

Marquette University Interfraternity and Panhellenic Council Risk Management Paperwork Procedures and Sanctions

Overview of Risk Reduction Paperwork Responsibilities:

Form	Due Date
Social Event Registration Form	7 business days prior to the event
3 rd Party Vendor Liability Form and Proof of Insurance	1 business day prior to the event
Invitation List Part I	2 business days prior to the event
Invitation List Part II	1 business day following the event

Procedure for all overdue paperwork:

1. A courtesy call to the chapter president is made by a Judicial Vice President:
 - Notifies president of overdue form(s).
 - Notifies president of \$25 for the first violation, \$40 for each subsequent violation fine *per form* due to respective Council's mailbox by the end of the following week (Friday). Also makes president aware that failure to submit fine will result in loss of social event hosting privileges until paid.

 2. A follow-up letter is placed in chapter's LEAD Center mailbox with a reminder of the fines imposed.
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Automatic Sanctions for Missing Paperwork

Form	Violation	Sanction
Social Event Registration Form Invitation List Part I Invitation List Part II	First violation - \$25 fine	<ul style="list-style-type: none"> • The event is cancelled. • <i>Note:</i> If the event is still held, the chapter may be brought before the Joint Judicial Board.
3 rd Party Vendor Liability Form and Proof of Insurance	First violation - \$25 fine	<ul style="list-style-type: none"> • The event is cancelled. • Social event hosting privileges are suspended until the chapter president and social chair meet with the Judicial Vice Presidents for a review of the risk management policy.
Social Event Registration Form Invitation List Part I Invitation List Part II	Second violation - \$40 fine	<ul style="list-style-type: none"> • The event is cancelled. • Social event hosting privileges are suspended until the chapter president and social chair meet with the Judicial Vice Presidents for a review of the risk management policy. • Additionally, the chapter is required to invite a speaker to present to their membership on risk management <i>or</i> 90% of the chapter must attend a campus-sponsored alcohol education program.
Social Event Registration Form Invitation List Part I Invitation List Part II	Third and subsequent violations - \$40 fine	<ul style="list-style-type: none"> • The event is cancelled. • The chapter is brought before the Joint Judicial Board.
3 rd Party Vendor Liability Form and Proof of Insurance	Second and subsequent violations - \$40 fine	<ul style="list-style-type: none"> • The event is cancelled. • The chapter is brought before the Joint Judicial Board.