



IFC VP Policy Use Only Date Submitted: _____ Registered: _____ Registered with conditions (see attached letter): _____ Not Registered: _____

Fraternity On Campus Event Registration Form

Registration Procedures Checklist:

- At the IFC **meeting prior to the Greek Event**, the IFC delegate must do the following:
 - Announce the event at the IFC meeting.
 - Complete and submit this form.
- Submit a complete guest list (i.e., non-members and all members attending) to **Campus Safety** and the **Assistant Director for Greek Life** at least **one hour** before the start of the event.
- Wristbands must be worn by those members and guests who are 21 years old or older and consuming alcohol. (*Utilize wristbands provided by IFC and contact the IFC President when more wristbands are needed.*)
- A report will be given summarizing the event at the IFC meeting following the event.
- Hosts have read and understand the College Alcohol Policy and Appendix 10 of the Statement of Relationship.
- Address any questions, requests, or exceptions to the IFC VP Policy and the Assistant Director for Greek Life.

Chapter Registering: _____ **Date of Event:** _____

Location: Chapter House
Albion College Building: _____

Start Time: _____ **End Time:** _____

Title/Theme: _____ **Number of Members/Guests Attending:** _____

Type of Event: Non-BYOB/Open Function BYOB/Closed/List Function
Other: _____

Risk Manager On Duty During the Event: _____

Does This Event Conform to Your National Policy? Yes No

Other Pertinent Information (i.e., Senior class event): _____

Statement of Accountability and Responsibility

The above stated organization, hereby attest that we have read and fully understand Appendix 10 of the Statement of Relationship. Furthermore, we understand that in addition to the rules established in the Albion College Student Handbook, we are responsible for the policies set forth by the Laws of the State of Michigan and the United States of America. This organization realizes that if we are found in violation of any or all of the above related policies that our event may be subjected to immediate cancellation by the Division of Student Affairs and possible disciplinary sanctions by the Office of Student Affairs and the Interfraternity Council.

President: _____ **Signature:** _____ **Phone Number:** _____

Social Chair: _____ **Signature:** _____ **Phone Number:** _____