

ALPHA TAU OMEGA 2016-2017

ANNUAL REPORT & AWARDS APPLICATION

DUE: MAY 1, 2017

TRUE MERIT REQUIREMENTS

To be considered for True Merit, chapters must meet these standards and guidelines:

- Chapters must at least meet their school's All Male Average or achieve a 3.0 GPA.
- Chapters must be financially current with payment to the National Fraternity.
- A risk management violation is NOT grounds for an immediate disqualification, but is determined by how well the chapter responds to the incident.
- Chapters must attend ATO National Programs as prescribed.
- Chapters must complete GreekLifeEdu within their deadlines.

CERTIFICATION

We hereby certify that the information contained within this report is correct and accurately reflects the programs and status of the chapter.

***For use by National Fraternity Staff only:**

Accpt PM: Y N

SerHR: _____

PhDOL: _____

CGPA: _____

SCN: Dt: _____

Initl: _____

SCHOOL (University/College)

CHAPTER (Insignia)

**BOARD OF TRUSTEES CHAIRMAN
(Signature)**

**CHAPTER PRESIDENT
(Signature)**

**SECRETARY
(Signature)**

INSTRUCTIONS

THE ANNUAL REPORT IS REQUIRED BY THE CHAPTER TO REMAIN IN GOOD STANDING.

The Executive Directives of the Alpha Tau Omega Fraternity, Section 5-15 states:

“Each chapter shall submit to the Chief Executive Officer, over the signature of its President, Secretary and Chairman of the Board of Trustees, an Annual Report upon forms provided by the Chief Executive Officer.”

REQUIREMENTS:

1. Read and fill in each section of the Annual Report. **The chapter is required to fill out the Annual Report**, regardless of the desire for chapter awards.
2. Do not put the report or supporting documentation in an elaborate binder (ie—no page protectors or plastic sleeves). Fasteners, metal clips, rings or friction binders are recommended. **Pages must be readily removable.**
3. Provide as many relevant details and supporting documents as possible. **Do not use a single page for a single item** (ie—individual tweets, Facebook posts/updates, photos, Roadshow posts).
4. **The Annual Report must not exceed 200 pages (not counting chapter bylaws).**
5. **CERTIFICATE OF COMPLIANCE:** Indicated members and officers must read, sign and return the included Certificate of Compliance regarding the ATO Risk Management Policy.
6. Send the completed Annual Report to the **Alpha Tau Omega National Fraternity Headquarters** and have a copy made for the chapter Board of Trustees. **The report must be postmarked no later than May 1, 2017.** *All parts of this report will be kept at the Alpha Tau Omega National Fraternity Headquarters and sent to the ATO Archives for historical purposes.*

RETURN TO ATO NATIONAL FRATERNITY HEADQUARTERS VIA FEDEX- OR UPS-REQUIRED SIGNATURE MAIL:

**ALPHA TAU OMEGA NATIONAL FRATERNITY
ATTN: ANNUAL REPORT
ONE NORTH PENNSYLVANIA ST, 12TH FLOOR
INDIANAPOLIS, IN 46204**

YOUR REPORT MUST BE POSTMARKED NO LATER THAN MAY 1, 2017.

NEW *This is not the 2015-2016 Annual Report. These “NEW” markers will help identify parts of the report that have been updated or added. Be sure to pay close attention to these areas. Also, look for **HINT** markers for tips on how to best complete sections of the Annual Report.*

CHECKLIST

THIS CHECKLIST IS BROKEN DOWN INTO SECTIONS TO HELP COMPILE THE ANNUAL REPORT*. IT LISTS SUPPORTING MATERIALS AND ATTACHMENTS THAT SHOULD ACCOMPANY THE REPORT AS DOCUMENTATION.

