, and the details about the event.

*Type of Event:

- ○ Big/Little ⓘ
- ○ Meeting ⓘ
- ○ New Member ⓘ
- ○ Philanthropy ⓘ
- ○ Recruitment ⓘ
- ○ Service ⓘ
- ○ Sisterhood/Brotherhood ⓘ
- ○ Social ⓘ
- ○ Swap ⓘ
- ○ Tabling ⓘ
- ○ Other

A social event is an organized event held on or off-campus that is social in nature. Any event including alcohol is defined as social. Examples include band parties, date parties, house parties, social events, formals, parent's events, alumni events, etc.

- o Detailed Description Information includes:
  - Purpose, Intended audience, and projected attendance
  - If the event:
    a. Is open or closed to organization members only
    b. Includes off-campus attendees
    c. Is being hosted with another student organization
    d. Will require equipment, decorations, or other services
    e. If the event includes out-of-town travel

Step 10: General Event Information Continued: select if your event will include alcohol.
- o Note: any event with alcohol is considered a social event.

*Will alcohol be present at the event?

◉ Yes

◯ No

Additional Step: Oops Go Back!: If an event type is selected on the *General Event Information* page that does not permit alcohol per Auburn University policies or Greek Life Guidelines, you will be directed to this page. You must go back and remove alcohol from the event or change the event type.

Oops! Go Back!

Alcohol is not permitted at events of the type you have selected. Please go back and remove alcohol from your event or change your event type!

Additional Step: Events with Alcohol: If you indicate that alcohol will be present on the *General Event Information Continued page*, you will be directed to this page.
- o This field provides acknowledgments (*Social Event Policy, Guests and Event Occupancy, Security, and Alcohol*), how alcohol will be distributed (*BYOB, Third-Party Bartending Service, or Third-Party Vendor Facility*), who is the security provider, and upload of the Third-Party Vendor Agreement Form.
  - How alcohol will be distributed:
    a. *BYOB*: Alcohol is brought by attendees and must be distributed through a centralized location within the venue/facility where individuals of legal drinking age must turn in any alcohol brought to the event.
    b. *Third-Party Bartending Service*: A company licensed (city, county, state, federal, as appropriate) and properly insured to serve or sell alcohol at a student organization event. E.g., B&B Beverage Management.
    c. *Third-Party Vendor Facility (Name of venue/facility):* A licensed (city, county, state, federal, as appropriate) and properly insured establishment

(facility) not affiliated with the organization sponsoring the event may host the event per the requirements outlined in this policy. E.g., 1716 Bar.

- o You will need to download the Third-Party Vendor Agreement form and have your Third-Party Vendor complete it. Your chapter's Headquarter Third Party Vendor form is also accepted. If a completed form is not provided in the submission, a Greek Life staff member will ask you to provide the form in the comments. Your event cannot be approved until this form is submitted.

*How will alcohol be distributed at the event?

○ BYOB ⓘ

○ Third Party Bartending Service ⓘ

○ Third Party Vendor Facility (Name of venue/facility) ⓘ

Chapters that have a headquarter third-party vendor agreement form may upload that form. Chapters that do not have a headquarter third-party vendor agreement form may use the template linked above.

UPLOAD FILE

<u>Additional Step: Out-of-Town Travel:</u> If you indicated your event will include "Out-of-Town Travel" on the *General Event Information* page, you will be directed to this page.

*Will the event include out-of-town travel? (ex. Braves Game, Six Flags, Formal in Montgomery, New Orleans, etc.)

○ Yes

○ No

- o This field provides acknowledgments (*Clery Act and Insurance/Identification Contracts*), If the event is overnight, name and contact information of overnight stay location, mode of travel, travel departure, and return time and location.

<u>Additional Step: Tabling Event:</u> If you select "Tabling Event" as the event type on the *General Event Information* page, you will be directed to this page.

Tabling Guidelines and Information:
Groups needing a table or chairs must make arrangements through the Reservations Office at 334-844-1320 at least 24 hours in advance or must provide their own table and chairs. The Melton Student Center Office is able to provide tables for outside use. A table/2 chairs are $5 and must be paid by 4:00 pm the business day before the date you plan to table. Tables/chairs can only be provided on the Haley Concourse. It is the responsibility of the group to contact our office separately from the AUInvolve request. Electrical outlets are not accessible. Chalking and sidewalk decals are prohibited on any outdoor event space.

- o This field provides the tabling guidelines and information, which tabling event is being registered (*Weekly O-Days or General Tabling),* set up and take downtime, If the event sells any items or services if the event involves decorations if the event involves music, singing, amplified sound if the event has any promotional materials, and a file upload of promotional material of the event.

Step 11: Mobile Check-In Information: this field provides the option to access the Mobile Event Check-In feature. Please refer to *pages 46-48* for further information about mobile check-in and event attendance.

With the creation of this event, you have free access to the Mobile Event Check-In feature. Once your event is approved you will be able to use a unique access code to begin capturing event attendees. You will then be able to export a file with all attendees, their email credentials and tiger ID number. Please visit https://aub.ie/mobilecheckin for more instructions on Mobile Check-in.

Step 12: Review Submission: this field provides every section completed in the form. You can go back to certain sections to review. Once you have completed the form, you will select submit.

Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been posted but it may take a few minutes to appear in Search Results.

Additional Field Options

Depending on how certain questions are answered, you will be directed to some of the additional fields. Here are the possible options for additional fields:

1. If you select *On-Campus: At a Chapter-Controlled Facility* on the *Location of Event* page, you will be directed to the *On-Campus: At a Chapter Controlled Facility* page where you will select your location from a drop-down box.

Location of Event

* Please select the location that best describes where your event will be held:

○ On-Campus: At chapter controlled facility ⓘ
○ On-Campus ⓘ
○ Off-Campus ⓘ
○ Virtual

On-Campus: At Chapter Controlled Facility

* Select the location of your on-campus chapter controlled facility:

[... ▾]

If your event is being held on the Village Green Space, you will need to reserve the space by emailing Auburn Housing at housing@auburn.edu

Please select which quadrant your event will be in:

[... ▾]

2. If you select "Tabling Event" as your event type on the *General Event Information* page, you will be directed to the *Tabling Event* page. Your information will be directed to Student Involvement and Student Center Reservations to confirm your reservation for tabling.

