

SORORITY AND FRATERNITY LIFE

IMPORTANT PHONE NUMBERS

EMERGENCY	911
ASSOCIATE DIRECTOR OF HOUSING	614-688-3287
FRATERNITY MANAGERS ASSOCIATION	614-294-2531

PEOPLE TO KNOW

Dr. Kim Monteaux De Freitas, Director of Sorority and Fraternity Life, defreitas.12@osu.edu

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Holly Smither, Director and Property Manager Fraternity Management Association, holly@fmaosu.com

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SAFETY RESOURCES AND INFORMATION

Clery Act

- Any building owned or controlled by a recognized student organization falls under the non-campus category in the Clery Act. House directors are required under federal guidelines to report Clery crimes that occur within the property of the chapter facility because they control access to the houses and given their responsibility and interaction with students. [Clery crimes need to be reported online.](#)

Off Campus Community Crime Map

- The below Community Crime Map consists of statistics from the Columbus Division of Police (CPD) and shows off-campus crime reports. Ohio State has pre-programmed the map to a one-mile radius, to include the three major crime categories of aggravated assault, residential burglary and robbery of an individual from the most recent 30-day period. Additional features available include the ability to:
 - Turn on additional crime categories
 - Access months or years of data
 - See heat maps and trends including time of day
 - Sign up for crime alerts (daily, weekly or monthly)
 - Enter your own, personal home address to set up tailored alerts

University District Student Resource Hub

- This resource includes a variety of helpful information for anyone living in the University District including personal and home safety information, parking resources, city and community resources and university and academic resources.

The SOAR Initiative

- The SOAR initiative was founded by a group of dedicated, passionate students at The Ohio State University. We work with government agencies, established nonprofits, local activists and amazing communities throughout the state. Our innovative, evidence-based technologies and projects concentrate on helping those left behind by traditional public health and substance use programs.

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CAMPUS RESOURCES

Office of Institutional Equity

- The Office of Institutional Equity exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination and sexual misconduct. This centralized office houses the university's Americans with Disabilities Act (ADA), Affirmative Action and Equal Employment Opportunity (EEO), Protection of Minors and Title IX functions.

SARNCO

- The Sexual Assault Response Network of Central Ohio (SARNCO) of OhioHealth is the sexual violence intervention and prevention program serving Columbus and Franklin County. SARNCO is looking for people who want to make a difference, excel at listening to the needs of others, and care about ending sexual and relationship violence in our community.

Student Conduct

- The mission of our office is to protect student rights; help foster a safe and secure educational environment; uphold the standards of the university community; establish accountability for student choices; maintain an equitable and inclusive process that promotes mutual respect; foster ethical standards and critical thinking and decision-making; and assist in the development of students into productive citizens.

Counseling and Consultation Service

- We provide individual and group mental health services, psychoeducational prevention and outreach programming to currently enrolled undergraduate, graduate and professional students.

Student Advocacy Center

- The Student Advocacy Center is committed to helping students navigate Ohio State's structure and to resolving issues that they encounter at the university. Our purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom. We encourage students to maximize their educational experience and prepare them for involvement in the larger community and for life beyond college.

Student Wellness Center

- The Student Wellness Center at The Ohio State University empowers students to strive for balance and wellness. Wellness is an active, ongoing process which involves becoming aware of and taking steps toward a healthier, happier, more successful life.

Information on Hazing

- As part of The Ohio State University's commitment to promoting a safe and healthy campus environment, members of the university community have the right to be free from all forms of hazing, which impede the realization of the university's vision of being a 21st-century public, land grant, research, urban and community-engaged institution. The university has zero tolerance for hazing in any form and all members of the university community must conduct themselves in a manner that supports an environment free from hazing.



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ADDITIONAL RESOURCES

[Holmes Murphy Insurance](#)

- Holmes Murphy offers this educational information to provoke thoughts and discussion and it should not be viewed as a mandate or requirement. We view part of our role as an insurance and risk management professional to anticipate your needs and educate you in an effort to complement the organization's loss prevention and control efforts, not replace the decision-making autonomy of our client organizations. We hope you find this educational piece to be of value and stand ready to discuss it further with you or any of your constituents.

[Fraternal Law](#)

- Fraternal law offers a free quarterly newsletter, you are encouraged to sign up for this free resource in order to stay current on litigation and legal matters regarding fraternities and sororities.