FOCUS

- List of Committees
- List of Campus and Other Awards
- Member Accountability Program
- Social Service Program
- Chapter Contribution Breakdown
- Supporting Documentation (ie--news articles, letters, etc.)
- List of Campus/Community Activities and Organizations
- Leadership Development Program
- Professional Development Program
- List of Education Programs Sponsored and/or Attended
- List of Chapter Awards given to Brothers

FUNDAMENTALS

- Chapter Bylaws
- Academic Program
- Copy of Safety Audit
- Copy of Fire Inspection
- Ritual/Spiritual Program and Events
- Public Relations Program and Events
- Promotional Materials (ie--newsletters, news/press releases, ads, letters, cards, etc.)
- Chapter Communication Program and Methods (ie--facebook, twitter, instagram, etc.)
- Other Required Media Attachments
- Roadshow Summary (Screen capture from website)

FINANCES

- Chapter Budget
- Chapter Social Budget/Spending
- Member Financial Contracts
- List of Fundraising Events and Results
- Written Recruitment Plan including STUDS Profile
- Written Summer Recruitment Plan and Event List
- Sample Recruitment Materials

FRIENDSHIP

- Brotherhood Program and Events
- Written Pledge/True Merit Character Program
- Alumni Relations Program and Events
- Alumni Communication Materials (ie--newsletter, electronic communication, etc.)
- Board of Trustees Information
- Parents Club Program and Events
-

TRUE MERIT

- True Merit Essays
- Letters of Recommendation

ADDITIONAL REQUIRED INFORMATION

- Signed Annual Report Cover
- Official University/College Grade Report for the last three semesters
- Completed General Information Sheet
- Signed Certificate of Compliance

HINT *This Checklist does not limit the chapter from submitting other material.

CHAPTER AWARDS

TOP CHAPTER

This award is considered the highest honor given to a single chapter. The chapter must excel in all chapter operations of ATO and meet all criteria of the True Merit Award. The awards selection committee must unanimously vote a chapter to receive the award. The chapter must qualify for True Merit two years in a row to receive the Top Chapter Award.

TRUE MERIT

This award is one of ATO's top undergraduate chapter awards. The chapter must display significant leadership and participation in national programs and campus organizations. The chapter must have solid financial practices, social service programs and risk management programming to enhance a positive ATO experience for all members and pledges. True Merit award recipients are determined by the National Selection Committee based on the Annual Report and recommendations by the National Headquarters in-house committee.

TRUE MERIT HONORABLE MENTION

This award is given to ATO's distinguished chapters. The chapter must meet the award criteria and show overall improvement in chapter operations, campus involvement, recruitment and communications. Honorable Mention award recipients are determined by the National Selection Committee based on the Annual Report and recommendations by the National Headquarters in-house committee.

EXCELLENCE

These awards are given to ATO chapters that demonstrate general improvement in chapter operations or on a particular chapter operation that deserves merit.

SCHOLARSHIP

These awards recognize chapters achieving excellence in scholarship. Each chapter attaining at least a 3.0/4.0 cumulative GPA for the academic year will be rewarded for its achievement.

SOCIAL SERVICE

These awards recognize the chapters with the best social service programs and charitable giving programs. The Good Samaritan ELEVATE for Outstanding Service to Community is presented to chapters for exemplary achievement in fostering a spirit of services to others through a well-conceived and implemented chapter social service program. The Erskine Mayo Ross IMPACT Award for Outstanding Charitable Giving recognizes chapters who exemplify outstanding charitable giving in their communities and beyond.

COMMUNICATION

The Gold, Silver and Bronze Communication Awards go to the top three chapters displaying excellence in communication. Excellence in Communication Awards are given to chapters that demonstrate excellence in a particular form of communication. Communication Awards are selected by the Communication Awards Selection Committee based upon the Annual Report and recommendations of the National Headquarters staff.

RECRUITMENT

These awards recognize chapters with successful recruitment programs. Chapters that have successful recruitment programs with a high retention of pledges to initiation will be awarded a Recruitment Advantage Award. All Recruitment Awards are selected by the National Headquarters Staff.

TRUE MERIT

In addition to the individual sections of the Annual Report, the responses to the following questions will be the basis for the awards committee to decide the winners of Top Chapter, True Merit and True Merit Honorable Mention. Please note that judges are very interested in these areas and know how to determine the difference between “fluff” and fact.

PLEASE TYPE THE ANSWERS TO EACH OF THE FOLLOWING QUESTIONS IN ESSAY FORM AND ATTACH THE RESPONSES TO THE FRONT OF THIS REPORT.