3. If you answer "Yes" under *Will your event include out-of-town travel?* on the *General Event Information* page, you will be directed to the *Out-of-Town Travel* page.
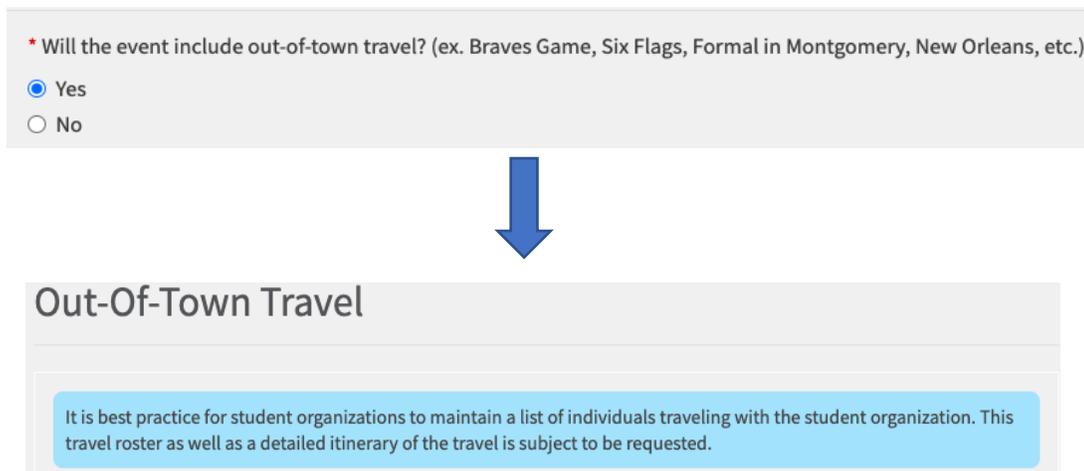
4. If you answer "Yes" to *Will alcohol be present at your event?* on the *General Event Information Cont.* page*,* you will be directed to the *Events with Alcohol* page.

GREEK LIFE

Will alcohol be present at the event?

● Yes
○ No

Events with Alcohol

* Required

☐ I hereby certify that I have read and understood the University's Social Event Policy, including the responsibilities and obligations they place on me and my organization. I understand that my organization is responsible for coordinating and overseeing this event in a manner consistent with the requirements of the Social Event Policy.

5. If you select "Big/Little, Meeting, New Member Event, Recruitment Event, Service, Sisterhood/Brotherhood, Swap, or Tabling Event" as your type of event on the *General Event Information* page AND "Yes" under *Will Alcohol be present at your Event?* on the *General Event Information Cont.* page, you will be directed to the *Oops! Go Back!* page. These events do not allow alcohol per Auburn University or Greek Life Guidelines.

Type of Event:

○ Big/Little ⓘ
○ Meeting ⓘ
○ New Member ⓘ
○ Philanthropy ⓘ
○ Recruitment ⓘ
○ Service ⓘ
○ Sisterhood/Brotherhood ⓘ
○ Social ⓘ
○ Swap ⓘ
○ Tabling ⓘ
○ Other

Will alcohol be present at the event?

● Yes
○ No

Oops! Go Back!

After the Event is Submitted

Once you submit your event the event review process begins.

1. A Greek Life Staff member will review your event submission.
2. To view your event status:
   - Select your profile icon.
   - Select the "submissions" tab.
   - Select "events": you can filter the events by status (all, started, approved, unapproved, or denied).
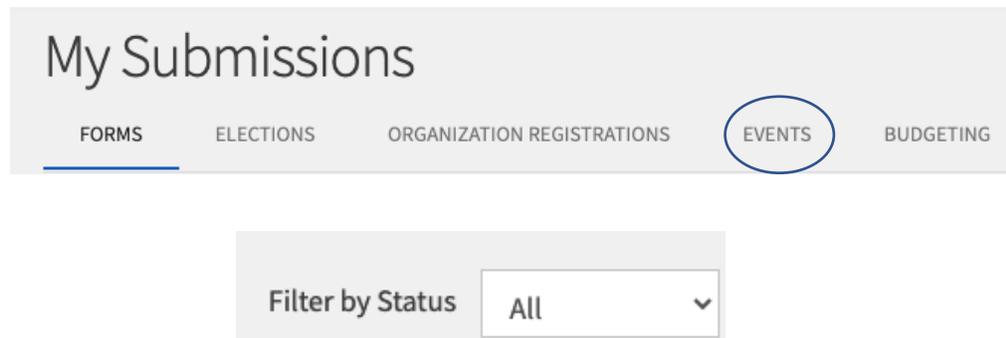
3. If your submission is <u>approved</u>, the status will state "Approved".
4. If your submission is <u>denied</u>, the status will state "Denied. However, you can resubmit the event once the specific issue is corrected on the form. Please refer to *page 38* for more information about denials, request changes, etc.

Example Submission Scenarios

Example 1: If I am a submitter who is requesting to have a formal in New Orleans that will have alcohol present. Here is the list of every field I will be directed to fill out alongside the important answered questions that will direct me to the additional fields:

1. AUInvolve Standard Event Details
2. Instructions & Social Policy Information
3. Reservation Information
4. Chapter/Council Information: Interfraternity Council
5. Type of Event: Off-Campus
6. General Event Information
   - *Will your event include out-of-town travel? "Yes"*
7. General Event Information Cont.
   - *Will alcohol be present at the event? "Yes"*
8. Events with Alcohol
9. Out-Of-Town Travel
10. Mobile Check-In Information

Example 2: If I am a submitter who is requesting to have a Tabling Event on the concourse. Here is a list of every field I will be directed to fill out alongside the important answered questions that will direct me to additional fields.

1. AUInvolve Standard Event Details
2. Instructions & Social Policy Information
3. Reservation Information
4. Chapter/Council Information: NPHC
5. Type of Event: On-Campus
6. General Event Information
   - *Type of Event? Tabling*
7. General Event Information Cont.
8. Tabling Event
9. Mobile Check-In Information

Example 3: I am a submitter who is requesting to have a Social Event where alcohol will be present.

1. AUInvolve Standard Event Details
2. Instructions & Social Policy Information
3. Reservation Information
4. Chapter/Council Information: PAN
5. Type of Event: Off-Campus
6. General Event Information: Social
7. General Event Information Cont.
   - *Will alcohol be present at the event? "Yes"*
8. Events with Alcohol

9. Mobile Check-In Information

Example 4: I am a submitter who is requesting to have a new member event at a fraternity house where I want alcohol to be present.

1. AUInvolve Standard Event Details
2. Instructions & Social Policy Information
3. Reservation Information
4. Chapter/Council Information
5. Type of Event: On-Campus: At Chapter controlled facility
6. On-Campus: At Chapter Controlled Facility
7. General Event Information: New Member
8. General Event Information Cont.
    - *Will alcohol be present at the event? "Yes"*
9. Oops! Go Back!
    - A New Member Event is a "Type of Event" that does not permit alcohol per Auburn University and Greek Life policies. I must go back and remove alcohol from the event or change the event type.
10. General Event Information Cont.
    - *Will alcohol be present at the event? "No"*
11. Mobile Check-In Information

GREEK LIFE

Step-by-Step Event Requests

Step-By-Step Change Request

Note: A change request can only be made after the event has been approved.

