Greek Handbook

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Last edited Jake Dyer/ Jenna Mockler-Gjerde Spring 2019
Glossary of Greek Terms

Information for anyone new to Greek life or a refresher of the language used in the Greek community.

Please note that the much of the language is influenced by tradition thus many of the terms are within the gender binary of male and female. Greek life has little gray area with the language it uses which can create unique challenges for people who identify outside of the binary. We want to make it clear that the terms below do not have to be used the list it is more of a reference to help give context.

Active: a member who is initiated into lifelong fraternity or sorority membership and is a member in good standing at the collegiate level

Alumna/Alumnus: an initiated sorority or fraternity member who has graduated from Luther College

Pick-up Night: first day of membership recruitment, tradition of singing and dancing through Residence Halls

Dues: fees paid to a Greek organization for membership, typically paid per term

Big: nickname for big sister or brother, a mentor assigned to a new member

Brother/Sister: term used by active members when referring to each other

Chapter: the collegiate group of a national fraternity/sorority, designated by a special Greek name

Pledge Weeks: period of structured membership selection (Process used by IGC)

Inter-Greek Council (IGC): governing body for Luther's local sororities and fraternities. Each organization has two representatives appointed by their organization for voting rights.

Legacy: a Son/Daughter, brother/sister of a Fraternity/Sorority member

Line: the new members of an organization who are presented at the same time

Philanthropy: a community service and/or fundraising project sponsored by a chapter

Potential Member (formerly known as Pledge): a member of a fraternity or sorority not yet initiated

Pledge Trainers: Greek Officers who guide potential members through the membership recruitment process. They are asked to provide objective advice and support

Greek life groups at Luther College

Six different Greek groups exist on campus, all student led with assistance from a faculty advisor. Within each group, members are elected by their peers to serve on an executive board which works together to make the sorority or fraternity successful and enjoyable. In addition, members of each Greek group are chosen to serve on a special council, Inter-Greek Council, which unites all Greek Life and directly impacts the Luther community by planning campus Greek events. The Greek Life groups offered on campus are:

- Alpha Beta Psi (sorority)
- Tri Omega (fraternity)
- Chi Theta Rho (sorority)
- Sigma Chi Theta (fraternity)
- Tau Delta Gamma (sorority)
- Zeta Tau Psi (fraternity)
- Inter-Greek Council
Advising an Organization

Information for your organization advisors

Thank you for volunteering your time and wisdom to a Luther Greek organization. Below is some information to help you understand your role. The information below is more to do with best practices than requirements as your role may depending on groups needs. Some of the roles that an advisor may play are: teacher and/or coach, consultant, continuity provider, counselor, interpreter of college policy or financial manager.

Time Commitment

The commitment of time to be an advisor can vary from a couple of hours a month to a couple of hours a week throughout the academic year depending on the group’s needs.

9 functions of an advisor

1. To be informed of the purpose and the activities of the organization.
2. To be informed of college policies and procedures governing organizations.
3. To work with the organization's officers to ensure that they are informed of college policies and procedures.
4. To assist the organization's officers in the planning and evaluation of activities, as well as the operational aspects of the organization.
5. To encourage organizational members to assume responsibility for their actions and for the effectiveness of their programs.
6. To advise, but at the same time, allow freedom for organizations to plan and coordinate their own activities and programs.
7. To review and when needed sign vouchers, travel authorizations, contracts, and other forms.
8. To receive, review and pass on to the organization's treasurer all monthly ledger sheets from Financial Services.
9. To attend the organization's meetings when needed.

Please review any alcohol-related event registration form closely to make sure it is compliant with the college policy.
Dos and don’ts of an organization advisor

Be an advisor that does

● Make yourself available to be a resource
● Share knowledge and tips of how to create events and programming
● Interpret college policy and how it affects the organization. If unsure contact the Assistant Director of Student Activities.
● Act as a role model for the group
● Plant seeds for ideas around programming and service
● Assist with decision making when needed
● Have an open mind to students’ ideas, keeping the focus on the WHY

Don’t be an advisor that

● Runs the group meetings
● Be a point person for groups when organizing events student group events should be led by students not advisors
● Uses their position of power to veto decisions, ideas or actions or a group
● Is the main recruiter of the organization
● Dictates the decisions, ideas and values of programs and events
● Is ultimately responsible for the failure or problems with events or programs

Advisor liability

A Luther College student organization advisor should have a sound knowledge of the activities that the organization they are advising is participating in. Advisors should intervene if an organization is planning to or has participated in an event or program that violates Luther College policies and procedures. If an organization is found to have violated code of conduct advisors will be contacted by the college to provide more information.

