



RISK MANAGEMENT GUIDE

2018

The Department of Student Involvement
involvement@smu.edu

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THE LAW

Effective September 1, 2007, the Texas Legislature enacted HB 2639/SB 1138, adding section [51.9361](#) to the Texas State Education Code regarding risk management training of members and advisors of student organizations at postsecondary educational institutions. This section was amended in 2013 to include training on access for students with disabilities.

The law requires:

4 STUDENT OFFICERS and **1** ADVISOR

of every recognized student organization be trained in **8** AREAS OF RISK:

1. Alcohol and illegal drugs
2. Hazing
3. Sexual abuse and harassment
4. Fire safety and other safety issues
5. Travel
6. Party behavior
7. Adopting a risk management policy
8. Access for students with disabilities

COMPLIANCE FOR SMU ORGANIZATIONS

SMU is required to host this training at least once a year, and the training takes place at the [MANDATORY ORGANIZATIONS MEETINGS](#).

In 2018, four student members and all advisors must attend and be trained.

Types of organizations that must comply:

- Chartered and Temporary student organizations
- Campus Ministry Organizations
- Individual Greek chapters
- Any additional groups deemed necessary by Student Involvement

If your organization does not attend this required training:

- Funds will be frozen with the Comptroller's Office
- The organization will be removed from Connect
- All privileges through HTSC will suspended
- Requests for any Student Involvement services will not be granted
- Requests for inclusion in the Friday Update will not be granted
- Advertising by any format in the residential commons through the Office of Residence Life and Student Housing (RLSH) will not be allowed
- May not have a space on the Boulevard for Game Days
- The organization will automatically undergo Charter Review with the Student Senate Organizations Committee

Students can attend the MOM on behalf of more than one organization. Students will list all organizations they are involved with when responding to the attendance confirmation email.

The following groups must attend their specialty Mandatory Organizations Meeting to comply:

- Club Sports
-

For any questions about an organization's compliance status, contact Student Involvement at involvement@smu.edu.

8 AREAS OF RISK

Alcohol and Illegal Drugs

Hazing

Sexual Abuse and Harassment

Fire Safety and Other Safety Issues

Travel

Party Behavior

Adopting a Risk Management Policy

Access for Students With Disabilities

AREA OF RISK #1: ALCOHOL AND ILLEGAL DRUGS

College students drink more than their non-college counterparts.

High-Risk Drinking is:

- Drinking under the age of 21
- Chugging, drinking games
- Drinking anything through a hose, funnel, or luge
- Drinking from a punch bowl, trash can, or any kind of large, pre-mixed cocktail
- Drinking to get drunk
- Drinking on an empty stomach
- Going to parties where others drink too much
- Leaving drinks unattended
- Mixing alcohol with medications or illegal drugs

Consequences of High-Risk Drinking in the US

- **Death:** Each year an estimated 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including car crashes.
- **Injury:** Each year about 599,000 students (ages 18-24) are unintentionally injured under the influence of alcohol.
- **Assault:** Each year an estimated 696,000 students are assaulted by another student who had been drinking
- **Sexual Abuse:** Each year about 97,000 students are victims of an alcohol-related sexual assault
- **Unsafe Sex:** About 400,000 students each year have unprotected sex, and more than 100,000 students reported having been too intoxicated to know if they consented to having sex.
- **Academic Problems:** About 25% of college students report having academic consequences due to drinking, including missing class, falling behind, and receiving lower grades.
- **Alcohol Abuse Disorder:** 19% of college students meet the criteria for an alcohol use disorder, but only 5% of these students seek treatment for alcohol problems.
- **Drunk Driving:** Each year, nearly five million students drive under the influence of alcohol.

[{Source}](#)

Alcohol Poisoning

Thousands of college students are transported to the emergency room each year for alcohol poisoning, which occurs when high levels of alcohol suppress the nervous and respiratory systems and the body struggles to rid itself of toxins produced from the breakdown of alcohol. Signs of alcohol poisoning include:

- Mental confusion, stupor, coma, or the person cannot be roused or woken up
- Vomiting
- Slow or irregular breathing
- Hypothermia or low body temperature, bluish or pale skin

Alcohol poisoning can lead to permanent brain damage or death.