ESSAYS:

1. Be very specific and explain the processes and steps your chapter took to move toward achieving True Merit -- **Why should your chapter be considered for True Merit?**
2. How has your chapter improved from last year (2016-2017)? Include brothers who were key in helping your chapter advance or improve and what they did.
3. Describe the most innovative activity your chapter has created and implemented this year.
4. Describe your chapter's culture. Include components that you believe are key to your chapter's culture.

HINT Good brotherhood: while important, is not sufficient when describing your chapter's culture.

LETTERS OF RECOMMENDATION:

Please enclose any letters of recommendation for the chapter. Examples include, but are not limited to: school administrators, faculty and staff; community leaders; Board of Trustees members and parents.

HINT In addition to advisors, alumni, parents and other people who know the chapter well, it is impressive to see chapters provide letters of recommendation from prominent figures such as university/college presidents, politicians and other notable figures. Please note that they should have knowledge of the chapter.

WHO IS YOUR CHAPTER'S THOMAS ARKLE CLARK NOMINEE?

Name: _____ Phone: _____

Email: _____

Criteria for best candidates should include a brother who is or has:

- Graduated or is Graduating (December 2016 or Spring/Summer 2017)
- A High GPA
- A Chapter Officer
- Campus Leadership
- Community Involvement Experience
- Honorifics/Scholarships



FOCUS

2016-2017

FOCUS

- List of Committees
- List of Campus and Other Awards
- Member Accountability Program
- Social Service Program
- Chapter Contribution Breakdown
- Supporting Documentation (ie--news articles, letters, etc.)
- List of Campus/Community Activities and Organizations
- Leadership Development Program
- Professional Development Program
- List of Education Programs Sponsored and/or Attended
- List of Chapter Awards given to Brothers

FOCUS CONTINUED ON NEXT PAGE...

FOCUS

Did the chapter hold organized goal-setting retreats? Y N
If yes, when (date)? _____

Did the chapter hold organized officer transitions? Y N

How often did the executive board meet?
 Weekly **Monthly** **Other (please explain):** _____

What was the average attendance at chapter meetings?
 100% **90%** **80%** **70%** **60%** **50% or Below**

Did the chapter host a Signature Event? Y N
If yes, provide a brief description:

Did the chapter utilize a judicial board to hold members accountable? Y N

What is the chapter president's current class/year?
 Freshman **Sophomore** **Junior** **Senior**

Did the chapter send members to ATO National Programs? Y N
Please list them here. _____

What were the chapter's top two goals?

1.

2.

Did the chapter win any campus or other awards this year (2016-2017)? Y N
If yes, **PLEASE ATTACH A LIST**

CHAPTER INVOLVEMENT & SOCIAL SERVICE

On a SEPARATE spreadsheet, please list all chapter members and pledges who are involved in campus and/or community activities/organizations, offices held and any special recognition received. Make sure the file is electronically available for your Leadership Consultant.

NAME	ACTIVITY	OFFICE	RECOGNITION
Joe Undergrad	Varsity Football	Captain	All-American, NIC All-Fraternity
Stew Dent	Student Government	Senator	--

HINT Be sure to include IFC officers, varsity letter athletes, campus clubs, student government, etc.

What percentage of members were involved in at least one other student organization?

100% 90% 80% 70% 60% 50% or Below

On a SEPARATE spreadsheet, please list all chapter members and pledges holding membership in national and/or local honor societies (ie--Omicron Delta Kappa, Phi Beta Kappa, etc.), attending school on a scholarship (name the scholarship, if applicable), named to the Dean's List or receiving a 4.0 GPA during the previous year. (Use additional sheets as needed.) Make sure the file is electronically available for your Leadership Consultant.

NAME	HONOR RECEIVED
Joe Undergrad	Dean's List
Stew Dent	Phi Beta Kappa, Who's Who, German Honorary Society

PHILANTHROPIC DOLLARS RAISED

On a SEPARATE spreadsheet, please list all of the money the chapter donated directly to an organization. Make sure the file is electronically available for your Leadership Consultant.