An advisor will have the right to disapprove of any event or activity that a group is doing. However, by signing any purchase permits, alcohol related event registration forms and/or any other Luther College related paperwork connected to the organizations engagement in an event will be considered approval.

If advisors have knowledge of any violations of the code of conduct they will be held accountable by the college.

We hope you enjoy being an advisor, It can be a fantastic opportunity to get to interact with student leaders outside of the classroom structure or office structure. The experience can be a rewarding opportunity be a part of student hands on learning with conflict management, programming, leadership and more. All valuable skills you can help develop in students that will impact them at Luther and beyond

Day before Fall classes - The Fall activities fair.
The last Tuesday in September – before this date you should have reviewed and signed off on the groups prospectus.
April 10 – before this date you should have reviewed and signed off on the groups charter.
May 15 – Before this date groups should have contacted you and requested for you to remain their advisor before filling out a recognized organization form for the following year.

Important deadline to be aware of:
Student Leadership

Student group leaders are an integral part of the success of an organization and have the ability to positively impact the community at Luther College and beyond. You may be asking yourself what is my role as a leader of an organization? Leaders are students who can help set the tempo of an organization, give advice and direction with a focus towards a common purpose.

There are many roles a student leader may need to apply at different times. Remember no one is expecting you to be an expert. Showing vulnerability or asking for support is not a sign of failure. Some roles you may want to think about in your position are listed below:

**The Conductor**

Make sure minutes are being recorded and agendas are begins created and followed. Keep track of tasks - who is doing what and where to go to get things done.

**The Referee**

This is a pretty hands off role. It involves observing the interpersonal connections within a group. Often summarizing some progress that has been made. Help groups navigate conflict though mediations and recognize not all referees make the right call and own your mistakes.

**The Mentor**

Share your wisdom that you have learned from previous challenges and successes. Let members attempt tasks and try not to take on everything. This can be particularly useful when you know there will be a transition in leadership. Make sure the knowledge from each student leader is passed on.

**The Activist**

Advocate for resources or changes in policy to best serve the welfare of your organization. Your advisor will be a good resource to help navigate both your groups and institutional community needs.

**The Security Guard**

One of the most foundational needs for a group is to be safe. Be vigilant of any behaviors or group dynamics that could cause both physically or emotional harm. There is an element of risk in everything we do; your role is to make sure members of your group are not being reckless. If you are ever unsure communicate the situation with your advisor.

**The Jack/Jill of all trades**

Make sure you are there to assist with whatever the group may need. This does not mean be available all the time or pick up the groups slack. It means showing up and recognizing that there is no small role within your organization.

**For What it’s Worth**

Three pieces of unsolicited advice as you take on a leadership role:

Be real and level with your peers. You should create an environment where you can be honest and upfront about other people’s actions and impact and be receptive when group members are honest with you. **Keeping silent breeds both hostility and resentment.** Open and honest dialogue can transform communities.

Create a no-flex zone where you put your ego as a leader away. Remember you are working for the group not the other way around. Focus on your mission and work together as a team. The process can often be messy so keep an open mind.
and recognize that you are all looking for the best way, it not about your way. Great leaders listen before talking and have the mission in mind when making decisions.

Keep in mind that laughter, commitment and enthusiasm are contagious and will spread across any organization. Caution: Cynicism and frustration are contagious too. A group with low moral will become extremely draining.

**Burnout**

Be aware of signs of burnout not only for yourself but for other high-achieving members in your organization and advisor. Community care is a large part of leadership.

