PURDUE UNIVERSITY
Fraternity, Sorority and Cooperative Life

August 2024 Newsletter

This newsletter is shared with organization Presidents, Advisors, and Council Officers. Other officers or members may find this information useful so please feel free to copy and paste important parts into your meeting minutes or into emails to share the knowledge, announcements, and important dates.

A. Programs
  a. **Meet FSCL**
  - i. Sunday, August 18 is the Meet FSCL event at Memorial Mall. All organizations should register at this **link** by the end of the day, today (8/1).
  - ii. There are expectations your organization should be aware of:
    1. Arrive on time for set up; no later than 9:30 AM;
    2. Abide by the five (5) person max at each organization table;
    3. Break down the provided table at the conclusion of the event, including disposing of any trash in the surrounding area;
    4. Avoid the use of offensive language and obscene gestures throughout the course of the event;
    5. Prohibit the use of drugs and alcohol; any member found to be under the influence will be asked to leave the event and the organization may be subjected to the respective council's judicial/mediation process;
    6. Do not speak negatively of another organization to potential new members; dirty rushing/recruiting/intake will not be allowed.
    7. Organizations are allowed to bring a tent no larger than 10 ft x 10 ft, but the organization is responsible for weighing the tent down; stakes should not be used as there is no permission to do so by those that manage the space.

B. Health & Safety
  a. **Educational Programs**
  - i. FSCL Organizations, if anyone is planning ahead for educational programming related to health and safety, leadership development, etc. please reach out to Abby Howard, Associate Director of FSCL, at howardal@purdue.edu for recommendations and support.

  b. **New Member Education Plans**
  - i. All plans shall be no longer than 8 weeks and no more than 12 hours in a week of programming for new members (i.e., study tables, education meetings, brotherhood/sisterhood, Bid Day/Dinner, Big/Little, Initiation etc.)

        1. If an inter/national policy is shorter, that expectation must be followed.

    ii. A plan will include date, time, location, and full description of activities taking place.

        1. While we don't expect organizations to provide official ritual information, we do expect a general description of activities. For example: "new members will arrive at 6:30 PM and will wait for chapter leadership in the formal living room. During this activity, the chapter will complete the initiation ceremony, and members will be fully initiated at the end of the program. Our Chapter Advisor will be present to assist with the ceremony."

    iii. New Member Education plans must be submitted on BoilerLink (https://boilerlink.purdue.edu/submitter/form/start/35809) <u>14 days prior</u> to the start of a new member process as this is the designated registration process for such activities.

        1. Failure to submit the New Member Education Guidelines and Program Submission will result in follow-up via the judicial process for the council in which your organization is a member.

        2. This is consistent with University policies for high-risk organization activities registered through the Student Activities and Organizations' (SAO) APF process.

    iv. Once submitted the office will review each plan in its entirety and reply with questions and feedback.

        1. It is expected that replies to the office from the submitter are timely, so the plan must be submitted by the person in charge of executing the New Member Education process.

    v. If there are changes or additions to the plan (i.e., date, time, location, or activities taking place) these must be communicated to the office immediately.

c. Red Zone Awareness

    i. The RedZone is the time between move in week, and about Thanksgiving break where over 50% of sexual assaults occur. This happens nationwide on college campuses.

    ii. To help bring awareness and resources to you all, CARE is going to be holding tailgate tents for the four home football games in September. One of the reasons for this is to make sure you and your peers have resources, support, and knowledge available to them to have a safe time. CARE is also connecting with campus partners to show students there are groups across campus who are all passionate about eliminating sexual violence on campus.

d. Emergency Contact Form for Housed FSCL Groups

    i. If you have not done so already, please submit your contact information via the Purdue emergency contact form. https://www.purdue.edu/ehps/fire/fire-safety/greek-housing-form.php

        1. PUFD/PUPD uses this information to make contact with FSCL houses during an emergency.

        2. Contacts for house director, property management/maintenance, and local housing board members are needed during these times.

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e. **Purdue Alerts:** Encourage your members, new volunteers, or staff to sign up for **Purdue Alerts** (If you have not done so already), which will provide you with details and where to look for information if something significant occurs. To learn more about PurdueALERT, Purdue's Emergency Warning Notification System, follow this link.

f. **Fire Inspections**
   i. West Lafayette Fire Deputy Chief, Tony Schutter, will send the fire inspection schedule to FSCL house leaders, please be mindful of this email.

g. **Activity Planning Forms (APF) Guidance**
   i. Please review this guide on APFs for FSCL groups to know when you need to register an event.
   ii. Barn Parties must be registered (APF) with SAO and your Council. SAO (Student Activities and Organizations) Office released a document to guide organizations as they plan off-campus events. This was made and published to help give organizations a heads up about venue requirements, as the campus safety committee was seeing many organizations wanting to host events at venues and/or barn spaces that were not approved as legitimate venues and were unlikely to be approved in time for the event. Event Venue Information expectations are as follow:
      1. The venue must hold an Amusement and Entertainment Permit (A&E) from the State of Indiana, provide a certificate of Insurance evidencing at least $1M of general liability insurance and $1M of liquor liability insurance (if alcohol is being served), and share occupancy information with your organization.Examples of venues are: indoor/outdoor sports arenas, opera houses, movie theaters, night clubs, bars, or restaurants with dance floor or stage show/performances, dance halls, comedy clubs, any type of regulated amusement device being operated, theaters, and outdoor theaters, stadiums, or stages. If the venue does not have the A&E Permit, your organization cannot hold your event there.
      2. Other safety factors to keep in mind for the location of your event are the emergency exits, fire alarm/smoke detector system, occupancy load, and electrical circuit setup. If your organization uses an unapproved vendor, establishment, or individual, your organization may be held liable for any damages, fees, or other sanctions due to non-approval from Student Activities and Organizations.