- Please count the dollars donated directly to an organization.
- Please do not count the costs associated with running an event or attending an event.

ORGANIZATION	DATE	DONATED	DESCRIPTION	PRIMARY CONTACT	PHONE	EMAIL
MS Society	2/11/17	\$5,000.00	Auctioned off haircuts for brothers	John Smith	555-555-5555	jsmith@email.com
CASA of Indiana	4/23/17	\$500.00	Chapter donated to purchase a date at the Theta Date Auction	Laura Smith	555-555-5555	lsmith@email.com

COMMUNITY SERVICE HOURS

On a SEPARATE spreadsheet, please list all of the hours of hands-on service chapter members and pledges completed. Make sure the file is electronically available for your Leadership Consultant.

- Please count the hours spent doing hands-on service for another organization.
- Please do not count the hours associated with planning a community event, or any hours associated with attendance at a philanthropy event.
- Sum all the hours for the event in the HOURS column for that date.
- Sum the number of participants in the # of ATOs column for that date.

EVENT	DATE	HOURS	# of ATOs	DESCRIPTION	PRIMARY CONTACT	PHONE	EMAIL
Habitat for Humanity	2/11/17	150	25	ATO re-shingled houses	Jill Smith	555-555-5555	jsmith@email.com
Indianapolis Soup Kitchen	1/23/17	16	4	Volunteered at soup kitchen	Larry Smith	555-555-5555	lsmith@email.com



FUNDAMENTALS

2016-2017

FUNDAMENTALS

- Chapter Bylaws
- Academic Program
- Copy of Safety Audit
- Copy of Fire Inspection
- Ritual/Spiritual Program and Events
- Public Relations Program and Events
- Promotional Materials (ie--newsletters, news/press releases, ads, letters, cards, etc.)
- Chapter Communication Program and Methods (ie--facebook, twitter, instagram, etc.)
- Other Required Media Attachments
- Roadshow Summary (Screen capture from website)

FUNDAMENTALS CONTINUED ON NEXT PAGE...

FUNDAMENTALS

Did the chapter conduct a formal initiation? Y N
If yes, when (date or month)? FALL: _____
SPRING: _____

Did alumni attend initiation? Y N
If yes, how many? FALL: _____
SPRING: _____

Did the chapter hold formal chapter meetings? Y N
If yes, how many? FALL: _____
SPRING: _____

Did the chapter open and close meetings in form? Y N

What is the condition of the chapter ritual equipment? (Rate 1-5, with 5 being perfect condition.)
 5 4 3 2 1 We don't have ritual equipment

Does the chapter perform the senior reaffirmation ceremony? Y N

Does the chapter perform the officer installation ceremony? Y N

Did the chapter have a Risk Management violation within the last year? Y N
If yes, provide a brief description:

CHAPTER GPA

Have the university/college provide a grade report for the chapter. This report should include the overall chapter GPA, the all men's average and the chapter's rank among fraternities on campus FOR THE LAST THREE SEMESTERS.

- Overall Chapter GPA
- All Men's Average (AMA)
- Chapter Rank (among fraternities)

GRADE REPORT MUST BE AN OFFICIAL DOCUMENT FROM THE SCHOOL.

HINT Ask the campus Greek Life director/advisor for this information in advance to give them enough time to request/collect the necessary data.

FUNDAMENTALS CONTINUED ON NEXT PAGE...

COMMUNICATION & PUBLIC RELATIONS

Did the chapter report to ATO Roadshow at least four times per month?

NEW PLEASE ATTACH A PRINTOUT of your Roadshow Chapter Statistics
(found under the ATORoadshow.org rankings page - click on your school to see your stats)

PLEASE ATTACH A PRINTOUT of your chapter's Twitter account.

PLEASE ATTACH A PRINTOUT of your chapter's Facebook account.

NEW PLEASE ATTACH A PRINTOUT of your chapter's Instagram account.