1) **Exhaustion** Feeling tired, emotionally and physically all the time with a lack of energy to perform tasks.
2) **Lack of motivation** a constant lack of enthusiasm with your role or purpose in the organization and not looking forward to group meetings and events.
3) **Frustration/Cynicism** Feeling like nothing you do really matters, a consistent feeling of pessimism.
4) **Decline in self-care** This can be any unhealthy coping strategies such as poor eating or drinking habits, not sleeping. Unable to find ways to de-stress.
5) **Frequently bored and detached** Not investing yourself in any activities or relationships. Uninterested in most activities and tasks.
6) **Denying the 5 things above are happening**

Some things you can do

Student leadership roles can be exciting and rewarding. If you are new to an organization or are unsure about how to be successful as a leader connect with the resources available to you. Your advisor, Student Senate leadership and the Assistant Director of Student Activities can all help guide you around membership recruitment, managing meetings, delegating tasks, fundraising and much more.

GOOD LUCK!

Remember we are all a work in progress trying to lead by example.
Guidelines for Organization Prospectus

Due annually by the last Tuesday in September

- Name of Organization: (Full Name)
- Name of Person Submitting Prospectus:
- Date Submitted:
- School year: 20**-20**
- Two printed copies of prospectus and one electronic sent to IGC advisor: Yes/no

*The annual prospectus encourages social organizations to plan their annual activities and to formulate goals and objectives for the school year. By submitting a prospectus organizations are complying with Article VIII of the Community Assembly Bylaws.*

This prospectus must be submitted to Student Senate (via IGC advisor) no later than the last Tuesday of September. Please complete in the format and order provided.

- HISTORY: How does your organization wish to be remembered?
  - When was the group started?
  - Who started the group?
  - What kind of group did it start as and what has it progressed to?
  - Why was the group started, and why was the name (or letters) chosen?
  - What has the group done throughout the years that has created tradition?

- PHILOSOPHY: Why does your group exist? What is important to your members? (fundamental beliefs, values, concepts, and attitudes)
  - What fundamental values does your group embrace?
  - Why do you attract and recruit the type of personality you do?
  - How is your group different than all of the others?

**GOALS AND OBJECTIVES**

For anticipated activities and projects. You need to plan! Form the journey your group wishes to follow this year. Which activities should you sponsor to fulfill your philosophy? What is important to your organization? How will you reach your goals?

- GOALS:
  - In which direction do you wish your group to go?
  - What do you want to accomplish as campus community leaders?

- OBJECTIVES:
  - Create a game plan
  - Build stepping stones in order to fulfill objectives
ACTIVITIES

In this section outline the activities that your organization is planning this academic year.

Minimum of one civic and two college community projects

- Community Service Projects
- Campus Service Projects
- Social activities.

*The Alcohol-Related Event Registration Form and the Alcohol Vendor Agreement Form must be completed and given to the Student Life Office one week before the event.*

- Pledge activities
  - What are you going to do?
  - When are you going to do it?
  - Where are you going to do it?
  - Who's involved?
  - How do your pledge activities adhere to the current hazing and alcohol policies?

Alcohol Policy

8.1.7 Each organization’s prospectus will include guidelines for responsible use of alcoholic beverages. Reports of violations of these guidelines made by members of the Luther community to the Student Life Office shall be referred to the Luther College Hearing Board under 8.2.1 and 8.2.2. The guidelines must include, but are not limited to, the following:

A. That the possession, use, sale and/or consumption of alcoholic beverages at any organizational activity or function shall be in compliance with all applicable laws and Luther College policies.

B. That the organization will encourage moderation and lawful consumption in regard to alcoholic beverages. They will also discourage irresponsible consumption of alcoholic beverages. To this end, food and alternative non-alcoholic beverages will be available in the same manner as alcoholic beverages at all organizational functions.

C. That if the organization hosts an off-campus event involving alcohol, it will develop and implement programs such as buddy systems, designated drivers, Students Against Drunk Drivers (SADD) contracts, designated bartenders, and will meet with a Lifetime Wellness Educator for an information and discussion session on legal and responsible alcohol use.

D. That any activity designed for the purpose of initiating or activating pledges into the social organization on either pledge night or activation night will involve no alcohol.

E. That there shall be no required alcohol consumption.

F. That when alcohol is available at an off-campus event sponsored by a campus organization, the event shall be in a setting where alcohol sales are legal, provided by a private, licensed vendor on a per drink basis, with no profit from alcohol sales going to the sponsoring organization. This means no purchase, sale, or distribution of alcohol by the organization.
G. That the organization shall register its event with, and receive approval from its advisor, indicating the place, time, anticipated number of guests, and methods to comply with “a” through “f” above. Such methods may include, but are not limited to, employing local law enforcement officers at the event. A copy of the registration will be sent to the Student Life Office.