C. Administrative Updates

a. **Submission of New Member Education Guidelines and Program Submission**

   i. New Member Education plans must be submitted on BoilerLink 14 days prior to the start of a new member process as this is the designated registration process for such activities.

b. **Certificate of Insurance Due by August 16, 2024**

   i. Per the Purdue University Student Regulations, all student organizations not covered by Purdue University's liability insurance program (those whose finances are not managed through the Business Office Student Organizations) must provide proof of liability insurance. Such proof shall be in the form of a Certificate of Insurance showing a minimum of $1.0 million of commercial general liability insurance. The Certificate shall also name Purdue University and The Trustees of Purdue University as additional insureds.

   ii. Organizations must submit a new Certificate of Insurance annually within 30 days of expiration of the previous year's policy. Procedures for Forming and Maintaining Student Organization: https://catalog.purdue.edu/content.php?catoid=13&navoid=16479

   iii. Proof of Insurance can be requested from your Inter/National Headquarters and/or your liability insurance provider. You may also request that your insurance provider send your proof of insurance to the FSCL Office automatically when your annual policy renewal occurs.

   iv. Please submit your proof of insurance the FSCL Office (fscl@purdue.edu) by August 16, 2024 They can also be mailed to:
      Purdue FSCL
      1198 3rd Street
      Krach 229
      West Lafayette, IN 47907

   v. Failure to comply may result in loss of social privileges until the proof of insurance is received. Please let me know if you have any questions!

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D. Organization Roster Updates

a. **If anyone needs to be added to your roster** - please have that MEMBER fill out **this form** **https://boilerlink.purdue.edu/submitter/form/start/24702** on Boilerlink logging in with their own log-in information. *This is also the form New Members must complete within 72 hours of accepting an invitation to join.* Submitting forms through their account is vital as there are agreements they sign off on, which may not be done through others' accounts. You may also use the new QR code below to navigate to this form.

b. **If anyone needs to be removed from your roster** (Please REMOVE SENIORS that graduated in May 2024 at this time) – The OFFICER responsible for updating your Roster should complete the **FSCL Member Removal Request Form** on Boilerlink. One form should be completed for each member you desire to remove from your roster. You may also use the new QR code below to navigate to this form:

c. **IN-HOUSE members and borders (HOUSED ORGANIZATIONS ONLY)**. Please use the Excel template previously emailed to organization presidents, add the members (and boarders, if applicable) living in the house for the 2024-2025 academic year, input their information to the excel sheet, and then upload it into this **BoilerLink Form**. The form is also available via this QR Code:

Please complete Roster Updates and In-House Rosters by **August 7, 2024**. **Please contact bcutler@purdue.edu or with any questions.**

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E. **Save the Date**
  a. **Meet FSCL**
      i. Sunday, Aug. 18th from 10 AM-2 PM at Memorial Mall
      ii. Check-in for organizations will begin at 9:30 AM
  b. **FSCL Presidents' Welcome Back Meeting**
      i. Monday, August 19, 2024 at 6:30 PM in Beering 2280 - Chapter/House Presidents are expected to attend.
  c. **IFC & PHA Joint Risk Roundtable -** Wednesday, August 21st at 7 PM
  d. **MGC Block Party -** Sunday, August 25th from 3:30-7:30 PM on Krach Lawn
  e. **NPHC Fall Week of Events -** Monday, Aug. 26th - Friday, Aug. 30th
  f. **Fall New Member Educator/Intake Coordinator Training**
      i. Thursday, Aug. 29th at 6 PM in KRCH 230
      ii. Tuesday, Sept. 10th at 6 PM in KRCH 260
      iii. Wednesday, Sept. 11th at 6 PM in KRCH 260
  g. **PHA Block Party -** Friday, September 6th
  h. **NPHC Yard Show -** Friday, September 6th
  i. **Health & Safety Initiatives Week - Fall 2024**
      i. Part 1: Sunday, Sept. 22nd - Thursday, Sept. 26th
      ii. Part 2: Sunday, Sept. 29th - Thursday, Oct. 3rd
  j. **October Break -** October 7th – 8th
  k. **IFC & PHA New Member Orientation (NMO) -** Sunday, October 13th from Noon-4:15 PM
  l. **PCC Alumni Summit -** Sunday, October 13th
  m. **PCC Serenades -** Sunday, October 20th
  n. **Purdue Fall Family Weekend -** November 1st - 3rd
  o. **FSCLS -** Sunday, November 10th
  p. **Thanksgiving Break** - November 28th – 29th
  q. **Fall Reporting Deadline -** Sunday, December 1st
  r. **Fall Finals Week** - December 9th - 14th
  s. **CPLA -** Friday, January 10th - Sunday, January 12th
  t. **Check out our Full Calendar of Events**
      i. https://www.purdue.edu/fscl/about/events.html

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F. Action Items

- ☐ Update Roster
- ☐ Register/Attend Meet FSCL
- ☐ New Member Education Plans Submitted
- ☐ Certificate of Insurance Due
- ☐ Fire Inspection Scheduled
- ☐ Schedule 1:1 Meeting with FSCL Office Liaison
- ☐ Live-in Member List (Housed Organizations Only)
- ☐ Emergency Contact Information Submitted (Housed Organizations Only)

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