



**Kent State University
Fraternity/Sorority Officer Resource Guide**

SOCIAL CHAIR

Created By: Matt Cohen, Spring 2010 Greek Intern

So, you've been Elected/Appointed Social Chair. Congrats! Good for You! You Rock! But now what do you need to do? Are you going to plan an awesome mixer? Throw a party that'll go down in party history? I'm sure you have big plans for this position. People always do. It's because the Social Chair is usually an outgoing, enterprising person whose goals are to do the most they can to promote the social aspects of their group. This is not your usual resource guide so don't treat it like one. What follows are tactics, tips, and handy hints that will help you to be the best at your position. Take it from someone that's been there, because if you don't, you're going to spend lots of time figuring out things for yourself that you already have here instead of using it to plan some really great events.

Step 1 - Follow the Top 5

1. Know Who You're Programming For

This one's pretty important. You're most likely an elected officer, which means that your organization is relying on you to plan some great events for them. They've put their faith in you to get the job done. Don't forget that whatever you plan and ultimately commit to, they all are going to be participating in. If you plan an off the wall event that just you like, you're the only one that's going to enjoy it. Ask members for their input during the planning process.

2. Lay Out Your Goals

Goal setting is a tricky thing, but trust me it's vital to this job. Sit down with a planner and a copy of the school calendar (check out kentgreeklife.com's calendar page too!) and make sure that you won't be planning conflicting dates for events. Figure out how many of a given thing you want to have, and when you want to have it. Make it ready for the first meeting of the semester so you have time to change your calendar and adapt it to make it work with you, not against you. The other bonus to this is that you can show all your members that you know what you're doing and they feel more informed and excited about the upcoming events.

3. Meet With Your Counterparts

This one seems pretty obvious, but you'd be surprised how many Social Chairs don't. It's great if you want to have a mixer with Group A and Group B. But if you don't ask for their input, there's a really good chance that whatever you're planning simply won't happen. Ask around and make some phone calls. Offer to meet up in a neutral place and come with an open mind, as well as a notepad to write out your ideas and your already prepared calendar so you know that certain dates work better for your group.

4. Think Outside the "Box"

Every social doesn't have to be a party at the Fraternity House. You can go to other places and do other things. It helps to compile a list of resources - venues, transportation, food, etc. and as a bonus; later on I'll help you start that. It also doesn't hurt to brainstorm a little. Make a list of every event you could possibly conceive doing. Ask your members for their input. If you use someone else's idea, it shows the members that you care about what they have to say. This in turn makes them want to participate more. Another way to get people involved is to form a social committee. They can be pretty useful too.

5. Learn How to Market

You can plan the greatest event in the world but if you fail to hype it up to your members, or even mention it for that matter; you've totally wasted your time cause no one is going to show up.

There are literally hundreds of tips I can give you, but really this is just a starting point for you. There is no singular "Correct" way to be a Social Chair. It's an adventure you take on your own and just like any position, you shape it based on who you are. The Top 5 aside, I do recommend that you also keep these things in mind:

Step 2 - Things to Consider

- Don't take criticism personally
 - This is admittedly tough. If your brainchild turns itself into a brain fart, generally people are going to complain

that you sucked it up as Social Chair. They're frustrated that it was a bad event. Ask them to help you make adjustments for next time so it doesn't suck.

- Stay Busy
 - If you're not doing anything, you aren't doing your job. Half the battle of programming is planning and the other half is implementing. Take meetings with other Social Chairs, discuss your idea list with friends, and keep yourself busy and working towards something.
- Don't be afraid to ask for help
 - It's the same as sitting in class, except your group knows you better than random classmates. If you don't know what to do next, ask someone.
- Avoid Smugness
 - Nobody likes someone that's overly satisfied with him or herself. Be humble when things do go right, and credit the group as a whole for making the event a success. The alternative is someone that nobody can stand.
- Know the rules
 - Events are always fun to have, but keep in mind that some have very important rules you need to consider. Most organizations have special policies and other fine print things that most people don't read until it's way too late. As the Social Chair, you will most likely be entertaining at certain events where alcohol is involved. Know that not all events have to have alcohol. To the contrary, there are many non-alcoholic events that are even more fun to hold. Review the rules so you don't screw over your group in the off chance something goes wrong. (Check the appendix cause you're getting a copy of the FIPG policy guidelines).
- Have an Awesome Time
 - This is a fun position, so have fun with it. Don't be all business and don't be afraid to cut loose. You're the role model for how your programs are going to go, so enjoy them and everyone else will too.