If a person is showing any signs of alcohol poisoning, **DON'T WAIT! CALL 911.**

The **CALL FOR HELP PROGRAM** exists to encourage you to seek medical help for yourself or a friend if needed.

“Student welfare is a primary concern at SMU. Everyone is responsible for creating a healthy community whose members care for one another. One demonstration of caring involves seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or drug intoxication. To seek medical assistance, **PLEASE CALL 911.**”

Students who seek medical assistance for themselves (Medical Amnesty) or another student (Good Samaritan) due to intoxication of alcohol and/or drugs will not normally be subject to the SMU conduct review process, except when it has been determined that another violation of University policy has occurred (for example: destruction of University property; fire safety violation; physical harm to another person, etc.).”

Lower-Risk Drinking is:

- Being 21 or older
- Deciding whether or not you will drink before you go out
- Eating a meal before drinking
- Always knowing what you're drinking
- Alternating alcohol-free drinks throughout the evening
- Keeping track of how much you have to drink
- For women: consuming no more than one drink per hour, three drinks per day, or seven drinks per week
- For men: consuming no more than one drink per hour, four drinks per day, or 14 drinks per week
- Choosing not to drink at all is the safest choice

What is One Drink?

**12 fl oz of
regular beer**

=

**5 fl oz of
table wine**

=

**1.5 fl oz shot of
80-proof spirits**
(whiskey, gin, rum,
vodka, tequila, etc.)



about 5%
alcohol



about 12%
alcohol



about 40%
alcohol

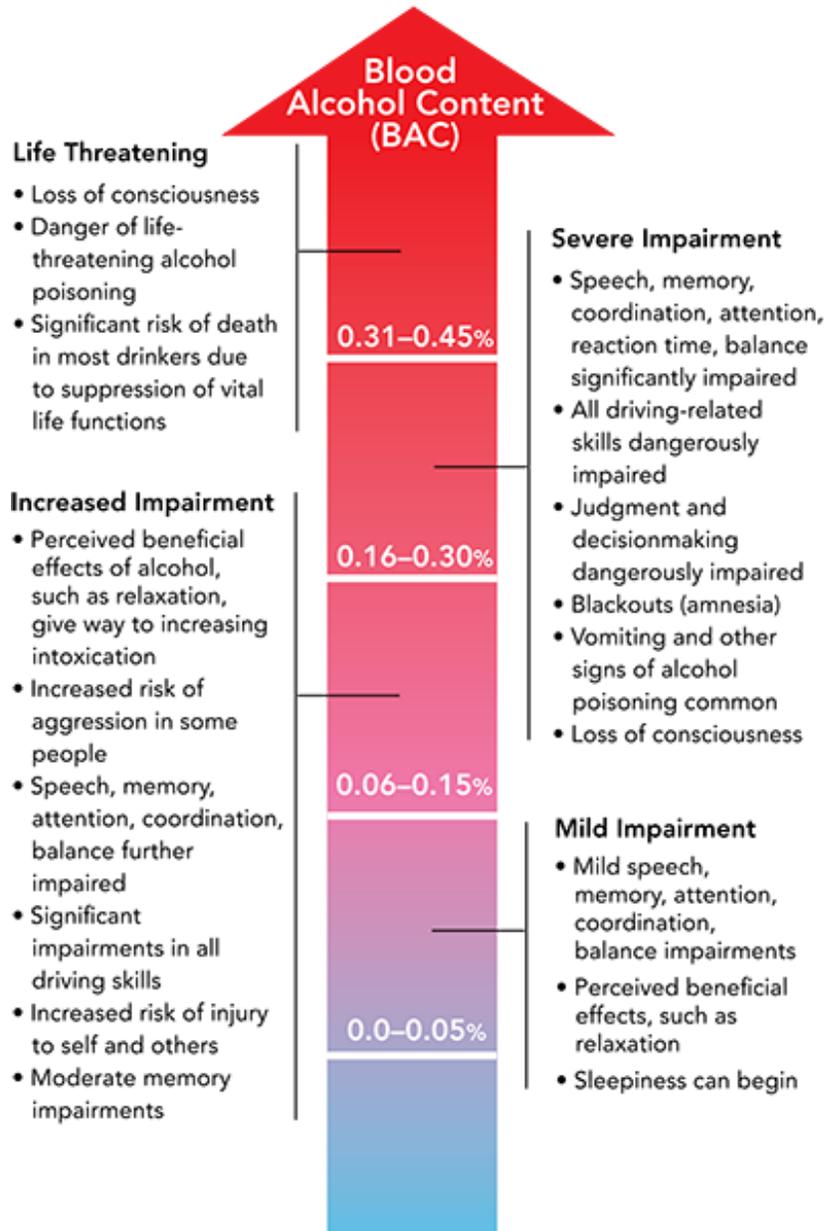
Understanding BAC

Knowing a person's blood alcohol content (BAC) and understanding it is important in determining their level of intoxication. It is the legal measurement of the amount of alcohol in a person's bloodstream. The more alcohol consumed, the higher the BAC. Tolerance has no effect on BAC. For a 175-pound male drinking for one hour on an empty stomach, the BAC levels would likely be as follows:

2 drinks	.05 BAC
4 drinks	.10 BAC
6 drinks	.15 BAC
8 drinks	.20 BAC
10 drinks	.25 BAC

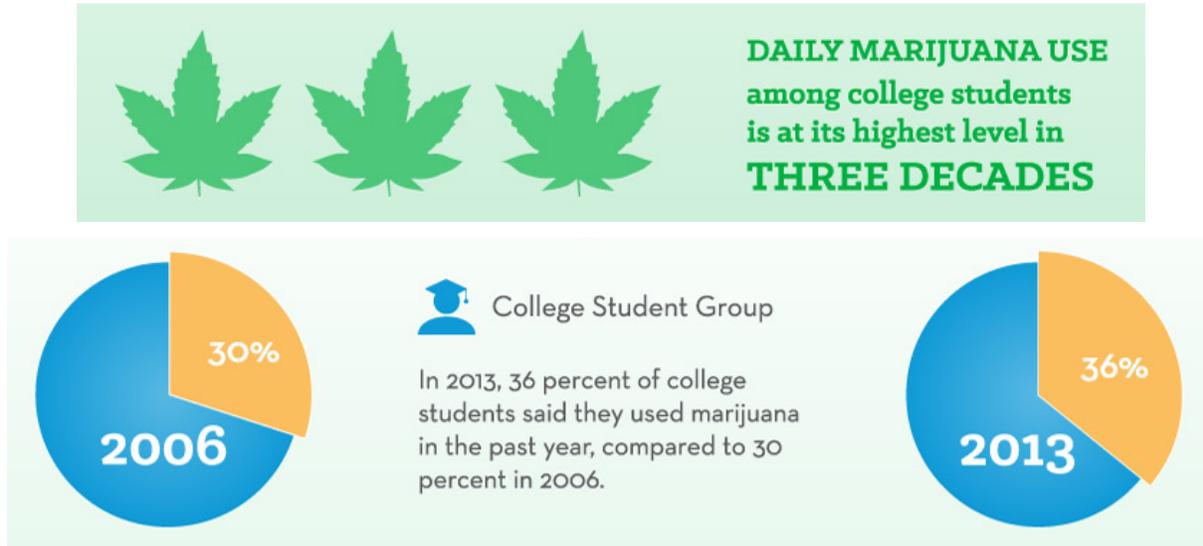
.08 BAC is the legal limit for Driving While Intoxicated (DWI) for adults 21 and over in Texas. To see a similar scale for a different gender or weight, [click here](#).
{Source}

As BAC Increases, So Does Impairment



Drug Use in College

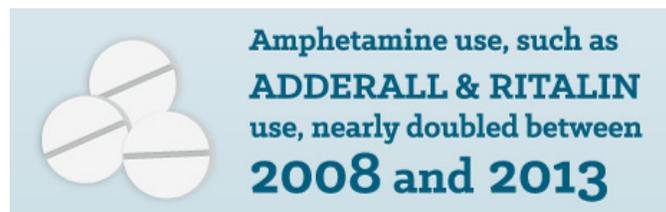
Marijuana and prescription drugs are among the most frequently used drugs among college students.



