



ALPHA TAU OMEGA 2020-2021

ANNUAL REPORT & AWARDS APPLICATION

DUE: MAY 1, 2021

TRUE MERIT REQUIREMENTS

To be considered for True Merit, chapters must meet these standards and guidelines:

- Chapters must at least meet their school's All Male Average or achieve a 3.0 GPA.
- Chapters must be financially current with payment to the National Fraternity.
- A Health & Safety violation is NOT grounds for an immediate disqualification, but is determined by how well the chapter responds to the incident.
- Chapters must attend ATO National Programs as prescribed.

CERTIFICATION

We hereby certify that the information contained within this report is correct and accurately reflects the programs and status of the chapter.

***For use by National Fraternity Staff only:**

Accpt PM: Y N

SerHR: _____

PhDOL: _____

CGPA: _____

SCN: Dt: _____

Initl: _____

SCHOOL (University/College)

CHAPTER (Insignia)

**BOARD OF TRUSTEES CHAIRMAN
(Signature)**

**CHAPTER PRESIDENT
(Signature)**

**HISTORIAN
(Signature)**

INSTRUCTIONS

THE ANNUAL REPORT IS REQUIRED BY THE CHAPTER TO REMAIN IN GOOD STANDING.

The Executive Directives of the Alpha Tau Omega Fraternity, Section 5-15 states:

“Each chapter shall submit to the Chief Executive Officer, over the signature of its President, Secretary and Chairman of the Board of Trustees, an Annual Report upon forms provided by the Chief Executive Officer.”

REQUIREMENTS:

1. Read and fill in each section of the Annual Report. **The chapter is required to fill out the Annual Report**, regardless of the desire for chapter awards.
2. Do not put the report or supporting documentation in an elaborate binder (e.g.—no page protectors or plastic sleeves). Fasteners, metal clips, rings or friction binders are recommended. **Pages must be readily removable.**
3. Provide as many relevant details and supporting documents as possible. **Do not use a single page for a single item** (e.g.—individual tweets, Facebook posts/updates, photos, Roadshow posts).
4. **The Annual Report must not exceed 200 pages (not counting chapter bylaws).**
5. **CERTIFICATE OF COMPLIANCE**: Indicated members and officers must read, sign and return the included Certificate of Compliance regarding the ATO Health and Safety Policy.
6. Send the completed Annual Report to the **Alpha Tau Omega National Fraternity Headquarters** and have a copy made for the chapter Board of Trustees. **The report must be postmarked no later than May 1, 2021.** *All parts of this report will be kept at the Alpha Tau Omega National Fraternity Headquarters and sent to the ATO Archives for historical purposes.*

RETURN TO ATO NATIONAL FRATERNITY HEADQUARTERS VIA FEDEX OR UPS REQUIRED SIGNATURE MAIL:

**ALPHA TAU OMEGA NATIONAL FRATERNITY
ATTN: ANNUAL REPORT
333 NORTH ALABAMA ST, SUITE 220
INDIANAPOLIS, IN 46204**

YOUR REPORT MUST BE POSTMARKED NO LATER THAN MAY 1, 2021.

CHECKLIST

THIS CHECKLIST IS BROKEN DOWN INTO SECTIONS TO HELP COMPILE THE ANNUAL REPORT*. IT LISTS SUPPORTING MATERIALS AND ATTACHMENTS THAT SHOULD ACCOMPANY THE REPORT AS DOCUMENTATION.

TRUE MERIT

- True Merit Essays
- Letters of Recommendation

CHAPTER NOMINEES

- Thomas Arkle Clark Nomination
- ATO Consultant Nomination

WHO YOU RECRUIT

- Written 365 Recruitment Plan
- Sample Recruitment Materials
- ChapterBuilder Snapshot
- STUDS Profile

HOW YOU EDUCATE

- Written Membership Education Program
- Leadership Development Programming
- List of Educational Programs Sponsored/Attended

EMPOWERING THE JUDICIAL BOARD

- Member Accountability and Expectations
- Chapter Bylaws

ENGAGING THE RITUAL

- Ritual Programming/Events
- Spiritual Programming/Events
- List of Chapter Brotherhood Awards
- Brotherhood Programs and Events

ADDITIONAL REQUIRED INFORMATION

- Completed General Information Sheet
- Additional Information Sheet
- Signed Certificate of Compliance