For example, if I submitted a meeting in my chapter room that was approved by the Greek Life Staff, but I need to change the current date to a later date from my approved submission.

1. Login to your AUInvolve account and select "manage" by clicking on the grid icon in the upper right-hand corner.
2. Select the organization under "My Memberships" that you want to submit an event for in AUInvolve.
3. Once you are on your organization's page, select the three bars in the upper left-hand corner next to your organization's name.
4. Select "Events" under Organization Tools.
5. Make sure the Filter says "Approved".
6. Select the event that you want to make a change request for.
7. Select "change details".

8. Resubmit the event.
9. This will appear as a new event for the Greek Life Staff member to re-approve.

Step-By-Step Event Denial and Resubmission

If your event is denied, you will have the opportunity to resubmit your event for a second review after you have addressed the reason for denial.

1. Login to your AUInvolve account and click on your profile icon in the upper right-hand corner.
2. Select the "submissions" tab.
3. Select the "events" tab.
4. Select the event that says "DENIED" in red letters.
5. You can scroll down to the bottom of the submission under "Discussion" for the reasoning for the denial.
6. Select "Resubmit" in the upper right-hand corner.

GREEK LIFE

Resubmit
Click the button below to update and resubmit this form.
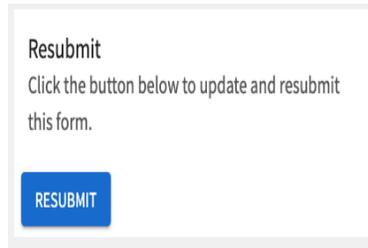
RESUBMIT

7. You will now go through the event submission, make the corrections, and resubmit the event.
8. A Greek Life Staff member will review the event submission for approval.

Step-By-Step Add a Comment to Pending Event

You can add a comment to an event submission that is pending and waiting to be approved/denied for a Greek Life Staff Member to view while reviewing the submission.

1. Login to your AUInvolve account and click on your profile icon in the upper right-hand corner.
2. Select the "submissions" tab.
3. Select the "events" tab.
4. Select the pending event where you want to add a comment.
   ▪ You can also *Filter by Status* and select "Unapproved".
5. Scroll down to the "Discussion" section.
6. Add a comment and/or attach a file.

For example, I submitted an event where I did not upload a completed Third-Party Vendor Agreement form because I am still waiting on the vendor. My event will not be approved until I upload this form. I can add a comment in the discussion section notifying the reviewer that I will upload the Third-Party Vendor Agreement form once it is completed. I can come back to the comment section and upload a PDF version of the completed Third-Party Vendor Agreement form when it is ready.

Discussion

Ella Welch

Write a message

📎 Add an Attachment

A

Mon, Nov 8, 2021 12:41 PM

The sober monitor list and third-party vendor form will be uploaded as soon as they are complete!

Reply

42
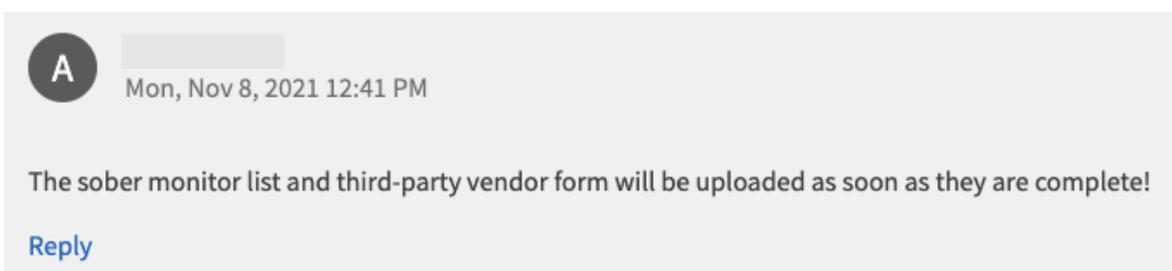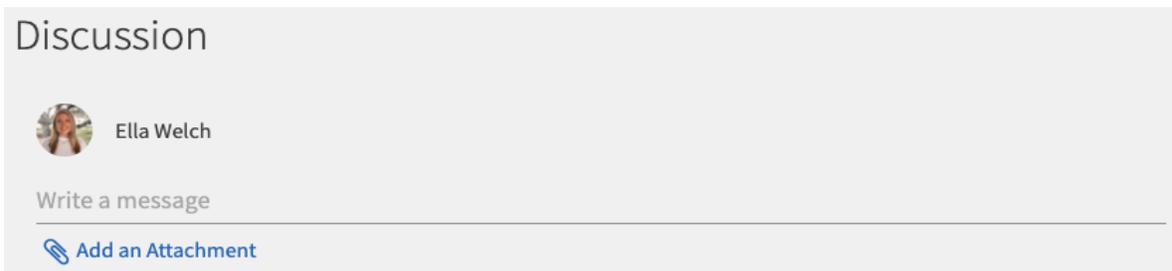
Step-By-Step Deny for Edits to Pending Event

If you need to make a change to the event submission before it has been approved/denied, follow the steps from the section above *Add a Comment to Pending Event* with these additional steps.

7. Once you have added a comment notifying the reviewer that you need to make a change to the event submission, they will deny your event for edits.
8. Go back to steps 1-3 to follow the instructions for locating your events.
9. Once you have selected the "events" tab, select *Filter by Status,* and select "Denied".
10. Click on the denied event and select "resubmit".
11. Once you have made the corrections for the event, you can resubmit the event for the reviewer to view.

Greek Life Paths

Paths are a way for individuals and organizations to track the progress of specific tasks, called items. They help track the completion of forms, acknowledgments, and training attendance.

The Greek Life Office utilizes the following paths:
- Greek Life – President Path
- Greek Life – New Member Educator
- Greek Life – New Member
- Greek Life – Council President
- Greek Life – House Manager

Greek Life will add individual members to a path. Registering your organization is vital to ensure that your chapter's members are connected to the right path.

How to Locate a Path:

Log in to your AU Involve account.
To access your assigned Path, click your profile icon in the upper right-hand corner. A drop-down bar will appear, select "Paths."
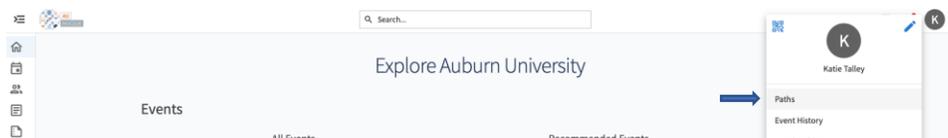
Under "My Paths," check that the correct path is listed by "Progress for." For example, if you need to complete the President Path, it should say Progress for "Greek Life- President Path."