Effects of marijuana use include:

- altered senses (for example, seeing brighter colors)
- altered sense of time
- changes in mood
- impaired body movement
- difficulty with thinking and problem-solving
- impaired memory
- temporary hallucinations and paranoia
- increased heart rate
- breathing problems

College students are much more likely to abuse stimulants without a prescription, like Adderall and Ritalin, than their non-college counterparts.



Negative effects of stimulant abuse include:

- Increased heart rate
- Increased blood sugar

- Heart problems
- Sleep problems
- Increased risk of alcohol poisoning when used while drinking

About 26% of college men and 19% of college women use illicit drugs.

[Source 1](#), [Source 2](#), [Source 3](#), [Source 4](#)

University Policies

The University enforces state law and prohibits the possession and consumption of alcohol by those younger than 21 years of age; as well as the use, sale, possession, or manufacturing of any controlled substance. The [SMU Student Code of Conduct](#) and the [SMU Alcohol Policy](#) applies to students both on and off campus.

The Office of Student Conduct & Community Standards meets with students to discuss alleged alcohol and drug violations in a conduct officer hearing. During the hearing, the student will have an opportunity to discuss the alleged violation. If the student is found to be responsible for the violation, appropriate sanctions will be assigned.

[The Office of Student Conduct and Community Standards](#)

Boaz Commons, Suite 101

214-768-4563

conduct@smu.edu

Legal Penalties

In addition to sanctions from the Office of Student Conduct and Community Standards, any violation of alcohol and drug law may result in additional action from law enforcement.

Alcohol: Minors convicted through the criminal court system of alcohol-related crimes may be subject to jail time, fines, suspension of driver's license, community service, and a mandatory alcohol education class. Fines and jail terms escalate after the first convictions.

Examples of alcohol-related offenses

- Public intoxication
- Consumption of alcohol by a minor
- Driving while intoxicated

What are the penalties for a DUI in Texas?			
	1 st Offense	2 nd Offense	3 rd Offense
Minimum Jail	3 to 180 days	30 days to 1 year	2 years
Fines and Penalties	Up to \$2,000 (unless a child under 15 is in car)	Up to \$4,000 (unless a child under 15 is in car)	Up to \$10,000
License Suspension	90 to 365 days	180 days to 2 years	180 days to 2 years

- Driving under the influence as a minor
- Furnishing alcohol to a minor (buying, giving, or making alcohol available to a minor)

See also:

[Texas State Law](#) regarding alcohol and minors

[Texas Department of Transportation](#) info about DWI

Controlled substances (drugs): Sanctions upon conviction in the criminal court system for possession, distribution, or manufacture of controlled substances range from fines, to probation, to imprisonment.

Review the [Texas Controlled Substances Act](#) for detailed information on offenses and penalties.

Getting Help

If the following changes occur to yourself or a friend, please seek help:

- Poor academic performance
- Drastic changes in weight
- Isolation
- Withdrawal from friends and activities
- Trouble with the law
- Traffic accidents
- Violent outbursts
- High-risk sexual behavior
- Skipping classes
- Agitation
- Excessive sleepiness
- Decreased focus
- Forgetfulness
- Lack of motivation
- Depression

[Alcoholics Anonymous](#)

Find meeting locations online, including some in walking distance from campus

[Center for Alcohol & Drug Abuse Prevention](#)

214-768-4021

The Center provides students with a confidential source of help when confronted with alcohol or drug abuse or addiction issues. Assessments, interventions, referrals, and counseling as well as ongoing support for recovering students are available.