WHO YOU ELECT

- Chapter's Strategic Plan
- Sample of Executive Board/Chapter Minutes
- Finances**
 - Total Accounts Receivable
 - Complete Chapter Budget
 - List of Fundraising Events and Results
- Academics**
 - Community Grade Report
 - Written Academic Program
- Alumni Relations**
 - Alumni Programs and Events
 - Alumni Communication Material
 - Board of Trustees Information
 - Alumni Association
- Community Relations**
 - Chapter Contribution Breakdown
 - Signature Event
 - CrowdChange Snapshot
 - Campus Awards
 - List of Campus Involvement and Activities
- Public Relations Programs and Events**
 - Roadshow Summary
 - Chapter Communication Program and Strategy
 - Promotional Materials
 - Parents/Faculty Programs and Events
- House Manager**
 - Fire Safety Compliance

HINT *This Checklist does not limit the chapter from submitting other material.

CHAPTER AWARDS

TRUE MERIT

The chapter must display significant leadership and participation in National Fraternity Programs and campus organizations. The chapter must have solid financial practices, social service programs and Health & Safety programming to enhance a positive ATO experience for all members. True Merit award recipients are determined by the National Fraternity Selection Committee based on the Annual Report and current knowledge of chapter operations.

TRUE MERIT HONORABLE MENTION

The chapter must meet the award criteria and show overall improvement in chapter operations, campus involvement, recruitment and communications. True Merit Honorable Mention award recipients are determined by the National Fraternity Selection Committee based on the Annual Report and current knowledge of chapter operations.

EXCELLENCE AWARDS

These awards are given to ATO chapters that demonstrate general improvement in chapter operations in a particular chapter operation that deserves merit. Awards are based on statistical performance standards and include: Scholarship, Social Service, Communication and Recruitment.

SCHOLARSHIP

Top scholarship and runner up awards are given to chapters with the highest academic performance.

SOCIAL SERVICE

These awards recognize the chapters with the most effective social service programs and charitable giving programs. The Elevate Award recognizes for

outstanding service to community is a spirit of services to others through a well-conceived and implemented chapter social service program. The Erskine Mayo Ross IMPACT Award for Outstanding Charitable Giving recognizes chapters who exemplify outstanding charitable giving in their communities and beyond.

COMMUNICATION

The Gold, Silver and Bronze Communication Awards go to the top three chapters displaying excellence in communication. Communication Awards are selected by the Communication Awards Selection Committee based upon the Annual Report and current knowledge of chapter operations. This award is based on Roadshow participation; social media; and communication to alumni, parents and campus/community.

STORM STRAP

The Storm Strap Award is given to an individual undergraduate who was integral in affecting a positive change in his chapter's culture. This brother showed exemplary leadership in moving his chapter forward. Much like the Storm Strap used in homes to protect against hurricanes, this brother was essential in helping his chapter weather their storm.

THOMAS ARKLE CLARK AWARD

The Thomas Arkle Clark Award annually recognizes Alpha Tau Omega's most outstanding senior candidates for undergraduate degrees. It was established as an incentive for young brothers to seek excellence in scholarship, leadership, service, and the personal qualities of character, integrity, and responsibility.

TRUE MERIT

In addition to the individual sections of the Annual Report, the responses to the following questions will be the basis for the awards committee to decide the winners of Top Chapter, True Merit and True Merit Honorable Mention. Please note that judges are very interested in these areas and know how to determine the difference between “fluff” and fact.

PLEASE TYPE THE ANSWERS TO EACH OF THE FOLLOWING QUESTIONS IN ESSAY FORM AND ATTACH THE RESPONSES TO THE FRONT OF THIS REPORT.

ESSAYS:

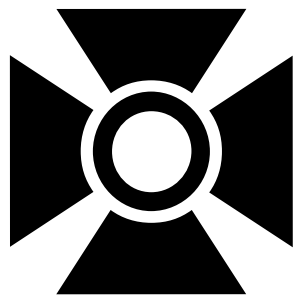
1. Explain how your chapter engaged in the 5 Vitals and describe their impact on your chapter culture? (Who You Recruit, How You Educate, Empowering the Judicial Board, Who You Elect, Engaging the Ritual)
2. Describe how your chapter kept brother engaged during COVID
3. Describe how your chapter is moving from formal to informal 24/7/365 Recruitment
4. Who in your campus/community did your chapter support through Signature Event or philanthropic efforts?
5. How is the chapter reinforcing ATO for life and keeping upper classman engaged?