Greek Life President Path

This path is intended to help chapter presidents track their requirements for Greek Life. The path should be completed after presidents have completed the registration process.

Step by Step Guide to President Path: link

1. Log in to your AU Involve account.
2. To access your assigned Path, click your profile icon in the upper right-hand corner.
3. A drop-down bar will appear, select "Paths."
4. You will see the Path labeled "Greek Life- President Path."
5. Once you are in the path, you will see four categories: Registration Acknowledgement, President Policy Acknowledgements, President Training, and Awards Submission.
6. Registration Acknowledgment: This is a self-report acknowledgment that you have completed your chapter's registration.
   a. *Fraternity or Sorority Organization Registration*
7. Presidential Policy Acknowledgements: NOTE: Do not select "mark as complete" until you have actually filled out the AUInvolve form from the link in the instructions. You MUST complete the form from the link and then self-report that you have done so in the path.
   a. *Hazing Law and Policy Acknowledgement*
   b. *Confidentiality Acknowledgement to Receive Member Grades*
8. President Training: Once you have completed additional Greek Life Training, presidents should revisit the path and mark them as complete.
   a. *Greek Leadership Summit*
   b. *Greek Life Event Policy Training*
9. Awards Submission: This is a self-report acknowledgment that you have completed your chapter's award submissions.
   a. *Greek Life Installation Award Submission*
10. Greek Life will receive a notification that you have completed all or some parts of the path to be approved.
11. You will be contacted by a staff member from Greek Life if something is not completed correctly.

GREEK LIFE

New Member Educator Path

This path is intended to help new member educators track their requirements for Greek Life. The path should be completed to meet various deadlines throughout the year.

Step-by-Step Guide New Member Educator Path: link

1. Log in to your AU Involve account.
2. To access your assigned Path, click your profile icon in the upper right-hand corner.
3. A drop-down bar will appear, select "Paths."
4. You will see the Path labeled "Greek Life- New Member Educator Path."
5. Once you are in the path, you will see two categories: Greek Life- New Member Educator and Greek Life- New Member Educator Training.
6. Greek Life- New Member Educator: NOTE: Do not select "mark as complete" until you have actually filled out the AUInvolve form from the link in the instructions. You MUST complete the form from the link and then self-report that you have done so in the path.
   a. *Hazing Law and Policy Acknowledgement*
   b. *New Member Education Plan*
7. New Member Educator Training: This is a self-report acknowledgment that you have completed your new member educator training.
   a. *New Member Educator Training*
8. Greek Life will receive a notification that you have completed all or some parts of the path to be approved.
9. You will be contacted by a staff member from Greek Life if something is not completed correctly.

New Member Path

This path should be completed once students receive membership to a Greek Organization.

Step by Step Guide New Member Path: link

1. Log in to your AU Involve account.
2. To access your assigned Path, click your profile icon in the upper right-hand corner.
3. A drop-down bar will appear, select "Paths."
4. You will see the Path labeled "Greek Life- New Member Path."
5. Once you are in the path, you will see one category: Greek Life- New Member Education Programming
6. Greek Life- New Member Education Programming: NOTE: Do not select "mark as complete" until you have actually filled out the AUInvolve form from the link in the instructions. You MUST complete the form from the link and then self-report that you have done so in the path.
    a. *Hazing Law and Policy Acknowledgement*
    b. *Individual Member Grade Release*
7. Greek Life will receive a notification that you have completed all or some parts of the path to be approved.
8. You will be contacted by a staff member from Greek Life if something is not completed correctly.

Greek Life Council President Path

This path is intended to help council presidents track their requirements for Greek Life. The path should be completed after council presidents have completed the registration process.

Step-by-Step Guide to Council President Path: link

1. Log in to your AU Involve account.
2. To access your assigned Path, click your profile icon in the upper right-hand corner.
3. A drop-down bar will appear, select "Paths."
4. You will see the Path labeled "Greek Life- Council President."
5. Once you are in the path, you will see two categories: Greek Life- Council President Required and Greek Life- Council President Optional.
6. Greek Life- Council President Required: NOTE: Do not select "Mark as complete" until you have actually filled out the AUInvolve form from the link in the instructions. You MUST complete the form from the link and then self-report that you have done so in the path.
   a. *Hazing Law and Policy Acknowledgement*
   b. *Greek Life Office Confidentiality Agreement*
   c. *Confidentiality Acknowledgement to Receive Member Grades*
   d. *Council Budget Management Agreement*
7. Greek Life- Council President Optional: NOTE: Do not select "Mark as complete" until you have actually filled out the AUInvolve form from the link in the instructions. You MUST complete the form from the link and then self-report that you have done so in the path.
   a. *Travel Agreement*
8. Greek Life will receive a notification that you have completed all or some parts of the path to be approved.
9. You will be contacted by a staff member from Greek Life if something is not completed correctly.

Greek Life House Manager Path

This path is intended to help house managers track their requirements for Greek Life.

Step-by-Step Guide to House Manager Path:

1. Log in to your AU Involve account.
2. To access your assigned Path, click your profile icon in the upper right-hand corner.
3. A drop-down bar will appear, select "Paths."
4. You will see the Path labeled "Greek Life- House Manager."
5. Once you are in the path, you will see six categories: Break Checklist, Property COI, Occupancy Information, Contact Information, Fire Life Safety, and Evacuation Drill.
6. Break Checklist: NOTE: Do not select "mark as complete" until you have actually filled out the AUInvolve form from the link in the instructions. You MUST complete the form from the link and then self-report that you have done so in the path.
   a. *Break Checklist*
7. Property COI: complete the form from the link and then self-report that you have done so in the path.
8. Occupancy Information: complete the form from the link and then self-report that you have done so in the path.
   a. *Housing Occupancy*
9. Contact Information: complete the instructions and then self-report that you have done so in the path.
   a. *Contact Information*
10. Fire Life Safety: complete the forms from the link and then self-report that you have done so in the path.
    a. *Fire Life Safety Training* Spring
    b. *Fire Life Safety Checklist*
    c. *Monthly Self Inspection*
    d. *Fire Life Safety Training* Fall
11. Evacuation Drill: complete the forms from the link and then self-report that you have done so in the path.
    a. *Evacuation Drill Plan*
12. Greek Life will receive a notification that you have completed all or some parts of the path to be approved. You will be contacted if something is not completed correctly.

Accessing Your Mobile Event Pass

Any individual with Auburn University credentials may access their Mobile Event Pass on AUInvolve. Individuals can use this to check in to events.