- Know your Budget!
 - This is pretty important too. Most likely your budget will be derived from the total operating budget your organization creates before the semester. Keep track of what you're spending and make sure that you know of every purchase made for all of your events. Owing the chapter money because you were careless is not fun.
 - If you're unsure about monetary situations, consider partnering with another organization or check with your national and see if any programming grants exist or are available.

Step 3 - Those Resources I Promised to Help You With

Ok, so I have a ton of info for you. First though I'd like to point out that there are a whopping 28 Social Greek Organizations here at Kent. I don't care how open you keep your schedules; there is no way that you'll program with all of them. That's not a bad thing, that just plays into goal setting. They'll understand if you don't call, and they will most likely have other groups to program with. All the same, it doesn't hurt to compile a complete list. At the very least, you'll make some friends in every group, and at most, you'll be all set to plan a program with them. The next few pages are appendixes aimed at helping you to program effectively.

APPENDIX
KSU Greeks
Sorority Social Chairs

Alpha Phi

Jane Doe - Head Social Chair

555-555-5555

Jdoe2@kent.edu

Jill Person - Asst. Social Chair

111-111-1111

jpaphi@gmail.com

Website: www.aphikent.com

Have I contacted them?

Yes

Have we scheduled a meeting?

Yes, 2/26/10 @ Hub @ 1pm

Possible Events:

- o Blah and Blah
- o Random Letters
- o Etc

Possible Dates that work for both of us:

- o 3/1
- o 3/15
- o 4/18
- o 5/1

Follow up/Notes:

- o Met with Jane and Jill, we're doing Blah event on the 15th. We agreed to cover this cost and they agreed to cover the costs of x, y, and z also for the event.

Here's a list of Venues in Kent and all the necessary information you might need concerning the venue.

Bars

These bars are all valid 3rd party licensed vendors with state liquor licenses. All are in the Kent area and all are friendly to large groups

Ray's Place 135 Franklin Ave. (330) 673-2233	La Terraza Bar & Grill 3975 Cascades Blvd. (330) 677-5500
Diggers Bar 802 N. Mantua St. (330) 677-3444	157 Lounge 157 S. Water St. (330) 678-1577
Dominick's 147 Franklin Ave. (330) 677-1119	The Brewhouse 244 N. Water St. (330) 678-2774
Sideliners Sports Pub 4112 State Route 43 (330) 677-7171	The Robin Hood Inn 503 E. Main St. (330) 677-0008
Sully's Tavern 1293 Tallmadge Rd. (330)678-5662	Professor's Pub 110 E. Main St. (330) 968-4965
The Water Street Tavern (a.k.a. Glory Days) 132 S. Water St. (330) 677-0700	The Loft 112 W. Main St. (330) 678-0391
The Zephyr Pub 106 W. Main St. (330) 678-4848	Mandalaris Lounge 7463 Hudson Rd. (330) 673-1943
Twin Lakes Tavern 7508 State Route 43 (330) 678-8946	Mugs Brew Pub 211 Franklin Ave. (330) 673-7822
Venice 163 Franklin Ave. (330) 673-9023	Michel's Cocktail Lounge 1157 W. Main St. (330) 673-3005

But wait! You don't just need to go to Bars! You can do other stuff too!

Restaurants

For this category, I've broadened out the area to include Kent and the closer half of Stow.

The Rusty Nail 7291 State Route 43 (330) 673-2297	Cajun Dave's 132 S. Water St. (330) 474-0800
Bistro on Main 539 Valleyview Dr. (330) 673-9900	Chipotle 429 E. Main St. (330) 673-9665
Pufferbelly 152 Franklin Ave. (330) 673-1771	Guaca-Mole's 1888 State Route 59 (330) 676-0710
Main Street Continental Grill 911 E. Main St. (330) 678-0800	China City 156 Cherry St (330) 673-6566
Franklin Square Deli 108 S. Water St. (330) 673-2942	Evergreen Chinese Buffet 1665 E. Main St. #500 (330) 673-8882
Henry Wahner's 1609 E. Main St. (330) 678-4055	Bruno's Pizza 405 E. Main St. (330) 678-5161
Buffalo Wild Wings 227 Franklin Ave (330) 678-9464	Papa John's Pizza 439 E. Main St. (330) 678-0050
Belleria's 1879 State Route 59 (330) 678-6000	Europe Gyro 107 S. Depeyster St. (330) 678-4976
Rockne's 1450 E. Main St. (330) 677-0904	Guy's Pizzeria 146 S. Water St. (330) 678-5368
Applebee's 220 Tallmadge Rd. (330) 673-2406	Hungry Howie's Pizza 1444 E. Main St. (330) 677-5555

But wait, there's more!