HINT *Good brotherhood: while important, is not sufficient when describing your chapter's culture.*

LETTERS OF RECOMMENDATION:

Please enclose any letters of recommendation for the chapter. Examples include, but are not limited to: school administrators, faculty and staff; community leaders; Board of Trustees members and parents.

HINT *In addition to advisors, alumni, parents and other people who know the chapter well, it is impressive to see chapters provide letters of recommendation from prominent figures such as university/college presidents, politicians and other notable figures. Please note that they should have knowledge of the chapter.*



CHAPTER NOMINEES

2020-2021

CHAPTER NOMINEES:

- Thomas Arkle Clark Nomination
- ATO Consultant Nomination

CHAPTER NOMINATIONS CONTINUED ON NEXT PAGE...

TAC & STAFF NOMINEES

In addition to the awards sections of the Annual Report, the responses to the following questions will be the basis for the awards committee to consider the 2021 Thomas Arkle Clark Honoree and for potential ATO staff.

WHO IS YOUR CHAPTER'S THOMAS ARKLE CLARK NOMINEE?

Name: _____ Phone: _____

Email: _____

Criteria for best candidates should include a brother who is or has:

- Graduated or is Graduating (December 2020 or Spring/Summer 2021)
- A High GPA
- Campus Leadership
- Community Involvement Experience
- Honorifics/Scholarships

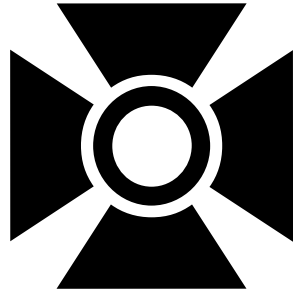
WHO IN YOUR CHAPTER WOULD YOU RECOMMEND TO WORK AS A CONSULTANT FOR ATO STAFF?

Name: _____ Phone: _____

Email: _____

Alpha Tau Omega is seeking candidates who:

- Have a desire to support team success
- Are ambitious and self-motivated
- Have an inquisitive mindset
- Enjoys helping others through coaching and mentoring



WHO YOU RECRUIT

2020-2021

WHO YOU RECRUIT:

- Written 365 Recruitment Plan
- Sample Recruitment Materials
- ChapterBuilder Snapshot
- STUDS Profile

WHO YOU RECRUIT CONTINUED ON NEXT PAGE...

WHO YOU RECRUIT:

Does the chapter have a Written 365 Recruitment Plan?

If yes, **PLEASE ATTACH A COPY**

Y N

HINT *This plan should include Fall, Spring and Summer.*

Does your campus have deferred recruitment?

Y N

Does the chapter recruit year-round?

Y N

Does the chapter extend bids outside of IFC sponsored recruitment weeks or events?

Y N

What percentage of the chapter's bids are extended during IFC sponsored recruitment weeks or events?

%

What percentage of the chapter's bids are extended outside of IFC sponsored recruitment weeks or events?

%

What was the chapter's recruitment goal for **FALL 2020**? _____

How many did the chapter actually recruit? _____

What was the chapter's recruitment goal for **SPRING 2021**? _____

How many did the chapter actually recruit? _____

Does the chapter use additional recruitment material?

If yes, **PLEASE ATTACH A COPY**

Y N

Does the chapter use ChapterBuilder?

If yes, **PLEASE ATTACH A SCREENSHOT**

Y N

STUDS RECRUITMENT PROFILE

Scholarship, Tone/Temperament, Usefulness, Doing/Done and Standards (STUDS) reflect the qualities desired and expected of each chapter member. In the boxes below, identify how the chapter has utilized the STUDS Profile in recruiting new members and upholding membership expectations.

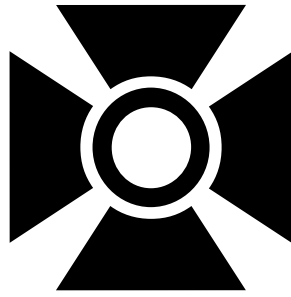
S:

T:

U:

D:

S:



HOW YOU EDUCATE

2020-2021

HOW YOU EDUCATE:

- Written Membership Education Program
- Leadership Development Programming
- List of Educational Programs Sponsored/Attended

HOW YOU EDUCATE CONTINUED ON NEXT PAGE...

