Colgate University Off-Campus Event Registration
Office of Fraternity and Sorority Advising

I. Guidelines for Registration
Events at which alcohol is to be served must be programmed in accordance with Colgate University’s Alcohol Policy.

Before event approval, the sponsoring organization must provide the following documents at least five business days in advance:

➢ A copy of the contract between the chapter and third party vendor, including all alcohol, security, food, and non-alcoholic beverages provided by the vendor
➢ Proof of insurance from the National HQ (on file with the Office of Fraternity and Sorority Advising each academic year)
➢ Details of transportation to and from the event
➢ A copy of the chapter’s risk management plan specific to this event
➢ A complete guest list (due two business days in advance to CLSI)
➢ A list of sober monitors in a 1:20 ratio of sober monitors to attendees (due two business days in advance to CLSI)

This off-campus event registration form must be signed by the following before event approval:

1. Fraternity and Sorority Financial Advising Office
   a. Staff Accountant

2. The Center for Leadership and Student Involvement (CLSI)
   a. Program Coordinator, Social Hosting

3. Office of the Dean of the College
   a. Dean of Residential Education

II. Event Details

Name of sponsoring organization: __________________________________________________________

Location of event: ______________________________________________________________________

Anticipated Attendance: _________________
Date of event: ___________________________  Day of event: ___________________________

Starting time of event: _______________________  Ending time of event: _______________________

Describe the nature of the event/audience:

____________________________________

____________________________________

____________________________________

____________________________________

Name of social host*: ___________________________  Phone number: ________________

*Social host must be TIPS trained and 21+ years old

____________________________________

Signature of TIPS Trained Social Host (Must be 21 Years of age)  ___________________________  Date

III. Financial Review

Before the event form is approved, a budget must be submitted by the Chapter Treasurer to the Fraternity & Sorority Financial Advising Office (F&S FAO), Staff Accountant at least five business days in advance. All invoices must be sent to the staff accountant for prompt payment. Students cannot pay vendors with personal credit cards.

Vendor Name: ___________________________  Date Funds Needed By: _____________

Payment Amount: _________ (if multiple payments and vendors, please attach a comprehensive list for the F&S FAO, Staff Accountant)

Type of Payment:

_____ University Voucher  _____ Direct Billing\Invoice (Check)  _____ DB\Invoice with Budget Code

Items to be paid for:

Food and Non-Alcoholic Beverages  Vendor: ___________________________

Transportation Services  Vendor: ___________________________

Security Services  Vendor: ___________________________

Third Party Vendor Rental Fee  Vendor: ___________________________
Name: Chapter Treasurer

Signature: Chapter Treasurer

IV. Event Approval
Once your off-campus event registration form has been signed by all required signatories, you will be contacted by CLSI

Budget approval:

Suzie Meres- Staff Accountant, Fraternity & Sorority Financial Advising Office

Risk management approval:

Kayla Weinstein- Program Coordinator, CLSI

Event approval:

Sue Smith- Dean of Residential Education, Office of Dean of the College