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**Hazing policy**

Hazing, by its very nature, is an activity that is counter to Luther’s mission statement. Student organizations, teams, ensembles and groups are expected to conduct themselves in accordance with the mission statement and the Code of Conduct, which follows in part:

*As a community, we share a dedication to creating an environment that supports trust, respect, honesty, civility, diversity, free inquiry, creativity, and an open exchange of ideas ... For the benefit of the community, the Code of Conduct limits certain behaviors and activities. It also attempts to protect the academic integrity, health, welfare, safety, rights, and property of the college community.*

There are two primary conditions that create a hazing dynamic:

1. New members often wish to be accepted, either formally or informally, into any group, and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Students have died or been seriously injured as a result of participating in activities to which they have “consented.” The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.

2. Any activity that places new members in a subservient position to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New members in any organization should expect to be introduced, oriented, and trained about the organization, team, ensemble and group mission/values/traditions, but membership in any experience that puts a new member in a lesser role, unrelated to the original conditions for membership or mission, is inappropriate and unfair to the new members. Any activities of membership should be equally shared among experienced and new members.

**Hazing Definition**

*Luther College prohibits hazing by individuals or organizations, teams, ensembles and groups and defines it as follows:*

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the organization, team, or group. This includes any activity, whether it is presented as optional or required, that places a new member in a position of servitude as a condition of membership. Any activities of membership should be equally shared among experienced and new members. Prohibited acts of hazing include those covered under Iowa State law.

Though it would be impossible to list all behavior that could be deemed to be hazing, the following are some typical examples of hazing and are prohibited:
• Any physical act of violence expected of, or inflicted upon, another
• Any physical activity expected of, or inflicted upon, another, including calisthenics
• Pressure or coercion of another to consume any legal or illegal substance
• Making available unlawful substances
• Excessive fatigue or sleep deprivation as a result of any activities
• Forced exposure to the weather
• Kidnapping, forced road trips, and abandonment
• Required carrying of or possessing of a specific item or items
• Servitude (expecting a new member to do the tasks of an experienced member)
• Costuming (required dress) and significant alteration of appearance
• Line-ups and berating
• Coerced lewd conduct
• Degrading games, activities or public stunts
• Interference with academic pursuits
• Violation of College Code of Conduct
• Assignment of illegal and unlawful activities

Alleged violations of this policy will result in campus disciplinary action and may be subject to criminal prosecution. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited. Student disruption to classroom, workplace, and other functions as a result of any hazing activity may result in removal from class or the workplace.

Reporting Hazing

Luther community members may report acts of hazing whether directly experienced or observed to Campus Safety and Security or the Student Life Office. Reporters may provide anonymous reports of hazing activities but must include specific information related to the organization, team, or group; the time and date of the alleged hazing; the location; and a description of the activities. The description should be written with specific details as to allow a proper investigation to take place.

How will the organization adhere to the hazing policy

• Brief outline of sanctions and or protocol

Organizations response to both policies above

• OFFICERS
  o Name email SPO
• Date of elections
• Members
  o Current members, Name, first and last
Potential pledges 2018, Name, first and last

- **Advisor's Signature**: In accordance with the requirements of Article 8.1.6 of the Community Assembly Bylaws, I certify that I met with the organization in the preparation of this prospectus.

- **Date**
Greek life Organization Checklist

The checklist refers to the student handbook and can be used to help to provide structure during transitions of leadership. Any questions please contact the IGC advisor.

The checklist below may be subject to change.