HOW YOU EDUCATE

Is the chapter using True Merit Character for member education?

Y N

Does the chapter have a written Member Education Program in addition to True Merit Character?

Y N

If yes, **PLEASE ATTACH A COPY**

How long is the chapter's new member education program?

8 weeks or less?

More than 8 weeks?

Are new members allowed to attend chapter meeting?

Y N

HINT *If the chapter opens and closes meetings in form and only allows new members to sit in on the business parts of chapter meetings, please mark "yes" in the response above. It is acceptable that new members do not sit in on formal/ritual proceedings and/or the practice of "Good of the Order."*

Does the chapter use True Merit Character General Education programming for active members?

Y N

Freshman

Sophomore

Junior

Senior

What percentage of seniors are still involved with the active chapter?

100%

90%

80%

70%

60%

50% or Below

Does the chapter have a leadership Development Program?

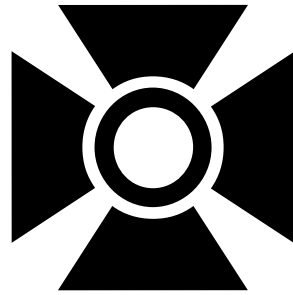
Y N

If yes, **PLEASE ATTACH A COPY**

Did the chapter sponsor or attend additional community/campus programming?

Y N

If yes, **PLEASE INCLUDE DETAILS AND SUPPORTING MATERIAL**



EMPOWERING THE JUDICIAL BOARD

2020-2021

EMPOWERING THE JUDICIAL BOARD:

- Member Accountability and Expectations
- Chapter Bylaws

EMPOWERING THE JUDICIAL BOARD CONTINUED ON NEXT PAGE...

EMPOWERING THE JUDICIAL BOARD

Does the chapter hold members accountable through the Judicial Board? Y N

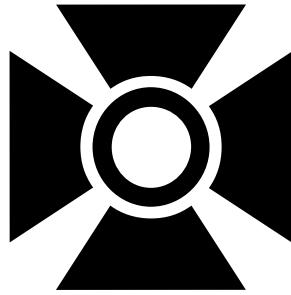
Does the chapter have predetermined guidelines and expectations used in the Judicial Board? Y N
If so, **PLEASE ATTACH A COPY**

HINT *What happens when someone does not make grades? Is there a specific sanction? Is that clearly defined for the chapter outside of your bylaws?*

Does the chapter have written bylaws? Y N

If yes, **PLEASE ATTACH A COPY**

When were the bylaws last updated (date, month or year)? _____



ENGAGING THE RITUAL

2020-2021

ENGAGING THE RITUAL:

- Ritual Programming/Events
- Spiritual Programming/Events
- List of Chapter Brotherhood Awards
- Brotherhood Programs and Events

ENGAGING THE RITUAL CONTINUED ON NEXT PAGE...

ENGAGING THE RITUAL

Did the chapter conduct a formal initiation? Y N
If yes, when (date or month)? FALL: _____
SPRING: _____

Did alumni attend initiation? Y N
If yes, how many? FALL: _____
SPRING: _____

Did the chapter hold formal chapter meetings? Y N
If yes, how many? FALL: _____
SPRING: _____

Did the chapter open and close meetings in form? Y N
If yes, how many? FALL: _____
SPRING: _____

What is the condition of the chapter ritual equipment? (Rate 1-5, with 5 being perfect condition.)
 5 4 3 2 1 We don't have ritual equipment

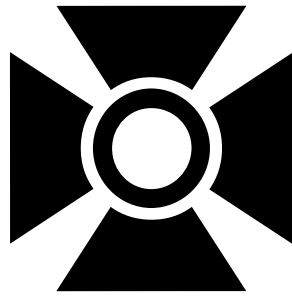
Does the chapter perform the senior reaffirmation ceremony? Y N

Does the chapter perform the officer installation ceremony? Y N

Does the chapter have Spiritual Programming? Y N
If so, **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**

Does the chapter have Brotherhood Awards? Y N
If so, **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**