[Pennington and Company](#)

- Pennington and Company helps alumni leaders and volunteers within Greek organizations foster growth in both fraternal spirit and operational results. Our monthly Pennington Webinar Series features experts from various areas that impact Greek alumni and their chapters. Not all presenters are from Pennington, but they're all at the top of their fields of expertise.

[North American Interfraternity Conference](#)

[National Panhellenic Conference](#)



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RECOMMENDED COMMON PRACTICES

- Daily walk thru of the house
 - Note and report any of the following
 - Damage
 - Maintain issues
 - Housekeeping concerns
- Weekly or bi-weekly meetings with house manager
 - Recommended topics of discussion
 - On-going damage
 - Maintenance or housekeeping issues
 - Keep them in the loop on timelines
 - Closing for breaks
 - Other issues you may have identified
 - Also note the positives!
- Host two house meetings a semester (required for second year approved facilities)
 - Opening – fall semester
 - Discuss house policies
 - Go over lock outs
 - Discuss how maintenance and housekeeping work
 - Have residents sign any paperwork required by the house corporation
 - Closing – fall semester
 - Discuss last day to be in the house
 - Cover what the residents need to do if anything before leaving
 - Check out
 - Unplug items
 - Is anyone leaving the house at break?
 - Will anyone new be coming into the house after break?
 - Opening – spring semester
 - Review house polices
 - Recruitment (especially for women’s groups)
 - Winter weather policies
 - Closing – spring semester
 - Move out/ Check out

Please notify Sorority and Fraternity Life in cases of injury or emergency vehicle response to the facility.

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GREEK HOUSING ACADEMICS AND TECHNOLOGY GUIDELINES

STUDY SPACE

Chapters: Each chapter shall define a common functional academic space specific to the chapter's facility. Chapters are encouraged to consider flexible spaces to meet a variety of academic needs, including but not limited to, study space, small group meeting space and classroom space.

University: The university will assist chapters in identifying flexible furniture and furnishings and will provide consultation in the design of spaces.

STUDENT DESKS

Chapters: Chapters will provide at least one desk per bedroom /dayroom. Chapters may petition for approval for alternatives to a non-traditional desk.

FACULTY ADVISOR MEETING

Chapters: Chapters will designate appropriate space for one-on-one meetings between students and the faculty advisor for the Second-Year Transformational Program.

University: The university will provide faculty advisors to the second-year students in compliance with the Second-Year Transformational Program.

INFORMATION TECHNOLOGY

Chapters: The facility shall provide or have a reasonable plan to provide current information technology resources that support the academic experience.

University: The university will work proactively with chapters towards obtaining the latest technologies for the chapter facilities and overall student community.

ALTERNATIVE HOUSING

University: The university will provide housing for second-year students who do not live in chapter facilities.

GREEK HOUSING LIVE-IN/FACILITY ADVISOR GUIDELINES

LIVE-IN ADVISOR

Chapters: Each chapter must have a live-in advisor or equivalent position. Each chapter will create a university approved job description for this individual. It is recommended that this individual be at least one year removed from their undergraduate experience. Graduate and professional students are eligible to fill this role.

University: The university will provide templates and consultation for the development of live-in advisor's job description. The university will also provide multiple opportunities for training and education for the live-in advisors living in the chapter facilities in order to fulfill the annual training requirement for live-in advisors.

HIRING PROCESS

University: The university will provide a centralized hiring process for live-in advisors. Chapters may recommend eligible candidates to participate in this process.

Note: There are special circumstances where a live-in advisor may not be accommodated within a given facility. In these cases, the chapter must provide an alternate solution that works for the chapter and is approved by the university.

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GREEK HOUSING SAFETY AND SECURITY GUIDELINES

FACILITY AUDIT

Chapters: Each chapter will participate in an annual facility audit conducted by a university appointed official. The audit will focus on compliance to the Greek Housing Standard and state and local laws. The audit shall not supersede Columbus city code or other requirements set forth by the city of Columbus or state of Ohio. The chapter will participate in an annual analysis with a Crime Prevention Through Environmental Design (CPTED) specialist, provided by the university.

University: The university will provide appointed designees to conduct a facility audit on a yearly basis. Included in this analysis, the university will also provide a qualified CPTED specialist to chapters to consult when designing the exterior of the facility or landscaping.