[Online Recovery Program](#)

SMU Collegiate Recovery Community

Support Meeting Tuesdays at 5:30pm

Dedman Center for Lifetime Sports conference room

open to SMU students only

recovery@smu.edu

[Mustangs Who Care/TIPS Training](#)

Peer education opportunities

[SMU Rides](#)

214-768-RIDE (7433)

24 hours a day, students can call to get back to campus. Students must provide their SMU ID number when calling and show their SMU ID to the cab driver, and your student account will be charged for the cost of the ride.

[Caring Community Connections](#)

If you're concerned about a friend or classmate, you can submit a report at any time. The Office of the Dean of Student Life can contact your friend to offer support and resources.

[Live Responsibly: What students should know about sexual misconduct and substance abuse](#)

AREA OF RISK #2: HAZING

From the SMU Student Code of Conduct

Hazing, being hazed, and/or failing to report hazing incidents is prohibited. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include, students at an educational institution.

Hazing defined by Texas State Law

Hazing may include but is not limited to:

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
4. any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. Sec. 4.52. [{Source}](#)

A person commits an offense if he or she:

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. intentionally, knowingly, or recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate officials of the institution.

More about hazing

SMU has defined incidents and activities which may be interpreted as hazing by the University. Some are mentioned in the Texas state law, some are additions:

- calisthenics or any other form of physical exercise or abuse

- total or partial nudity
- eating or ingesting any unwanted substance
- allowing less than 8 successive hours away from organization activities
- throwing oil, syrup, flour or any other substance on a person
- forced consumption of alcohol by either threat or peer pressure
- transportation and abandonment, including road trips, kidnaps, walks, rides, drops, etc.
- any type of personal servitude which is demeaning or only benefits individual members
- wearing embarrassing or abnormal clothing
- assigning pranks such as stealing composites, vandalism, or scavenger hunts
- intentionally making a mess for pledges/new members to clean up
- yelling or screaming in order to harass, humiliate, or embarrass
- sexist or sexually related duties, tasks, or punishments
- disruption of normal and proper hygiene and diet schedules
- blindfolding or other tactics used to incite fear
- any activity which requires breaking local, state, or federal laws or the SMU Student Code of Conduct

Offenses and Penalties

Individuals may be convicted of:

- Failing to report hazing
- Hazing which does not cause serious bodily injury
- Hazing which causes serious bodily injury
- Hazing which causes the death of another

Penalties for the above offenses may include fines up to \$10,000 and up to two years jail time.

Organizations may be held responsible for hazing by the state of Texas. Penalties include a fine of at least \$5,000, or up to double the amount of personal injury, damages, or loss.

Consent is not a defense

If a student requests to be hazed or consents to a hazing activity, that argument cannot be used in a court of law as a defense.

What are my responsibilities?

1. Campus organizations strive to instill leadership and confidence in their members, and hazing never helps to accomplish this.
2. As a leader of an officially recognized student organization, you have the responsibility to ensure that your organization complies with University policies and state law in all manners, especially those with serious implications for you and your organization.

Could I be hazing?

If you answer yes to any of the following questions, your organization should seek assistance before proceeding with your event or activity:

- Is alcohol involved?
- Will active or current members refuse to participate with the new members, and do exactly what the new members are being asked to do?
- Does the activity involve any form of emotional or physical abuse?
- Is there a risk of injury or question of safety?
- Is this activity forcing someone to do something that they do not want to do?
- Would you object to this activity being broadcast on TV, published on the front page of the newspaper, or shared widely on social media?
- Would you feel uncomfortable engaging in this activity in front of your parents, advisor, or founders?
-

Adapted from the North-American Interfraternity Conference

Resources to report hazing, ask questions, or get support:

Dr. Evelyn L. Ashley

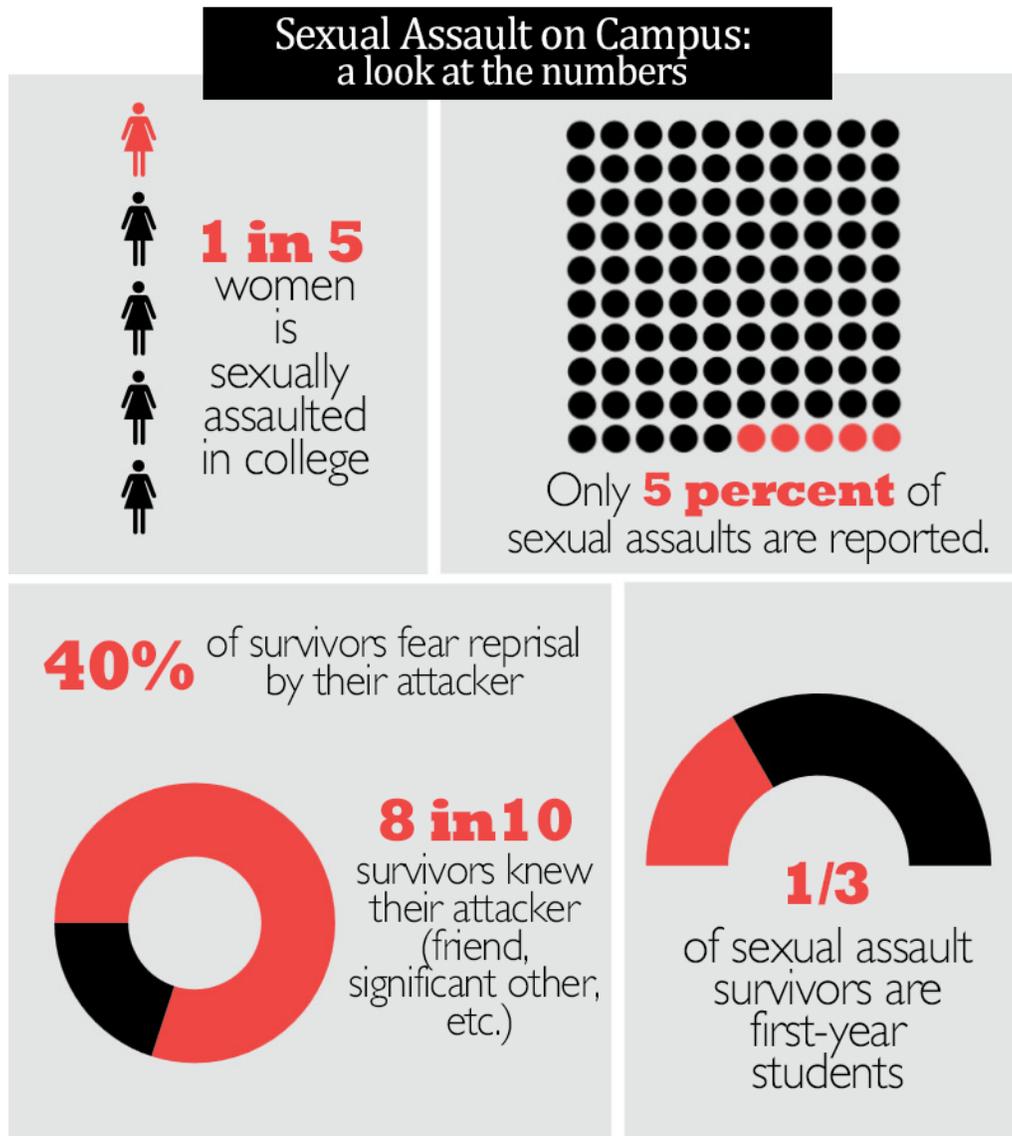
Dean of Students, ad interim

Director of Student Conduct & Community Standards

eashley@smu.edu

“Silent Witness” Anonymous Tip line – 214-768-2TIP (2847)

AREA OF RISK #3: SEXUAL ABUSE AND HARASSMENT



Additionally, 1 in 16 men is sexually assaulted in college.