Does the chapter have a Brotherhood Program? Y N
If so, **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**



WHO YOU ELECT

2020-2021

WHO YOU ELECT:

- Chapter's Strategic Plan
- Sample of Executive Board/Chapter Minutes
- Finances**
 - Total Accounts Receivable
 - Complete Chapter Budget
 - List of Fundraising Events and Results
- Academics**
 - Community Grade Report
 - Written Academic Program
- Alumni Relations**
 - Alumni Programs and Events
 - Alumni Communication Material
 - Board of Trustees Information
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 - Signature Event
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 - Parents/Faculty Programs and Events
- House Manager**
 - Fire Safety Compliance

WHO YOU ELECT CONTINUED ON NEXT PAGE...

WHO YOU ELECT

Does the chapter utilize a strategic plan?

Y N

If so, **PLEASE ATTACH A COPY**

HINT This is your structured action plan on how to achieve your chapter's goals.

What were the chapter's top two biggest achievements this past year?

1. _____

2. _____

PLEASE ATTACH A COPY of example Executive Board and Chapter minutes.

Did the chapter hold organized goal-setting retreats?

Y N

If yes, when (date)? _____

Did the chapter hold organized officer transitions?

Y N

How often did the Executive Board meet?

Weekly **Monthly** **Other (please explain):** _____

What was the average attendance at chapter meetings?

100% **90%** **80%** **70%** **60%** **50% or Below**

What is the chapter president's current class/year?

Freshman **Sophomore** **Junior** **Senior**

Did the chapter send members to ATO National Programs and/or campus leadership programs? Y N

If yes, **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**

FINANCES

What was the total accounts receivable (total money owed to the chapter) this academic year?

\$ _____

What percentage of chapter members paid dues in full?

100% **90%** **80%** **70%** **60%** **50% or Below**

Does the chapter use a financial/billing service to collect payments (dues, rent, etc.)? Y N

If yes, which one?

OMEGAFI **Other (Name):** _____

FINANCES CONT.

Did the chapter create a detailed budget for the semester/year?

If yes, **PLEASE ATTACH A COPY**

Y N

Did the chapter hold Fundraising Events:

If yes, **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**

Y N

HINT Fundraising events are not the same as philanthropy events.

ACADEMICS

Have the university/college provide a grade report for the chapter. This report should include the overall chapter GPA, the all men's average and the chapter's rank among fraternities on campus FOR THE LAST THREE SEMESTERS.

- Overall Chapter GPA
- All Men's Average (AMA)
- Chapter Rank (among fraternities)

GRADE REPORT MUST BE AN OFFICIAL DOCUMENT FROM THE SCHOOL.

HINT Ask the campus Greek Life director/advisor for this information in advance to give them enough time to request/collect the necessary data.

Does the chapter provide Academic Programming?

If so **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**

Y N

ALUMNI RELATIONS

Does the chapter have a dedicated Alumni Relations Officer(ARO)?

Y N

Did the ARO produce an alumni newsletter (electronic or printed) or some form of update submitted to alumni members on behalf of the chapter?

Y N

If yes, how often was it produced? **PLEASE ATTACH A COPY**

- Monthly** **Semesterly** **Other (please explain):** _____

Did the chapter hold alumni events?

If yes, how many?

FALL: _____
SPRING: _____

Y N

On a SEPARATE sheet, please list all alumni events and parent events held by the chapter. The following is an example of how the list can be organized:

EVENT	DATE	# of ALUMNI
Game 6 Tailgate	10/13/20	15
February Alumni Luncheon	2/20/21	6

WHO YOU ELECT CONTINUED ON NEXT PAGE...

Does the chapter have a Board of Trustees (BOT)? Y N

How involved is the chapter BOT? (Rate 1-5, with 5 being highly involved.)
 5 4 3 2 1 We don't have a BOT

Does the BOT have a chapter officer mentor program? Y N

Was the BOT involved with any chapter goal-setting retreats? Y N

Was the BOT involved with officer transitions? Y N

Did the BOT meet with the new member class? Y N

If yes, how often?

Monthly Semesterly Other (please explain): _____

How often does the BOT meet?

Monthly Semesterly Other (please explain): _____

Did the BOT (or any member of the BOT) attend chapter meetings? Y N

If yes, how many?