HINT *The chapter communication program helps the Communication Award Committee select excellence and communication award-winners. Be as detailed as possible, and provide proof of any claims made (links, printouts, screen-captures, etc.). Include all methods ranging from chapter-specific to community-wide communication.*

Was the chapter positively recognized by local, regional and/or national media (ie--news articles, advertisements, university publications, websites, TV, radio, etc.)? Y N

If yes, how many times was the chapter recognized? _____

PLEASE ATTACH A COPY OR LINK OF EACH

Does the chapter have a house or lodge? Y N

If yes, how many members are live-in? _____

What is maximum capacity? _____

Did the chapter eat meals together? Y N

If yes, how often?

Weekly Monthly Other (please explain): _____

Did the chapter hold a faculty/administration event this year? Y N

Did the chapter hold a parent event this year? Y N

HINT *If the chapter held faculty/administration and/or parent events this year, provide information about the event using additional sheets. Important things to include are dates, how many ATOs attended, how many non-members (faculty/administration/parents) attended, the location and a description of the event. Photos are also encouraged.*

Does the chapter have written bylaws? Y N

If yes, PLEASE ATTACH A COPY

When were the bylaws last updated (date, month or year)? _____

ADDITIONAL INFORMATION

Is the Risk Management Officer on the executive board?

Y N

Does the chapter use BYOB, tickets or third party vendors at social functions?

Y N

Does the chapter use kegs?

Y N

Does the chapter purchase cases of beer?

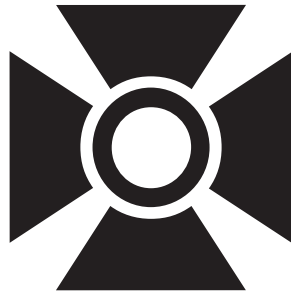
Y N

Is hard liquor allowed at social events?

Y N

Does the chapter have a cover charge for social events?

Y N



FINANCES

2016-2017

FINANCES

- Chapter Budget
- Chapter Social Budget/Spending
- Member Financial Contracts
- List of Fundraising Events and Results
- Written Recruitment Plan including
STUDS Profile
- Written Summer Recruitment Plan and Event List
- Sample Recruitment Materials

FINANCES CONTINUED ON NEXT PAGE...

FINANCES

What was the total accounts receivable (money owed to the chapter) this year? \$ _____

What was the collection rate this year? (How many people paid dues?)

100% 90% 80% 70% 60% 50% or Below

Did members sign financial contracts? Y N

If yes, **PLEASE ATTACH A COPY**

HINT *Financial contracts are helpful in holding members accountable for their dues, rent and other necessary financial areas. Signed originals should be kept on file with the chapter for record-keeping. To save pages, only attach a blank copy of the contract in this report.*

Does the chapter use a financial/billing service to collect payments (dues, rent, etc.)? Y N

If yes, which one?

GREEKBILL OMEGAFI Other (Name): _____

Did the chapter create a detailed budget for the semester/year? Y N

If yes, **PLEASE ATTACH A COPY**

RECRUITMENT

Does the chapter have a written recruitment plan? Y N

If yes, **PLEASE ATTACH A COPY**

Does your campus have deferred recruitment? Y N

Does the chapter recruit year-round? Y N

Does the chapter extend bids outside of IFC sponsored recruitment weeks or events? Y N

What percentage of bids are extended during IFC sponsored recruitment weeks or events? %

What percentage of bids are extended outside of IFC sponsored recruitment weeks or events? %

What was the recruitment goal for **FALL 2016**? _____

How many did the chapter actually recruit? _____

What was the recruitment goal for **SPRING 2017**? _____

How many did the chapter actually recruit? _____

STUDS RECRUITMENT PROFILE

Scholarship, Tone/Temperament, Usefulness, Doing/Done and Standards (STUDS) reflect the qualities desired and expected of each chapter member. In the boxes below, identify how the chapter has utilized the STUDS Profile in recruiting new members and upholding membership expectations.

S:

T:

U:

D:

S:



FRIENDSHIP

2016-2017

FRIENDSHIP

- Brotherhood Program and Events
- Written Pledge/True Merit Character Education
- Alumni Relations Program and Events
- Alumni Communication Materials (ie--newsletter, electronic communication, etc.)
- Board of Trustees Information
- Parents Club Program and Events

FRIENDSHIP

Is your chapter using True Merit Character for pledge education? Y N

NEW Does the chapter have a written pledge education program in addition to True Merit Character? Y N
 If yes, **PLEASE ATTACH A COPY**

NEW How long is your new member education program?
 8 weeks or less?
 More than 8 weeks?