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**Spring**

◊ Obtain and confirm an advisor by May 10th **8.1.2**
◊ Obtain Advisor information to allow them to be invited to meeting and to be able to keep them fully informed of the organizations activities **8.1.2**
◊ Complete the active recognized organization form to secure recognition the following academic year

**Fall**

◊ Set Dates for Bystander training for all potential pledges and inform IGC advisor of potential pledge students that must be in their second year at Luther **8.1.4.1**
◊ Set up meeting with the district attorney from the courthouse to attend a meeting
◊ Obtain a format for the prospectus during the first meeting with IGC the will be provided and outlined by the IGC advisor **8.1.6, 8.1.4.1**
◊ Review the alcohol guidelines highlighted in the prospectus **8.1.7.1**
◊ Review the hazing guidelines in the prospectus
◊ Submit prospectus last Tuesday in September **8.1.3**
◊ Election of officers December **8.1.4**
◊ Required workshop for presidency open to all officers (contact IGC advisor for details to be help the week after elections) **8.1.4**

**Spring**

◊ Input and review of organization handbook for following year from former leaders
◊ Schedule the general attorney to meet with organization leaders about legal matters
◊ Rush activities permitted for 2 weeks in March or April to be decided by IGC **8.1.4.1 section D**
◊ Set Dates for Bystander training for all potential pledges and inform IGC advisor of potential pledge students that must be in their second year at Luther **8.1.4.1**
◊ Annual Charter Applications Due April 10 (firm deadline) **8.1.7.1**
◊ IGC advisor will review all charters
◊ Set up regular meetings with required attendance for the following academic year **8.1.5**
◊ Begin to think about service projects that will and criteria for charter acceptance **8.1.7.1**

**Additional Items**

- Know the code of conduct in Article IV, particularly as sections and hearing board processes can affect entire organizations.
- IGC meetings are to
  - Share ideas, coordinate activities, discuss problems, develop leadership, organize pledging activities, and discuss other issues which are pertinent to the social organizations. Through these meetings the advisor of IGC will offer programming assistance for the purpose of enhancing the range of activities in which the organizations may choose to participate **8.1.5**
Guidelines for Annual Charter Review

Due annually by the April 10th

Listed below is a checklist for the annual charter review process. This conforms to the specification of article 8.1.7.1 of the Luther College Student Handbook regarding the annual charter review (please note the criteria in (c.) of the Handbook).

Applications are due by 5:00 PM, April 10, to the Assistant Director of Student Activities either by email stuorgs@luther.edu, google or by delivery. This is an absolute deadline.

Your application for charter review could be organized as follows:

1. Name of Organization
2. Name of person submitting application
3. A brief summary of school year activities as organized in the following categories:
   A. Community Service Projects
      a. Approximate community volunteer hours as an organization?
   B. Campus Service Projects
      b. Approximate campus volunteer hours as an organization?
   C. Names of philanthropies your organization donated to
      c. Approximate amount of money donated to each cause?
   C. Social Activities
   D. Constructive Team Building Pledge Activities
4. A brief summary of how the guidelines for responsible use of alcoholic beverages were implemented in your organization
5. A brief summary of organization's contribution to quality of student life and campus life's and organizations Mission Statement
6. A brief statement of organization's compliance with the college
7. Advisor's Signature (electronic signature appropriate)

If you have any questions please contact the Assistant Director of Student Activities
# Charter Review Checklist

**Student senate leadership and Assistant Director of Student Activities**

Organization: __________________________________________

Date: __________________________

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<th>Satisfactory</th>
<th>Unsatisfactory</th>
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<td>1.</td>
<td>Applications with advisor’s signature revised by April 10th by student life administration</td>
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<tr>
<td>2.</td>
<td>Organization had no illicit use of drugs or alcohol</td>
<td>[ ]</td>
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<td>3.</td>
<td>Organization had no abusive use of alcohol</td>
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<td>4.</td>
<td>Three or more service projects per year:</td>
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<td>- One project of community service</td>
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<td>- Two projects of campus service</td>
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<td>5.</td>
<td>Contributed to quality of student life and campus life</td>
<td>[ ]</td>
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<td>6.</td>
<td>Compliance with the college Mission Statement</td>
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- [ ] Reviewed disciplinary file of each organization
  - Comments:

- [ ] Reviewed any objections from the Luther community in regard to a charter approval
  - Comments:

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Based on the criteria as outlined in the student handbook, the charter Review Board has:

- [ ] Accepted the charter submitted
- [ ] Accepted the charter with conditions or restrictions
- [ ] Refused the charter application

Comments:
The Alcohol-Related Event Registration Form and the Alcohol Vendor Agreement Form must be completed and given to the Student Life Office one week before the event. Receipt of form does not constitute approval.