FALL: _____
SPRING: _____

Who is the current BOT Chairman? _____

Phone: _____

Email: _____

Rate the involvement of your alumni (Rate 1-5, with 5 being highly involved.)

5 4 3 2 1

Does the chapter have an alumni association? Y N

Does the chapter have an Alumnus of the Year award? Y N

If yes, who?

2020: _____

2021: _____

Who is the Alumni Association (not BOT) President? _____

Phone: _____

Email: _____

ALUMNI-RELATED QUESTIONS WILL NOT AFFECT TRUE MERIT.

COMMUNITY RELATIONS

On a **SEPARATE** spreadsheet, please list all chapter members and new members holding membership in national and/or local honor societies (e.g. Omicron Delta Kappa, Phi Beta Kappa, etc.), attending school on a scholarship (name the scholarship, if applicable), named to the Dean's List or receiving a 4.0 GPA during the previous year. (Use additional sheets as needed.) **Make sure the file is electronically available for your Leadership Consultant.**

NAME	HONOR RECEIVED
Joe Undergrad	Dean's List
Stew Dent	Phi Beta Kappa, Who's Who, German Honorary Society

PHILANTHROPIC DOLLARS DONATED TOTAL DONATED: _____

On a **SEPARATE** spreadsheet, please list all of the money the chapter donated directly to an organization. Make sure the file is electronically available for your Leadership Consultant.

- Please count the dollars donated directly to a charitable organization (does not include other Greek organizations).
- Please do not count the costs associated with running an event or attending an event.
- Sum all the money for the event in the DONATED column for that date.
- Provide a primary contact for donations to be verified
- Provide receipts of donations

ORGANIZATION	DATE	DONATED	DESCRIPTION	PRIMARY CONTACT	PHONE	EMAIL
MS Society	9/11/20	\$5,000.00	Auctioned off haircuts for brothers	John Smith	555-555-5555	jsmith@email.com
CASA of Indiana	9/23/20	\$500.00	Chapter donated to purchase a date at the Theta Date Auction	Laura Smith	555-555-5555	lsmith@email.com

COMMUNITY SERVICE HOURS TOTAL HOURS: _____

On a **SEPARATE** spreadsheet, please list all of the hours of hands-on service chapter members and new members completed. Make sure the file is electronically available for your Leadership Consultant.

- Please count the hours spent doing hands-on service for another charitable organization (does not include other Greek organizations).
- Please do not count the hours associated with planning a community event, or any hours associated with attendance at a philanthropy event.
- Sum all the hours for the event in the HOURS column for that date.
- Sum the number of participants in the # of ATOs column for that date.
- Provide a primary contact for hours to be verified

EVENT	DATE	HOURS	# OF ATOs	DESCRIPTION	PRIMARY CONTACT	PHONE	EMAIL
Habitat for Humanity	2/11/21	150	25	ATO re-shingled houses	Jill Smith	555-555-5555	jsmith@email.com
Indianapolis Soup Kitchen	1/23/21	16	4	Volunteered at soup kitchen	Larry Smith	555-555-5555	lsmith@email.com

Did the chapter host a Signature Event? Y N
 If yes, **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**

Does the chapter use CrowdChange? Y N
 If yes, **PLEASE ATTACH A SCREENSHOT**

Did the chapter win any campus or other awards this year (2020-2021)? Y N
 If yes, **PLEASE ATTACH A LIST**

WHO YOU ELECT CONTINUED ON NEXT PAGE...

COMMUNITY RELATIONS CONT.

On a SEPARATE spreadsheet, please list all chapter members and new members who are involved in campus and/or community activities/organizations, offices held and any special recognition received. Make sure the file is electronically available for your Leadership Consultant.

NAME	ACTIVITY	OFFICE	RECOGNITION
Joe Undergrad	Varsity Football	Captain	All-American, NIC All-Fraternity
Stew Dent	Student Government	Senator	--

HINT Be sure to include IFC officers, varsity letter athletes, campus clubs, student government, etc.

What percentage of members were involved in at least one other student organization?

100% 90% 80% 70% 60% 50% or Below

PUBLIC RELATIONS

Did the chapter report to ATO Roadshow at least four times per month?