Are pledges allowed to attend chapter meeting? Y N

HINT *If the chapter opens and closes meetings in form and only allows pledges to sit in on the business parts of chapter meetings, please mark "yes" in the response above. It is acceptable that pledges do not sit in on formal/ritual proceedings and/or the practice of "Good of the Order."*

Does the chapter use True Merit Character education programming for active members? Y N
 Sophomore **Junior** **Senior**

What percentage of seniors are still involved with the active chapter?
 100% **90%** **80%** **70%** **60%** **50% or Below**

NEW Does your chapter have a dedicated Alumni Relations Officer(ARO)? Y N

NEW Did the ARO produce an alumni newsletter (electronic or printed) or some form of update submitted to alumni members on behalf of the chapter? Y N
 If yes, how often was it produced? **PLEASE ATTACH A COPY**
 Monthly **Semesterly** **Other (please explain):** _____

Did the chapter hold alumni events? Y N
 If yes, how many? **FALL:** _____
 SPRING: _____

On a SEPARATE sheet, please list all alumni events and parent events held by the chapter. The following is an example of how the list can be organized:

EVENT	DATE	# of ALUMNI
Game 6 Tailgate	10/13/16	15
February Alumni Luncheon	2/20/17	6

BOARD OF TRUSTEES

Chapter has a Board of Trustees (BOT)? Y N

How involved is the chapter BOT? (Rate 1-5, with 5 being highly involved.)
 5 4 3 2 1 We don't have a BOT

Does the BOT have a chapter officer mentor program? Y N

Was the BOT involved with any chapter goal-setting retreats? Y N

Was the BOT involved with officer transitions? Y N

Did the BOT meet with the pledge class? Y N

If yes, how often?

Monthly Semesterly Other (please explain): _____

How often does the BOT meet?

Monthly Semesterly Other (please explain): _____

Did the BOT (or any member of the BOT) attend chapter meetings? Y N

If yes, how many?

FALL: _____

SPRING: _____

Who is the current BOT Chairman? _____

Phone: _____

Email: _____

ALUMNI ASSOCIATION

Rate the involvement of your alumni (Rate 1-5, with 5 being highly involved.)

5 4 3 2 1

Does the chapter have an alumni association? Y N

Does the chapter have an alumni relations officer? Y N

Does the chapter have an Alumnus of the Year award? Y N

If yes, who?

2016: _____

2017: _____

Who is the Alumni Association (not BOT) President? _____

Phone: _____

Email: _____

ALUMNI-RELATED QUESTIONS WILL NOT AFFECT TRUE MERIT.

GENERAL CONTACT INFO

PRESIDENT (Summer Info)

Name

Email

Summer Address

City State Zip

Phone (000) 000-0000

TREASURER (Summer Info)

Name

Email

Summer Address

City State Zip

Phone (000) 000-0000

RECRUITMENT CHAIR (Summer Info)

Name

Email

Summer Address

City State Zip

Phone (000) 000-0000



ALPHA TAU OMEGA

CERTIFICATE OF COMPLIANCE

AR16-17

We hereby certify that the Alpha Tau Omega Risk Management Policy has been discussed with the chapter and that each member, pledge and new member understands the Risk Management Policy.

We, the undersigned chapter officers, understand that we are responsible for upholding the Alpha Tau Omega Risk Management Policy, and failure to do so may result in disciplinary action against the chapter and ourselves.