1. Log in to AUInvolve
2. Click on the icon in the top right corner
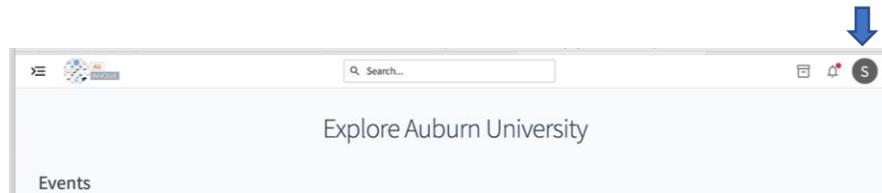
3. Select Event Pass
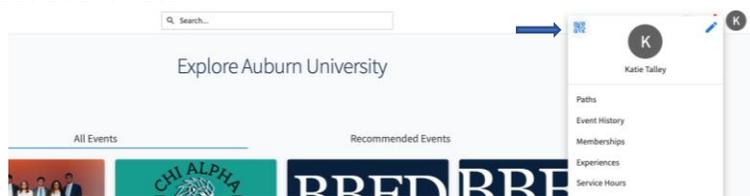
4. Screenshot or add to Apple Wallet or Google Pay
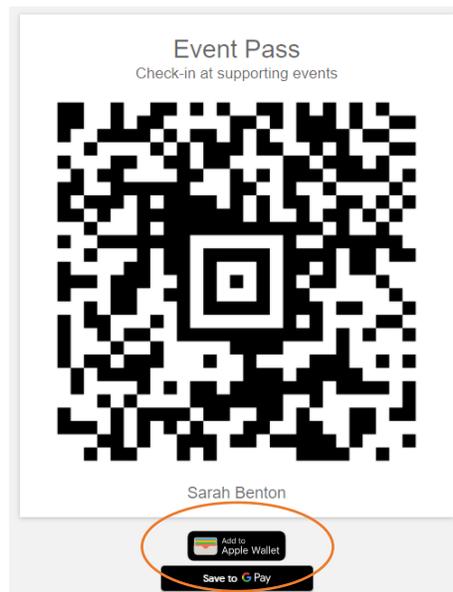
Tracking Attendance at Events

Organizations may use the Event Attendance URL feature on AUInvolve to allow for no-contact event check-in. Attendance can only be tracked during the event time as listed on AU Involve.

GREEK LIFE

1. Log in to your AUInvolve account and select "manage" by clicking on the grid icon in the upper left-hand corner.
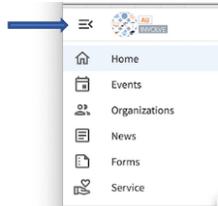
2. Select the organization under "My Organizations."
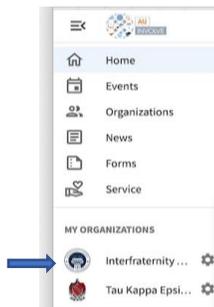
3. Click the settings icon on the right of the organization name and select "events."
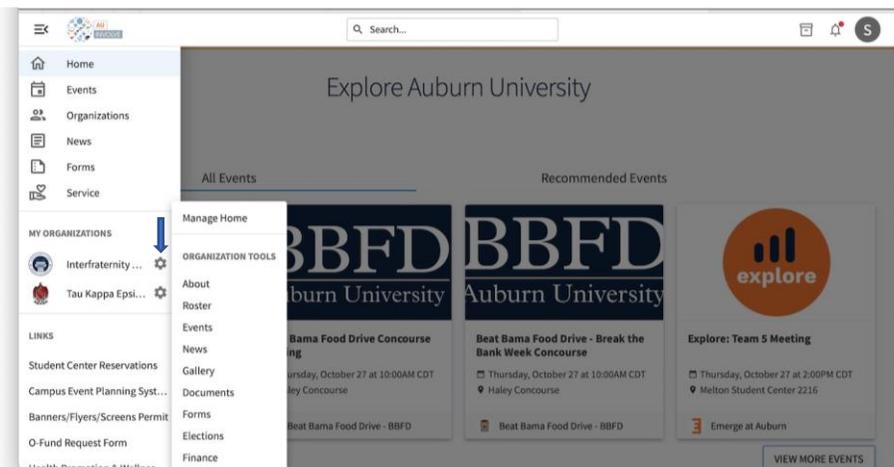
4. Select the event you would like to track attendance.
5. Under "Event Attendance" you will see a personalized "Access Code" and "Attendance URL."

EVENT ATTENDANCE		TRACK ATTENDANCE	INVITATIONS & RSVPS
0 Invitees	**0** Attended	**0** Absent	**0** Excused

ACCESS CODE	7ARJ7M4	COPY	Click here to visit the Swipe URL and enter this code

NEW! ATTENDANCE URL	https://auburn.campuslabs.com/engage/event/7586937/atten	COPY	Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

6. Copy the URL.
7. Share this URL with attendees to check into your event.
8. Once attendees access the link, they will be prompted to log in to AUInvolve.
9. Upon logging in, their attendance will be tracked.
10. Whoever is tracking attendance, will need to download the app "Check-In."
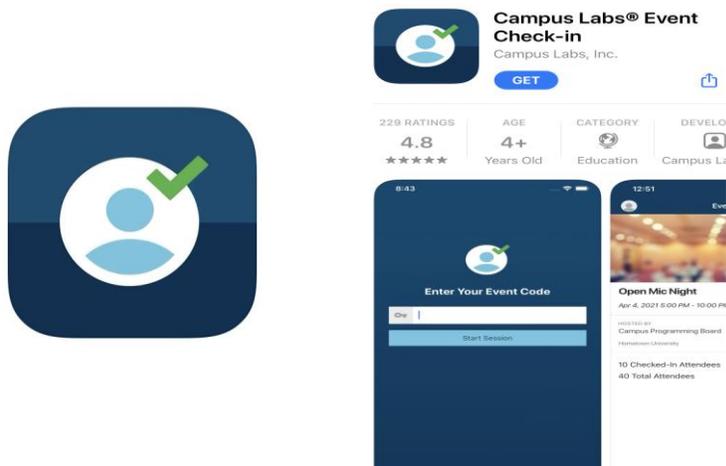
11. You will be directed to enter your "event code." This is the "access code" provided under "Event Attendance."
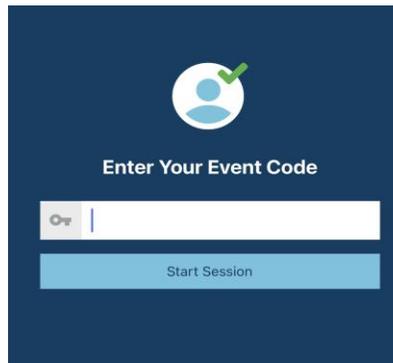
12. Once the event starts, select "start scanning."
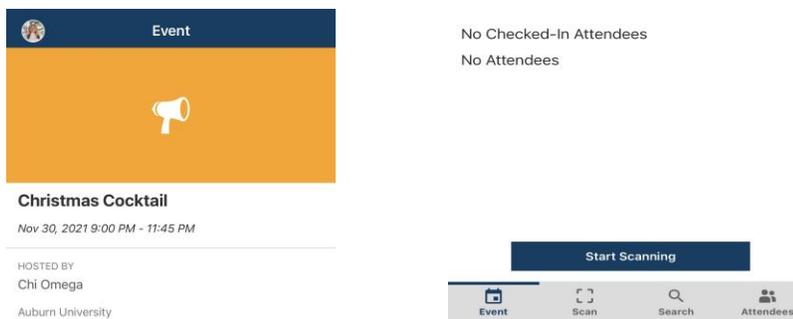
13. You can check the attendees under the "Attendees" tab.
Note: Attendance can only be tracked during the event time as listed on AUInvolve.