Y N

PLEASE ATTACH A PRINTOUT of your Roadshow Chapter Statistics (found under the ATORoadshow.org rankings page - click on your school to see your stats)

PLEASE ATTACH A PRINTOUT of the chapter's Twitter account.

PLEASE ATTACH A PRINTOUT of the chapter's Facebook account.

PLEASE ATTACH A PRINTOUT of the chapter's Instagram account.

HINT The chapter communication program helps the Communication Award Committee select excellence and communication award-winners. Be as detailed as possible, and provide proof of any claims made (links, printouts, screen-captures, etc.). Include all methods ranging from chapter-specific to community-wide communication.

Was the chapter positively recognized by local, regional and/or national media (e.g.--news articles, advertisements, university publications, websites, TV, radio, etc.)?

Y N

If yes, how many times was the chapter recognized?

PLEASE ATTACH A COPY OR LINK OF EACH

Did the chapter hold a faculty/administration event this year?

Y N

If yes, **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**

Did the chapter hold a parent event this year?

Y N

If yes, **PLEASE ATTACH DETAILS AND SUPPORTING MATERIAL**

HOUSE MANAGER

Does the chapter have a house or lodge?

Y N

If yes, how many members are live-in? _____

What is maximum capacity? _____

Did the chapter eat meals together?

Y N

If yes, how often?

Weekly **Monthly** **Other (please explain):** _____

PLEASE ATTACH A COPY of your house fire inspection.

GENERAL CONTACT INFO

PRESIDENT (Summer Info)

Name

Email

Summer Address

City State Zip

Phone (000) 000-0000

TREASURER (Summer Info)

Name

Email

Summer Address

City State Zip

Phone (000) 000-0000

RECRUITMENT CHAIR (Summer Info)

Name

Email

Summer Address

City State Zip

Phone (000) 000-0000

ADDITIONAL INFORMATION

Is the Health & Safety Officer on the Executive Board?

Y N

Does the chapter use BYOB, tickets or third party vendors at social functions?

Y N

Does the chapter use kegs?

Y N

Does the chapter purchase cases of beer?

Y N

Is hard liquor allowed at social events?

Y N

Does the chapter have a cover charge for social events?

Y N

Did the chapter have a Health & Safety violation within the last year?

Y N

If yes, provide a brief description:



ALPHA TAU OMEGA

CERTIFICATE OF COMPLIANCE

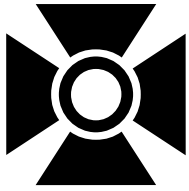
AR20-21

We certify that the Alpha Tau Omega Health & Safety Policy has been discussed with the chapter and that each member, pledge and new member understands the Health & Safety Policy.

We, the undersigned chapter officers, understand that we are responsible for upholding the Alpha Tau Omega Health & Safety Policy, and failure to do so may result in disciplinary action against the chapter and ourselves.

Furthermore, we certify that all of the programs and activities of our chapter are in strict compliance with the Alpha Tau Omega Health & Safety Policy and are consistent with the spirit and intent of the *Alpha Tau Omega National Fraternity Governing Documents*.

_____	_____	_____
School (University/College)	Chapter (Insignia)	Date
_____	_____	_____
President (name, phone, email)	President (signature)	
_____	_____	_____
Vice President (name, phone, email)	Vice President (signature)	
_____	_____	_____
Chaplain (name, phone, email)	Chaplain (signature)	
_____	_____	_____
Treasurer (name, phone, email)	Treasurer (signature)	
_____	_____	_____
Membership Education Chairman (name, phone, email)	Membership Education Chairman (signature)	
_____	_____	_____
Secretary (name, phone, email)	Secretary (signature)	
_____	_____	_____
Health & Safety Officer (name, phone, email)	Health & Safety Officer (signature)	
_____	_____	_____
Recruitment Chairman (name, phone, email)	Recruitment Chairman (signature)	
_____	_____	_____
Historian (name, phone, email)	Historian (signature)	
_____	_____	_____
Social Chairman (name, phone, email)	Social Chairman (signature)	
_____	_____	_____
House Manager (name, phone, email)	House Manager (signature)	
_____	_____	_____
Board of Trustees Chairman (name, phone, email)	Board of Trustees Chairman (signature)	