Furthermore, we certify that all of the programs and activities of our chapter are in strict compliance with the Alpha Tau Omega Risk Management Policy and area consistent with the spirit and intent of the *Bylaws and Policies & Procedures* of the Alpha Tau Omega Fraternity

School (University/College)

Chapter (Insignia)

Date

President (name, phone, email)

President (signature)

Vice President (name, phone, email)

Vice President (signature)

Chaplain (name, phone, email)

Chaplain (signature)

Treasurer (name, phone, email)

Treasurer (signature)

Membership Educator (name, phone, email)

Membership Educator (signature)

Social Chairman (name, phone, email)

Social Chairman (signature)

House Manager (name, phone, email)

House Manager (signature)

Risk Educator (name, phone, email)

Risk Educator (signature)

Board of Trustees Chairman (name, phone, email)

Board of Trustees Chairman (signature)



ALPHA TAU OMEGA

RISK MANAGEMENT POLICY

- B1. The possession, sale, use and/or consumption of alcoholic beverages, while on chapter premises, during a fraternity event, or in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity, must be in compliance with any and all applicable laws of the country, state, county, city and university; and must comply with either BYOB or Third Party Vendor Guidelines.
- B2. No alcoholic beverages may be purchased through the chapter treasury or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.
- B3. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age.
- B4. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of the ATO Risk Management Policy.
- B5. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organization.
- B6. All recruitment or rush activities associated with any chapter will be dry non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in the ATO Risk Management Policy.
- B7. Open parties, meaning those with unrestricted access by non-members of the Fraternity, without specific invitation where alcohol is present, are prohibited.
- B8. No initiated member or pledge member shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- B9. No alcohol shall be present at any membership education programs or ritual activities of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother/little brother,” “family” activities and initiation.
- B10. All bulk distribution and use of alcohol (other than by licensed third party vendors), including but not limited to kegs, cases, party balls and alcoholic punch, is strictly prohibited.
- B11. The possession, sale and/or use of illegal drugs or controlled substances at any chapter house, sponsored event or at any event that an observer would associate with the Fraternity, is strictly prohibited.
- B12. All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.
- B13. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes from chapter houses in common areas as well as on the back of the door of each sleeping room.



ALPHA TAU OMEGA

RISK MANAGEMENT POLICY

- B14. No person shall possess and/or use firearms or explosive devices of any kind within the confines and premises of a chapter house.
- B15. No person shall use smoking products of any kind within the confines and premises of a chapter house.
- B16. Candles should not be used in chapter houses or individual rooms.
- B17. Hazing is prohibited. The term hazing is hereby defined to mean any or all of the following: Any willful act or practice by a member or pledge, directed against a member or pledge, which, with or without intent:
- (a) Is likely, with reasonable possibility, to cause bodily harm or danger, offensive physical punishment, or disturbing pain.
 - (b) Is likely to: (1) compromise the dignity of a member or pledge, (2) cause embarrassment or shame to a member or pledge in public, (3) cause a member or pledge to be the object of malicious amusement or ridicule, or (4) cause psychological harm or substantial emotional strain.
 - (c) Will, unreasonably or unusually, impair a member's or pledge's academic efforts including, without limitation, depriving him of normal sleep.
- B18. Any requirement by a member or pledge which compels a member or pledge to participate in any activity which is illegal, which is known by the compelling person to be contrary to a member's or pledge's moral or religious beliefs, or which is contrary to the rules or regulations of the member's or pledge's institution of learning.
- B19. Any requirement by a member or pledge which compels or encourages a member or pledge to participate in any activity, the nature of which would make such an activity offensive and/or unacceptable to, or unlikely to be engaged in by, a prudent man.
- B20. Any requirement, activity, or action which subjects a member or pledge to degrading, demeaning, or deliberately unpleasant and offensive treatment whether physical or mental.
- B21. Permission or approval by the person being hazed is not a defense.
- B22. The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This includes any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or sexual assault by members acting together. Strippers, exotic dancers or similar persons, whether professional or amateur, at a fraternity event are prohibited.
- B23. Chapter women's auxiliary groups, such as Little Sisters organizations, are prohibited.
- B24. Each Interest Group shall be alcohol-free and shall remain alcohol-free throughout its existence as an Interest Group, Colony and Chapter. Alcohol-free means no alcohol in a Chapter house or on Chapter property, including all common areas and individual rooms. Individuals (members or non-members, undergraduates or alumni) are prohibited from entering, consuming or storing any quantity of alcohol in a Chapter house or on Chapter property.