Being Visible on AUInvolve

It is important to make sure that you are visible as a member of your organization. Below are instructions on how to do so.

1. Login to AUInvolve
2. Click on the account icon in the top right corner.
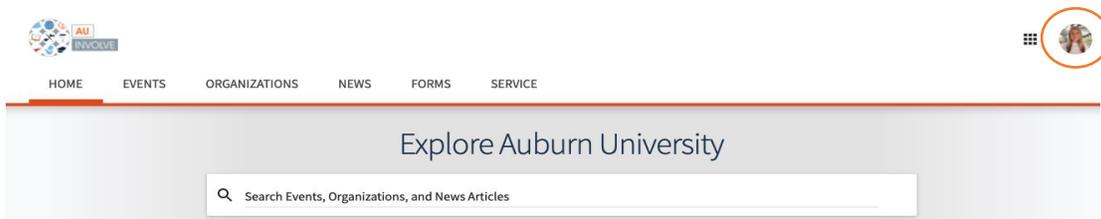
3. Select "My Account."

4. Go to the Privacy Settings Tab.
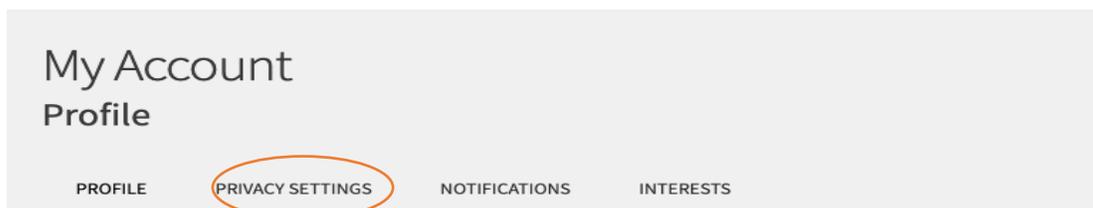
5. Scroll until you see your position title next to your organization and make sure "show" is selected.

Quick AUInvolve Reference Page

Assigning Officer Roles Outside the Registration Period: link
1. Log in to your AUInvolve account and select "manage" by clicking on the grid icon in the upper left-hand corner.
2. Select the organization under "My Organizations."
3. Click the settings icon on the right of the organization name. This will open a selection of different functions. You will click "Roster."
3. Click the pencil icon next to whomever you are trying to add a position title to. From the list, select which role you would like to assign to them. When you are finished, hit save.
4. The position will be added to that member.

Removing Officer Roles from Roster: link
Before removing officer roles, make sure that the new officer is already added. This is especially important for reassigning roles that have to manage access. The new manager position will need to be assigned first, and then they will remove the old manager position.
1. Log in to your AUInvolve account and select "manage" by clicking on the grid icon in the upper left-hand corner.
2. Select the organization under "My Organizations."
2. Select the settings icon on the right side of the organization name.
3. Select "Roster."
4. Scroll to the member you wish to make a change for and select the pencil icon next to the individual's name.
5. From the position list, select which role you would like to remove.
6. Once you have removed the position, select "save."
7. The position will now be removed from that member.

Adding Members to Roster: link
1. Log in to your AUInvolve account and select "manage" by clicking on the grid icon in the upper right-hand corner.
2. Select the organization under "My Organizations."
2. Select the settings icon by the organization name.
3. Select "Roster."
4. In the upper right-hand corner, select "invite people."
3. Input one email address per line. These email addresses should be Auburn University emails only.
4. Once the emails are entered, select "Add email addresses," then "Send Invitations."
5. The individuals will receive an email invitation. They will need to select "Accept" when they receive the email to be added to the roster.

Removing Members from Roster: link
1. Log in to your AUInvolve account and select "manage" by clicking on the grid icon in the upper left-hand corner.

2. Select the organization under "My Organizations."
3. Select the settings icon by the organization name.
4. Select "Roster."
5. Select the square to the left of the name of the member you wish to remove. Once selected, scroll to the top and click "end membership." Be sure to NOT select "end all memberships."

Creating Forms: link

1. Log in to your AUInvolve account and select "manage" by clicking on the grid icon in the upper left-hand corner.
2. Select the organization under "My Organizations."
3. Select the settings icon by the organization name.
4. Select "Forms."
5. Select "Create Form."
6. You can create a form for members to fill out by using varying types of questions, text blocks, document uploads, and more.
7. To make the form visible, you will need to make sure the check box labeled "Active" is selected.

Auburn University
Student Organization Social Event
Policy

I. POLICY STATEMENT

Auburn University's Student Organization Social Event Policy is intended to address high risk behaviors associated with social events by empowering students to plan, promote, and host safe and responsible social events.

High risk behaviors diminish the student social experience, degrade the learning environment, endanger the health and safety of all members of the Auburn community, and counteract the shared pursuit of Auburn students to win the respect and confidence of their peers and communities.

II. POLICY PRINCIPLES

A. Social Event Requirements

The following are requirements for any social event or activity, sponsored or endorsed by the student organization that occurs on or off campus.

i. Social Event Registration

Student organization social events must be registered through AU Involve at least seven (7) school days prior to the event. Any event, regardless of nature, that meets the criteria outlined in the University Event Policy must be registered through the Campus Event Planning System (CEPS).

