



Colorado School of Mines

Fraternity & Sorority Life Office Event Registration Policy

It is the expectation of the Fraternity & Sorority Life (FSL) Office that all chapters submit all their events using the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSdsqsP-v9R8je4D-fa7TGKrWtuMsTyFnojLZM1GBBYLDLxn7Q/viewform>

Any event that is recognized by the chapter, HQ, etc. must be submitted utilizing the form. A recognized event is considered, but not limited to:

- Brotherhood/sisterhood events
- Philanthropy events – fundraising and community service
- Socials
- Parties
- Field trips
- Formals/Semi-formals
- Recruitment events

Events that do not need to be registered:

- Chapter meetings
- Executive board meetings
- New member education meetings
- Committee meetings

This form needs to be filled out at least one week prior to the event. All events must be submitted through this form and receive approval from the FSL Office. Chapters will receive a confirmation email within 2 business days. Events cannot happen until you receive an approval email from the FSL Office. In alliance with the Recognition Policy, all events must be submitted following the Event Registration Policy to remain in good standing with the FSL Office.

After an approved event occurs, the chapter needs to submit a Pillar Program Completion Form using the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSd9PGFKBrM0yOQq6DljmSn7d-H3LkQx0uYeXCSDx85OPbKWAw/viewform>

Any chapters found in violation will be subject to the following procedure:

First Violation:



- Verbal and written warning. The FSL Coordinator will give the verbal warning to the president and a formal letter will be submitted to the president and advisor.

Second violation:

- Event will not count towards Pillar Program.
- President must come to their regularly scheduled one on one with the FSL Coordinator listing all upcoming events in the next 2 weeks. The FSL Coordinator will cross reference the FSL Event Registration Form to see if they were submitted. If not, they cannot host the event. This sanction will last for 2 one-on-one meetings or whenever the FSL Coordinator deems satisfactory.
- Formal letter of violation is sent to the president and advisor outlining the violation and requirements.

Third violation:

- Meeting with Associate Director of FSL to discuss all violations and prepare an action plan for growth in event submissions.
- Chapter may not hold events until list of sanctions is completed.
 - If there are events that are required by HQ, a request can be made to FSL Coordinator
- Formal letter is sent to the president and advisor of the violation, event suspension, and list of sanctions to be completed
- Meeting with the respective IFC or Panhellenic Council accountability board should the board deem it necessary

Violations are reset on the last day of each semester. Should a chapter reach 3 violations for 3 consecutive semesters, both the Associate Director of FSL and the FSL Coordinator will meet to discuss further action including, but not limited to, probation, suspension of specific activities, leadership development meetings, etc.