Entertainment Venues

These are just a few places to consider when planning a social...

AMF Twinstar Lanes 2245 State Route 59 (330) 673-1800	University Plaza Cinemas University Plaza (330) 673-1765
Kent Lanes 1524 S. Water St. (330) 673-1448	Brookshire Stables 1448 County Highway 18 (330) 673-0503
Eastway Lanes Eastway (330) 672-2598	Larry's Riding Stables, Inc. 315 Johnson Rd. (330) 673-7246
KSU Golf Course 2346 State Route 59 (330) 672-2500	City of Kent Parks and Recreation 497 Middlebury Rd. (330) 673-8897
Green Hills Golf Club 1105 Tallmadge Rd. (330) 678-2601	City of Kent Recreation Center 1115 Franklin Ave. (330) 678-3277
Birdie Shack 2567 State Route 59 (330) 678-3838	Beckwith Orchards Cider Mill 1617 Lake Rockwell Rd. (330) 673-6433
The Kent Stage 175 E. Main St. (330) 677-5005	KSU Museum E. Main and Lincoln (330) 672-3450
KSU School of Theater and Dance B141 Music and Speech Bldg. (330) 672-2082	KSU Student Recreation & Wellness Center Ted Boyd Dr. (330) 672-4732

Last but not least...

Transportation

Generally it's safer and easier to transport large groups with professional companies. Try not to have members driving everyone to and from your events!

Taxi Cabs
Go 2 Go Taxi (330) 612-0204
Bradley's Cabbies (330) 554-5346
Emerald Transportation (330) 673-9258
Limousines
Galaxy Limo 5265 Mogadore Rd. (330) 676-0020
Lace Limousine 2610 Old Forge Rd. (330) 325-2550
Portage Valley Limo 950 Cherry St. (330) 673-7828
Public Transportation
PARTA 2000 Summit Rd. (330) 672-9273
Car and Van Rental
Allied Van 1162 Holiday Dr. (330) 744-6476
Budget Car and Van Rental 1278 W. Main St. (330) 673-1827
Enterprise Car Rental 1218 W. Main St. (330) 677-4447
U-Haul, Inc. 1227 W. Main St. (330) 673-5585

FIPG RISK MANAGEMENT POLICY

July 2008

Revised

For the sake of clarity, material revisions have been highlighted

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, 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 state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through 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. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
 5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which 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 this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be 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 this policy.
9. No member or pledge, associate/new member or novice 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, liquor or alcoholic beverages, 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.
10. No alcohol shall be present at any pledge/associate member/new member/novice

program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

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 is to include 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 members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Actually, one more resource.

Social Scatterboard

This is a totally incomplete list of things you can do, but hopefully it helps.

Ice Cream Social	Sledding	Paintball
Roller Skating	Field Events	Volleyball
Golfing	Support KSU Athletics	Social Action Programming
Back in the Day (Kindergarten Activities)	Video/Board Game Night	T.V. Show Watch Party
Ice Skating	Wing Eating Contest	Karaoke Night
Rock Climbing	Battle of the Sexes	Throwback/Retro Night
Dance Off	Philanthropy	Trivia Game
Movie Night	Fundraiser	Walking dogs for Humane Society
Bake Off	Holiday Themed Events	Plant trees
Community Service Projects	Slip N Slide	Carve Pumpkins
Bowling	Ugly Sweater Contest	Etiquette Dinner
Soccer	Rock the Runway	Speed-Dating
Mini-Putt	Apple Picking	Iron Chef
Horseback Riding	Photo shoot	Yoga Class
Hayride	Cross Cultural Programming	Organize and staff a carnival for kids
Camping Trip	Laser Tag	The list is neverending...
Snow Tubing		

So there you have it. You have all the tools you need to being an awesome social chair. Remember that your events are only limited by your imagination and quite possibly a budget. Use this guide as a starting point. Add to it. Pass it on to the next person to get your job. It exists to help you. Good Luck and have fun programming; you can do it!



i'M READY!