If a question regarding the proper classification of an event or activity exists, it is the responsibility of that organization to consult with the appropriate office(s) before proceeding with the event.

ii. Education

Before a student organization is permitted to host events, student organization leaders must participate in annual risk management training. Trainings are hosted by Campus Recreation (Club Sports), Greek Life (Fraternities & Sororities) and Student Involvement (RSOs, SSOs).

iii. Security

Security may be required through other Auburn University policies, and/or Auburn University event registration processes or guidelines. The student organization must use a security vendor that meets all Auburn University vendor requirements and Alabama statutory requirements set forth in the

Alabama Code § 34-27C-1 et seq. It is the registering organization's responsibility to ensure that their hired security vendor adheres to all Auburn University policies and all relevant federal, state, and local laws and ordinances.

iv. Guests and Event Occupancy

Student organization social events are limited to Auburn University students and their guests. Attendance at events must not exceed local fire or building code capacity of the event facility or host venue. Attendance by non-members at any social event where alcohol is present must be by invitation only, and the organization must utilize a guest list system.

v. Alcohol and Other Drugs

1. The student organization, its members, and guests, must comply with all applicable city, county, state, and federal laws. No person under the legal drinking age may possess, consume, provide, sell, or be provided alcoholic beverages.

2. Student Organization members, and guests, must follow the federal law regarding illegal drugs and controlled substances. No person may possess use, sell, distribute, or manufacture illegal drugs, controlled substances, or drug paraphernalia while on university premises or during any event sponsored or endorsed by the organization.

3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system. Common sources of alcohol, including bulk quantities, common containers, or freely available container(s), which are not being served by a licensed and insured Third Party Vendor, are prohibited. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited at any event, except when served at an event by a licensed and insured third-party vendor.

4. No alcoholic beverages may be purchased through or with organization funds or funds pooled by members or guests. This includes, but is not limited to, the use of apps to collect funds for purchasing alcohol.

5. Organizations must not co-host or co-sponsor any activity or event with another group or entity that purchases or provides alcohol, illegal drugs, or controlled substances.

6. An organization must not co-host or co-sponsor an event with an alcohol distributor, bar, event promoter or alcohol distributor, however, an organization may rent or use a room or area in a bar, restaurant, or other licensed and insured third-party vendor facility to host an event or activity.

7. Any event or activity related to new members joining an organization must be substance-free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization.

8. Organization members or guests must not permit, encourage, coerce, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

III.   EFFECTIVE DATE

Policy Effective: May 6, 2019
Policy Revised: August 1, 2021

IV.   APPLICABILITY

This policy governs events hosted by all Auburn University recognized student organizations (RSO), Auburn University sponsored student organizations (SSO), competitive clubs, club sports, and fraternities and sororities.

V.   POLICY MANAGEMENT

Responsible Office: Division of Student Affairs
Responsible Executive: Senior Vice President for Student Affairs
Responsible Officer: Director of Student Conduct

VI.   DEFINITIONS

Student Organization: The university recognizes five categories of student organizations, including: Registered Student Organizations, Sponsored Student Organizations, Competitive Clubs, Club Sports, and Fraternities and Sororities. For additional information on student organizations, please see the Student Organization Policy.

Organization Event: Any event consisting of prospective, new, active, recently active and alumni members (or some combination thereof) that is sponsored or endorsed by the organization.

Examples of organization events include, but are not limited to:

- Campus-wide events
- Organization meetings
- Leadership training
- Retreats and conferences
- Community service
- Philanthropic events
- Club sport team events
- Competitions
- Intake and recruitment events
- New member meetings
- New member swaps
- Sisterhood events
- Brotherhood events
- Alumni/ae or parent events (without alcohol)

Social Event: An organization event held on or off campus that is social in nature. Social events may include, but are not limited to:

- Hang outs
- Movie nights
- Band parties
- Date parties
- House parties
- Socials
- Any event with alcohol

Third Party Vendor Facility: A licensed (city, county, state, federal, as appropriate) and properly insured establishment (facility) not affiliated with the organization sponsoring the event may host the event per the requirements outlined in this policy.

Third Party Vendor: A company licensed (city, county, state, federal, as appropriate) and properly insured to serve or sell alcohol at a student organization event.

VII. POLICY PROCEDURES

See policy principles above.

VIII. COMPLIANCE AND SANCTIONS

Only student organizations in good standing with the university are permitted to host events per this policy. If an organization is prohibited from hosting events, both the organization and individual members may be referred to Student Conduct for disciplinary action. involved. A function may still be considered an event if the organization's leadership is unaware of the event, whether intentionally or unintentionally.

Auburn University student organizations alleged to have violated this policy are subject to review by Student Conduct or referral to other applicable university disciplinary processes.

Any conduct outcome listed in the ***Code of Student Conduct*** or other applicable

policies may beimposed upon individual students or a student organization found responsible for violating this policy. Depending on the violation and severity, conduct outcomes include but are not limited towarning, loss of privileges, educational sanctions, fines, or loss of university recognition.

X. <u>**INTERPRETATION**</u>

These regulations shall be interpreted, administered, and enforced by the Senior Vice President for Student Affairs.

This policy does not supersede any local, city, state, or federal law, university policy, or policies of an organization's inter/national headquarters. If the laws and policies do not agree, the organization must adopt the more stringent of the two.

Purpose

The Greek Life Social Event Guidelines are to further assist Greek organizations to plan, promote, and host safe and responsible social events. These guidelines are a continuation of the Auburn University Student Organization Social Event Policy and are to be followed by each Greek organization at Auburn. These guidelines will include specific requirements and recommendations concerning hosting a social event, especially those events that contain alcohol. All requirements must be followed, and recommendations should be considered.

For health, safety, and/or security reasons, Greek Life has the right to cancel events if the event is conducted in a manner inconsistent with the Auburn University policies and Greek Life guidelines, or in the case of a weather emergency.

Social event

A social event is an organized event held on or off campus that is social in nature. Any event including alcohol is defined as social. Examples include band parties, date parties, house parties, social events, formals, parent's events, alumni events, etc. Most social events include alcohol. When alcohol is present at events, there is a greater need to plan carefully to manage the additional risk involved. Social events must follow all chapter and Auburn University policies including complying with health and safety policies and procedures.

Greek Life Social Event Guidelines

The set of guidelines below are the Greek Life requirements and recommendations. Greek Life requirements must be followed by all Greek organizations. Greek Life recommendations should be considered.

If the Greek organization is affiliated with a national/international organization whose policies are stricter than the Auburn University policies in whole, or in part, then Greek Life recommends the organization should follow the more restrictive policy.

Registration

Greek Life requires...

- Any social event or activity sponsored or endorsed by the Greek organization that occurs on or off-campus must be registered through AUinvolve at least seven (7) school days prior to the event.
- No social event may begin before 8:00 am and must end no later than midnight unless it is Friday-Saturday then it must end no later than 1:00 am the following morning.
- No social event may be hosted during the week of final exams.