KEYS

Chapters: Chapters will create and implement an approved key control policy.

LIGHTING

Chapters: Each chapter will provide access paths and doors to the facility which must be reasonably lit. All exterior building lighting should be maintained and operable, with additional lighting in parking areas, entrances and pathways.

CERTIFICATIONS

Chapters: Chapters must obtain a valid, annual rooming house license from the City of Columbus.

Chapters must have a hard-wired smoke detection system or a NFPA72 approved system. Please contact a university representative for consultation. In addition, facilities are required to receive an annual fire inspection from a certified fire inspector. The chapter shall also gain other applicable certification as necessary (e.g., Food Licensure, hood inspection, etc.). Copies of licensure and inspection results will be provided to an appointed university official on an annual basis.

University: The university will keep record of inspection results, certifications, etc. for documentation and long-term record keeping purposes.

EXTERIOR MAINTENANCE

Chapters: Chapters must remove snow from sidewalks and paths within a reasonable amount of time. Chapters must maintain manicured grounds, free of trash and debris, with a reasonable attempt to grow and maintain grass where appropriate.

COLLEGIATE OFFICER TRAINING

Chapters: A collegiate representative (House Manager, Vice President of facilities, etc.) from each chapter is required to attend an annual safety and security training session.

University: The university will provide student training throughout the year to fulfill the education component of the standard.

ALCOHOL

Chapters: Alcohol may be possessed and consumed by individuals over the age of 21, in a room where at least one resident is 21, in compliance with university policy and state law. Alcoholic beverages may *not* be present or consumed in common areas or defined academic space on chapter property. Exemptions may be made on a case-by-case basis. Please see the appendix for more information.

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APPENDIX: ACADEMICS AND TECHNOLOGY RECOMMENDATIONS

ELECTRICAL UPDATES

Chapters: Chapters should consider electrical updates during renovations that provide the ability to support the current technology demands of residents (e.g., computers, TVs, cosmetic appliances, etc.)

APPENDIX: SAFETY AND SECURITY RECOMMENDATIONS

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

The property should encourage patrons to enter through a common entrance, especially after hours. Fencing, signage and access to facility should be clearly defined to exterior observer when visitor is transitioning from public to privately owned spaces. Exterior property, including trash and recycling areas, should be maintained and orderly, free of litter and graffiti, denoting that occupants care about the maintenance and upkeep of the property. Landscaping should be maintained lower than 3 feet and above 6-8 feet, limiting places of concealment and not blocking existing lighting.

KEY CONTROL POLICY

Chapters: Chapters will keep a master copy of keys with an alumni advisor, member of the House Corporation or the live-in advisor. If the chapter chooses a keyless security system, the system must have a battery backup or ensure the device has power at all times, to allow for continuous access control to the facility. If the chapter chooses to have a key system, it will be beneficial to utilize a key watcher or lock box system to ensure the keys cannot be misplaced, lost or released to unauthorized individuals.

FIRE SAFETY

Chapters: The facility should have two methods of egress on floors with bedrooms. A sprinkler system should be installed in the chapter facility if a renovation dictates the necessity for this safety measure.

If the chapter utilizes a wireless smoke detection system, several requirements must be met:

- A. All devices communicate back to a central panel for system/supervisory monitoring of those devices as well as providing building-wide notification
- B. Systems must meet NFPA72 (or particular sections of it) and be UL listed
- C. Central panel must report off site to a central monitoring station for alarms

DAMAGE ASSESSMENT

Chapters: The chapter alumni advisory board, collegiate officers or House Corporation should conduct an analysis to determine damages incurred during the leasing term, assess the need for repair and inventory all property prior to starting a new leasing term with new residents.

SUMMER LEASES

Chapters: It is encouraged to have a separate, summer living contract for members and non-members if the facility will be open and used during the May or summer terms.

HIRED STAFF

Chapters: Background checks can be requested for independently hired staff, such as live-in advisors and chefs. If such a service is requested, it may be beneficial to work with the organization's Headquarters and legal team to put this stipulation in an employment contract.

ALCOHOL POLICY AND EXEMPTION

Chapters: Chapters may apply for an exemption to the alcohol standard for specific, special events (e.g., parents, alumni, etc.) approved at least 30 days in advance of the event. Exemptions are based on demonstrated past and planned risk reduction and must be signed off by the owner of the property.