"The event shall be in a setting where alcohol sales are legal, provided by a private licensed vendor, on a per drink basis, with no profit from alcohol sales going to the sponsoring organization. This means no purchase, sale, or distribution of alcohol by the organization." Please have your vendor complete the attached vendor agreement and provide a copy to the Student Life Office with this form as well.

Advertising the events

II. Approved locations of advertisements
A. Advertisements which imply that alcohol is available are not allowed in any campus building.

IV. Specifics on Advertising
A. Allowable
1. In accordance with the policy stated in I above, advertisements are restricted to the following guidelines:
   a. Advertising must describe the event.
   b. Advertisements must give the location of the event.
   c. Advertisements should list the time of the event.
   d. All advertisements must state the name of the organization sponsoring the event.

B. Non-Allowable
1. Any event or advertisement which is an affront to personal dignity, violates individual rights, reflects an ethnic or racial prejudice, or causes personal offense.
2. Any graphics depicting alcoholic beverage containers, persons consuming beverages, or obscene acts.
3. Advertisements calling the event an “all-campus party.”

C. General
1. To assist advertisers and to help comply with I.C. above, we recommend that all advertisements be approved by either the Director of Student Activities and the Dahl Centennial Union or the Assistant Dean for Student Life.
2. The print shop will not print ads without notification of approval.
3. To enhance your event, we recommend you have a theme. This will help with identification of the event and advertising.
4. The word party may only be used when it is used as part of the theme or used as a noun in the advertisement (i.e., Halloween Party, Christmas Party, Beach Party).
5. The Luther Mail Center also abides by the above guidelines.
6. Final decision on acceptable advertisements is up to the discretion of the Director of Student Activities and the Dahl Centennial Union and the Assistant Dean for Student Life.
Completed forms must be given to the Student Life Office one week before the event!

ALCOHOL--RELATED EVENT REGISTRATION FORM

Must be given to the Student Life Office one week before the event

Organization:

Proposed event:

Date and time Start to finish:

Location:

Location owner/Proprietor:

Description of event:

Number of estimated attendees and manner of invitation:

“The event shall be in a setting where alcohol sales are legal, provided by a private licensed vendor, on a per drink basis, with no profit from alcohol sales going to the sponsoring organization. This means no purchase, sale, or distribution of alcohol by the organization.” Please have your vendor complete the attached vendor agreement and provide a copy to the Student Life Office with this form.

Vender name, contact person, and phone number:
Detail the manner in which your organization is working to ensure legal consumption, and actively discouraging irresponsible consumption:

Describe specifically how alcohol will be purchased and dispensed at this event:

Describe the safety mechanisms developed, specifically including transportation issues:

What contacts and arrangements have you made with local law enforcement agencies, or private security staff?
What are the arrangements for food and non-alcoholic beverages, including quantity?


Since advertising is not permitted, who do you anticipate to be in attendance, and how will they be aware of the event?


I believe this event is planned to be in full compliance with Luther policies and their intent.

Organization president signature:

Date:

Vice President or appropriate social chair signature:

Date:

Advisor approval:

Date:

Student Life Office signature and date of form received:

Date:
Alcohol Vender Agreement Form

Luther College policies state that when a campus student organization sponsors an off-campus event involving alcohol, "the event shall be in a setting where alcohol sales are legal, provided by a private, licensed vendor on a per drink basis, with no profit from alcohol sales going to the sponsoring organization. This means no purchase, sale, or distribution of alcohol by the organization."

Policies also call for organizations to actively discourage the irresponsible or illegal consumption of alcoholic beverages. To this end it is also the expectation that vendors actively work toward these goals. The practice of one person of legal age purchasing drinks and providing them to others of non-legal age is one such example of how illegal consumption occurs and should be avoided. Restricting sale and consumption to an area open only to those of legal age may be the most practical, and possibly the only, way to accomplish the goals of this policy.

**I agree to active compliance with the policies of Luther College as I contract with this Luther College student organization.**

Organization name:

__________________________________________________

Event:

__________________________________________________

Date and time of event:

__________________________________________________

Vendor name:

__________________________________________________

Vender representative signature: ________________________ Date: ________________________

Vendors are encouraged to contact the Assistant Director of Student Activities Office at 563-387-1023 Luther College regarding any questions or concerns.