Note: Events registered less than seven (7) Auburn University business days prior to the scheduled event date may not be approved, regardless of the amount of money the group has already invested in the event. Any event that is registered late is not guaranteed to be approved.

To reduce the likelihood of having an event denied, organizations should register events with as much notice as possible.

Alcohol Service Options

Greek Life requires that if alcohol is present, it must be either:

- Provided and sold on a per drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.) The vendor and chapter must complete the Third-Party Vendor Agreement Form and it must be uploaded with the AUinvolve registration.
- Brought by individual members and guests through a bring your own beverage ("BYOB") system that is managed using an Alcohol Service Center.

Greek Life requires the Alcohol Service Center…

- Be a single location where Greek members/guests must store and safely retrieve alcohol.

Greek Life recommends the Alcohol Service Center…

- Be a single location where tickets are provided with one ticket per container of alcohol and the person must present the ticket to retrieve one container of alcohol at a time.

Alcohol

Greek Life prohibits…

- Common sources of alcohol, including bulk quantities, kegs, common containers, or freely available container(s), which are not being served by a licensed and insured Third-Party Vendor.
- The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited at any event, except when served at an event by a licensed and insured third-party vendor.
- Purchase of any alcoholic beverages with organization funds or funds pooled by members or guests.
- Drinking by members and guests who are under the legal drinking age (21 years old).
- Liquor on campus, including chapter houses and property.
- Shots, drinking games, or other activities that encourage inappropriate drinking behaviors.
- Alcohol or drugs at any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid day," "big/little," and ritual events.

Greek Life requires…

- Alcohol to be checked at event check-in by the sober event monitors and security to ensure the maximum alcoholic beverages per person are:
  - Six (6), twelve (12)-ounce can or plastic bottles of beer, wine coolers, seltzers, or malt beverages or 1 bottle of wine, not to exceed 750 ml (25.36oz).

Security

Greek Life requires...

- Security any time alcohol is present.
- The security vendor and chapter must complete the [Third-Party Vendor Agreement Form](#) and it must be uploaded with the AUinvolve event registration.
- 2 guards at entry and exit with 1 additional guard at any other possible entries or exits.

Greek Life recommends...

- For security guards to be positioned in high-traffic areas of the social event.
- These security companies have been vetted through Campus Safety and Security and are an option for chapters to use:
  - Holder Business Group; holdrenbusinessgrp@gmail.com
  - Screening Solution, S2 Event Security; Bneely@screeningsolution.com
  - IPIA; ipia247agency@gmail.com

Sober Monitors

Greek Life requires...

- A minimum of 4 sober monitors. If co-hosting an event with another organization, then each organization must have a minimum of 4 sober monitors.

Greek Life recommends...

- 1 sober monitor per 50 guests per organization.

Entry/Exit

Greek Life requires...

- At minimum one entry/exit.
- Guest list to be checked at entry/exit by sober monitors and security.
- That security guards at entry/exit ID all attendees.
- That guests must be 19 years old or a student at Auburn University.

Guest List

Greek Life requires...

- Guest lists are limited by the smaller of local fire or building code capacity of the event facility or host venue or a three-to-one (3:1) guest-to-active member ratio. (See below for requirements at fraternity houses.)
- Attendance at any social event where alcohol is present is to be by invitation only.
- Chapters to collect and secure a guest list at least 24 hours before the event.
- Chapters must follow their guest lists.
- Chapters must finalize and upload their guest list to AUinvolve at least 24 hours prior to the event. Only members and guests on the final guest list shall be granted entry to the event.

Food and Non-Alcoholic Drink

Greek Life recommends…

- That free food and non-alcoholic beverages are provided and made available to the number of people in attendance.
- Food and non-alcoholic beverages should be contained within one centralized location.

Game Day Events

A "Game Day Event" is any event with alcohol hosted by a Greek organization on the day of an Auburn University home football game. A Game Day Event may occur prior to the start of a game and must end thirty (30) minutes prior to the start of a game. These events do not need to be registered in the AUinvolve event registration system.

AU GREEK LIFE

The purpose of this document is to provide alternatives for chapter meeting spaces and events. Below is information on large-capacity spaces across campus and reservation information for them. Each of these spaces is free or comes at a minimal cost for all registered organizations.

Indoor Meeting Space Alternatives

Student Activities Center
Auditorium, seats 1,099 theater style or 500 round table
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/student-activities-center/

Melton Student Center
Ballroom A/B combined, seats 600 theater style or 448 round table
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/student-center-ballroom/

Langdon Hall
Auditorium, seats 500
Reserve: Email otrroom@auburn.edu

Lowder Hall
Room 113A, seats 487
Reserve: Email otrroom@auburn.edu

Foy Hall
Auditorium, seats 410
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/foy-hall-auditorium/

Haley Center
Room 2370, seats 350
Reserve: Email otrroom@auburn.edu

Melton Student Center
Ballroom A, seats 300 theater style or 224 round table
Reserve: Visit the Student Center Reservations Office or call 334-844-132
http://studentcenter.auburn.edu/make-a-reservation/student-center-ballroom/

Science Center Auditorium
Room 101, seats 300
Reserve: Email otrroom@auburn.edu

Academic Classroom and Laboratory Complex
Room 002, seats 300
Reserve: https://aub.ie/aclcevent

Lowder Hall
Room 125A, seats 269
Reserve: Email otrroom@auburn.edu

Melton Student Center
Ballroom B, seats 200 theater style or 152 round table
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/student-center-ballroom/

Academic Classroom and Laboratory Complex
Room 012, seats 200
Reserve: https://aub.ie/aclcevent

Melton Student Center
Rooms 2222/2223 combined, seats 185
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/student-center-meeting-rooms-details/

Note: chapters could consider these solutions that are currently being utilized for chapter meetings at SEC peer institutions:

- Hold chapter meetings twice a week with members selecting which day of the week they would like to attend based on their schedules.
- Hold chapter meetings twice in a night (one earlier, one later) with time to mingle in between.
- Offer a Zoom meeting option and alternate which members join in person and online.
- After the initiation of new members, seniors no longer attend chapter meetings.

Outdoor Space Alternatives

Campus Green
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/outdoor-spaces/

Cater Lawn
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/outdoor-spaces/

Upper Quad Lawn
Reserve: Visit the Student Center Reservations Office or call 334-844-1320
http://studentcenter.auburn.edu/make-a-reservation/outdoor-spaces/

If alcohol is served at any event, these requests will be reviewed on a case-by-case basis by the Student Affairs Event Committee. All events will need to be requested/approved by the Campus Event Planning System if alcohol is requested/approved by the Student Affairs Event Committee. Additionally, if any event will have 100 or more attendees, it will need to be requested/approved in the Campus Event Planning System.