Additional Resources at SMU

Get a ride:

- SMU Rides: 214-768-RIDE/7433 (see page 25 for details)
- Giddy-Up: 214-768-1111, 7 pm – 3 am
- SMU Police can provide an escort when Giddy-Up is not available. 214-768-3333

Use a blue light phone (available throughout campus) to contact SMU PD

[Live Responsibly: What students should know about sexual misconduct and substance abuse](#)

A graphic with a blue border and a blue header that says "I PLEDGE". Below the header are four lines of text, each starting with a bolded action verb: "To RECOGNIZE that non-consensual sex is sexual assault.", "To IDENTIFY situations in which sexual assault may occur.", "To INTERVENE in situations where consent has not or cannot be given.", and "To CREATE an environment in which sexual assault is unacceptable and survivors are supported."/>

I PLEDGE

To **RECOGNIZE** that non-consensual sex is sexual assault.

To **IDENTIFY** situations in which sexual assault may occur.

To **INTERVENE** in situations where consent has not or cannot be given.

To **CREATE** an environment in which sexual assault is unacceptable and survivors are supported.

This pledge is a personal commitment to help keep women and men safe from sexual assault.

It is a promise not to be a bystander to the problem, but to be a part of the solution.

Take the pledge at

<http://www.itsonus.org/pledge/>

Tips to be a part of the solution

1. Talk to friends honestly and openly about sexual assault.
2. Don't be a bystander - if you see something, intervene in any way you can.
3. Trust your gut. If something looks like it might be a bad situation, it probably is.
4. Be direct. Ask someone who looks like they may need help if they're ok.
5. Get someone to help you if you see something -- enlist a friend, RA, bartender, or host to help step in.
6. Keep an eye on someone who has had too much to drink.
7. If you see someone too intoxicated to consent, ask their friends to help them leave safely.
8. Recognize the potential danger of someone who talks about planning to target another person at a party.
9. Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone.

10. Get in the way by creating a distraction, drawing attention to the situation, or separating them.
11. Understand that if someone does not or cannot consent to sex, it's rape.
12. Never blame the victim.

Tips from <http://www.itsonus.org/wp-content/uploads/2017/04/IOU-Bystander-Intervention-Tips.pdf>

WHAT TO DO IN CASE OF SEXUAL ASSAULT

Sexual assault is a crime. It is also a violation of University policy and Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex, including sexual assault. Sexual assault will not be tolerated at SMU. If you are the victim of sexual assault, please know that SMU is here to help:

ALERT POLICE AS SOON AS POSSIBLE. Call 911 from a campus phone, 214-768-3333 from a cell phone, or pick up a blue-light campus phone to reach SMU Police. If you are off campus, call 911 to reach police in your area or 214-768-3333 to reach SMU Police.

SEEK MEDICAL ATTENTION IMMEDIATELY, even if you decide not to contact police. At Texas Health Presbyterian Hospital Dallas, a certified Sexual Assault Nurse Examiner (SANE) can provide care and an exam that preserves evidence; call 214-345-6203. SMU Police or a representative of SMU Counseling Services can accompany you.

PRESERVE EVIDENCE BEFORE THE EXAM. Do not bathe, shower or use toothpaste or mouthwash; do not wash clothing, bed sheets, pillows or other potential evidence.

SEEK SUPPORT. For confidential counseling and assistance, contact:

- SMU Counseling Services, 214-768-2277 (available 24/7)
- SMU Chaplain's Office, 214-768-4502
- The Dallas Area Rape Crisis Center, 972-641-7273 (24-hour hotline), is a community resource that provides confidential counseling.

KNOW YOUR RIGHTS. You have the right to pursue criminal charges through the district attorney's office. You also have the right to pursue an internal grievance process by filing a complaint under SMU's Title IX policy. The criminal and internal grievance processes, which are independent of each other, can be pursued at the same time.

- SMU Police (criminal reporting), 911 or 214-768-3333
- SMU Title IX Coordinator (internal grievance reporting), 214-768-3601

MORE RESOURCES: The following resources also are here to support you. They will protect your privacy and confidentiality to the extent possible, but are required to report sexual assaults to SMU's Title IX Coordinator and to SMU Police.

