



Delta Gamma

1873

BYOB Procedures

The responsible use of alcohol is one of the most critical issues facing our collegiate chapters today. The public is becoming less and less tolerant of irresponsible behavior and tragedies throughout society resulting from alcohol. The fraternal movement will either take control of this situation or our right to regulate our own actions will be denied.

Delta Gamma's legal team issued an important legal opinion that clearly states "...courts will look to the control which the host of the event had or **should have had** over the activity of the guests with respect to distribution and consumption of alcohol. With the trend to BYOB, it must be emphasized that neither the national fraternity nor the local chapter can fully insulate itself from a charge of negligence which would arise from an alcohol related injury arising out of a fraternity party, regardless of the alcohol policy, since lawsuits will usually be filed against **everybody**. A BYOB party does create obligation on the part of the fraternity to monitor who enters and to monitor the conduct of those who attend."

The following procedures shall be followed:

1. All Delta Gammas shall abide by the local, state, provincial and federal laws and the policies of the College/University regarding the consumption of alcohol.
2. A licensed bartender, fully covered by his/her own liability insurance, shall be hired to serve all alcohol consumed at a Delta Gamma sponsored or co-sponsored event. In the event a licensed bartender is not contracted, a hired caterer may monitor the alcohol as the bartender. It is recommended the professional be 25 years or older.
3. Chapters shall solicit the help of the host institution (college or university), for it holds contingent liability for "its students" when proper precaution is not addressed and help is refused when students ask for such help. The Student Affairs Office should be able to help with security personnel as well as employees who are willing to act as bartenders at private functions.
4. The Event Guideline Details Sheet must be approved by the advisory team chairman and sent to Executive Offices, prior to the deadline.
5. The amount of alcohol and method for distribution shall be determined as the stricter of either the campus or Fraternity policies and procedures.
6. The Fraternity procedures for the amount and method of distribution of alcohol are as follows:
 - a. The vp: social standards shall provide a guest list with birthdays/age to Executive Offices and security personnel.
 - b. The event should have only one entrance. This insures all members are correctly identified. There should be several exits in accordance with fire code but they should be monitored during the event so they are not utilized as an entrance.
 - c. Security appropriate to the number attending shall be provided.
 - d. Hired security shall be of legal drinking age and *not* a member/new member of the sponsoring/co-sponsoring organization and should be present throughout the duration of the event.
 - e. Security personnel shall be instructed to take reasonable steps to prevent those who are present from consuming excessive amounts of alcohol and to prevent alcohol being served to minors by those of legal age.
 - f. Two chapter officers shall be at the door assisting the security personnel to check guest list and confirm identity.
 - g. Those of legal drinking age are the only ones able to bring alcoholic beverages into the event.

- h. Security personal shall be instructed to check each attendees ID and identify those attendees who are of legal drinking age for the chapter officers at the door.
- i. The chapter shall utilize a method of identifying those of legal drinking age. Examples of such identification purposes include non-transferable items that are easily noticeable such as wristbands.
- j. After an attendee has been identified as meeting the legal drinking age, the chapter officers at the door shall apply the chosen form of identification to the attendee.
- k. After applying the form of identification, the chapter officers should issue a "punch card" (see template on page 3 of this procedure) to each guest of legal drinking age who brings alcohol. They should fill in the attendees name and date of birth.
- l. The bartender/caterer shall check in all alcohol at the central location where all alcohol will be distributed. The bartender/caterer shall notate on the "punch card" the type and amount of alcohol brought.
- m. **No hard liquor shall be permitted at the event.** The following types of alcohol/containers are permitted at a BYOB event:
 - Twelve ounce cans of beer **OR**
 - Twelve ounce bottles of beer **OR**
 - Twelve ounce wine coolers (eg. Seagram's) **OR**
 - Twelve ounce malt beverages (eg. Mike's Hard Lemonade)
- n. A 4 or 6-pack of containers is permitted, but the number shall not exceed 6. The determining factor for the amount of alcohol permitted shall be dependent upon the original packaging. **All beverages must be brought in their original packaging.**
- o. No other alcohol besides that brought and checked with the bartender shall be consumed during the event.
- p. Any time an attendee requests a drink they should bring their empty container. This helps monitor the rate of overall consumption and with trash clean up!
- q. The bartender/caterer shall be instructed to check the punch card name against the individuals ID each time they wish to receive a new beverage.
- r. The bartender/caterer shall be instructed to punch the attendees "punch card" each time they receive a new beverage.
- s. Food that is non-salty in nature and non-alcoholic beverages served in individual containers, not cups, shall be provided to all attendees for the duration of the event.
- t. The Chapter Management Team shall educate all members and new members about the consequences of underage drinking, providing alcohol to minors, drinking excessively or causing another individual to make a choice that would cause him or her physical harm.
- u. All members, including Honor Board and the Chapter Management Team, shall enforce the Fraternity's obligations of membership. This includes alignment with local, provincial, state, and federal laws, including those associated with legal drinking age. Statement of Obligation Review forms shall be completed by all members who have witnessed or have reasonable cause to believe a member did not uphold Delta Gamma's Statement of Obligations.

The balance of all alcohol related policies and procedures shall be followed for a BYOB event to be considered for approval.

Punch card template (print or copy onto card stack):

Date of Event: _____
Date of Birth: _____
Name: _____
Type of alcohol brought: _____
brought: _____

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Date of Event: _____
Date of Birth: _____
Name: _____
Type of alcohol brought: _____
brought: _____

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