ALPHA TAU OMEGA

HEALTH AND SAFETY POLICY

- B1. The chapter, members, and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- B2. Alcoholic beverages must not be purchased with chapter funds or funds pooled (i.e. passing the hat or using digital payment apps, i.e., Venmo) by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- B3. Alcoholic beverages must either be: a) Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or b) Brought by individual members and guests through a bring your own beverage (“BYOB”) system in compliance with ATO guidelines
- B4. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter premises or at any event, except when served by a licensed and insured third-party vendor.
- B5. A chapter must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant or other licensed and insured third-party vendor to host a chapter event.
- B6. A chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
- B7. Any event or activity related to the new member joining process (e.g. recruitment, rush etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities, and any ritual or ceremony.
- B8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the chapter premises or host venue.
- B9. The chapter, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
- B10. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third-party vendor are prohibited (i.e. amounts of alcohol greater than what a reasonable person should consume over the duration of an event, including but not limited to kegs, boxed wine, 30-racks, alcohol punch, etc.).
- B11. The chapter, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances.
- B12. All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.
- B13. Chapter members should call 911 if they observe someone injured or in distress, or if they suspect a fire or other dangerous condition.
- B14. No person shall possess and/or use firearms or explosive devices of any kind within the confines and premises of a chapter house.
- B15. No person shall use smoking products of any kind within the confines and premises of a chapter house.
- B16. Candles should not be used in chapter houses or individual rooms.
- B17. Hazing is prohibited. The term hazing is hereby defined to mean any or all of the following: Any willful act or practice by a member or pledge, directed against a member or pledge, which, with or without intent: a) Is likely, with reasonable possibility, to cause bodily harm or danger, offensive physical punishment, or disturbing pain. b) Is likely to: (1)



ALPHA TAU OMEGA

HEALTH AND SAFETY POLICY

compromise the dignity of a member or pledge, (2) cause embarrassment or shame to a member or pledge in public, (3) cause a member or pledge to be the object of malicious amusement or ridicule, or (4) cause psychological harm or substantial emotion strain. c) Will, unreasonably or unusually, impair a member's or pledge's academic efforts including, without limitation, depriving him of normal sleep.

- B18. Any requirement by a member or pledge which compels a member or pledge to participate in any activity which is illegal, which is known by the person to be contrary to a member's or pledge's moral or religious beliefs, or which is contrary to the rules or regulations of the member's or pledge's school is prohibited.
- B19. Any requirement by a member or pledge which compels or encourages a member or pledge to participate in any activity, the nature of which would make such an activity offensive and/or unacceptable to, or unlikely to be engaged in by a reasonable man is prohibited.
- B20. Any requirement, activity, or action which subjects a member or pledge to degrading, demeaning or deliberately unpleasant and offensive treatment whether physical or mental is prohibited.
- B21. Permission or approval by the person being hazed is not a defense.
- B22. 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 includes 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 sexual assault by members acting together. Strippers, exotic dancers or similar persons, whether professional or amateur, at a fraternity event are prohibited.
- B23. Chapter women's auxiliary groups, such as Little Sisters organizations, are prohibited.
- B24. Each Interest Group and Colony (and eventual chapter upon receiving its charter) shall be substance-free alcohol free and shall remain substance free. Substance-free means no alcohol in a Chapter house or on Chapter property, including all common areas and individual rooms. Individuals (members or non-members, undergraduates or alumni) are prohibited from entering, consuming or storing any quantity of alcohol in a Chapter house or on Chapter property. The definition of substance-free applies to existing chapters that have become substance-free by other means.
- B25. If a member assists another person in obtaining immediate and appropriate medical care related to the use or consumption of alcohol, drugs, or to another medical emergency, then that member, as well as those who are assisted, will not be subject to individual disciplinary action with respect to the incident. This is the case even if the member who is assisting was a contributing factor to that emergency. An individual may benefit from this policy more than once, though it is within the discretion of the Fraternity to take disciplinary action after evaluating the circumstances under which a member has been subject to repeated use of the policy.
- B26. A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may be eligible for mitigation of charges related to violations of organizational policies. To be eligible for this potential mitigation, the chapter will be required to meet in person or by phone with a National Fraternity staff member or an alumni volunteer designated by the Fraternity. A chapter may benefit from this policy more than once, though it is within the discretion of the Fraternity to take disciplinary action after evaluating the circumstances under which a chapter has been subject to repeated use of the policy.