



Event Notification Form Expectation

- The Office of Sorority & Fraternity Life (SFL) request that all chapters must notify the office of all events (socials, philanthropy, community service, events off campus, off chapter property, etc.) prior to the event occurring. Councils may have their own expectations, deadlines, and forms for event registrations. Event Registration Training occurs every semester to train students on Sorority and Fraternity Life and council expectations.
- An event is defined as any event, program, or activity in which members are construed to represent the organization while on chapter premises or during a sorority or fraternity gathering, in any situation sponsored or endorsed by the chapter, or at any event a reasonable objective observer would associate with the organization. This could include any social, philanthropy, community service, events on or off campus, or on chapter property.
- [Event Notification Form Link](#)

SORORITY & FRATERNITY LIFE

THE UNIVERSITY OF KANSAS

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- Is the event being hosted in your chapter house or a university-provided meeting space?
- Is the event being hosted in an on or off campus location where you typically hold your events?
- Is the event being hosted or planned by one or more members of the chapter & supported by the officers?
- Is the event being financed by the chapter and/or being hosted on chapter property?
- Is the event being hosted or planned by one or more members & supported by new/members?
- Do officers have prior knowledge of the event?
- Is the event listed or advertised on the chapter website or social media account [Facebook, GroupMe, Instagram, Snapchat, TikTok, etc.]?
- Do online invitations refer to the organization [Facebook events, etc.]?
- Is the event list on a chapter calendar [public or private]?
- Will the event be announced at a chapter meeting?
- Will officers be in attendance?
- Will the event be marketed over the chapter listserv (GroupMe, &/or inter/national communication platform)?
- Are members attempting to rename the event in order to give the appearance that it isn't associated with the chapter?
- If the guests were stopped on their way to the event, would they say they were going to the organization's event?
- Is the event actively or passively endorsed by a majority of the active chapter?
- Have members of the chapter lied about the event?

Sorority and fraternity members must be aware of when an activity/gathering that may not have been intended to constitute an organizational event nevertheless evolves into an event that should have been registered and conducted in accordance with these procedures and requirements. In such instances, the organization is expected to shut down the event immediately. Sorority and fraternity members should always err on the side of registering the event and abiding by these procedures and requirements. The Office of Sorority and Fraternity Life retains final authority for determining whether an event should be or should not have been registered .