- Office of the Dean of Student Life, 214-768-4564
- SMU Women & LGBT Center, 214-768-4792
- Residence Life and Student Housing, 214-768-2407

Your health and safety are important to SMU. Learn more at smu.edu/LiveResponsibly.
Provided by the Division of Student Affairs, SMU Police and SMU's Title IX Coordinator



AREA OF RISK #4: FIRE SAFETY AND OTHER SAFETY ISSUES

Event Fire Safety



Fire extinguishers

Fire Prevention

Every exit should be

Weapons, Firearms, and Explosive Devices

Despite SB 11, "Campus Carry," taking effect in Texas in 2016, SMU continues to prohibit weapons on campus. Prohibited weapons include, but are not limited to:

- Firearms, including handguns, rifles, pistols, pellet guns, stun guns, paintball guns, bow guns, or spear guns
- Clubs, including blackjacks, nightsticks, maces, tomahawks, or nun-chucks
- Illegal knives with a blade over 5.5 inches
- Throwing stars, spears, swords, Bowie knives
- Daggers, including but not limited to, a dirk, stiletto, or poniard
- Explosives, including incendiary devices, grenades, rockets, or mines
- Chemical dispensing devices such as Tear gas (this does not include self-defense sprays legally sold over the counter for personal defense)
- Fireworks
- Dangerous weapons
- Cross bows
- Look-a-like facsimiles or toys

Any violation of this policy is considered a serious offense, and will be dealt with accordingly by any or all of the following SMU offices: University Police Department, Office of Student Conduct and Community Standards, Office of the Dean of Student

Life and the Office of Residence Life and Student Housing. Student-owned sporting firearms or other weapons (including all BB and pellet guns) are the responsibility of the owner and must be stored at an appropriate location off campus.

KNOW WHAT TO DO - in an Emergency

LOCKDOWN



WHEN: YOU WILL RECEIVE THIS NOTICE IF THERE IS AN ACTIVE SHOOTER OR OTHER VIOLENCE ON CAMPUS

ACTIONS:

Depending on the situation: run away, or hide where you are, under furniture; lock or barricade doors; turn out lights; remain quiet. As a last resort fight to defend yourself.

Call 911 if you have information for the police.

Warn others if possible.

EVACUATE



WHEN: YOU WILL RECEIVE THIS NOTICE IF THERE IS DANGER INSIDE OR NEAR THE BUILDING

ACTIONS:

Leave the building - do not use elevators. Assist the disabled. Take your cell phone and valuables with you. Proceed to assembly area outside. Wait for official notice before attempting to re-enter the building.

SEEK SHELTER



WHEN: OUTDOOR SIRENS SIGNAL SEVERE WEATHER OR AN ENVIRONMENTAL DANGER OUTSIDE

ACTIONS:

Seek shelter inside a building and remain there.

Go to the lowest level of the building, stay in interior hallways, away from glass doors and windows. Monitor TV or website news, if possible. Wait for official notice to resume normal activities.

Wait for official notice to resume normal activities.

<http://smu.edu/emergency>

For more information and frequently asked questions:

<http://www.smu.edu/BusinessFinance/RiskManagement/Emergency/SafetyFAQ>

AREA OF RISK #5: TRAVEL

Guidelines

- The sponsoring organization takes sole responsibility for all financial obligations and for the actions and activities associated with a trip.
- Register a trip if:
 - There is an overnight stay off-campus, even if the trip is in Dallas
 - The destination is more than 30 miles away
- [Register a trip on Connect](#). All registered travelers must be included on the organization's roster on Connect.

Insurance

Vehicle Damage/Automobile Liability

- If using personal vehicles, the vehicle owner's insurance policy applies. Make sure drivers are insured!
- If using SMU owned vehicles, the University's insurance policy applies.
- If using rented vehicles (Hertz, Avis, National, Budget, Dollar), SMU's insurance policy applies providing that within the rental agreement it states that the vehicle is rented on behalf of the Organization. If renting from any other agency, the rental agreement must be reviewed by Office of Legal Affairs.

Personal Accident/Illness Insurance

- The individual student's health insurance policy applies.
- Additional accidental death and dismemberment coverage is available on a per trip basis.

General Liability Insurance

- For trips properly registered and conducted within SMU and Student Senate guidelines, SMU's insurance applies for the Advisor, officers and organization.

Driving Safety

- Know the route to and from the event. Each vehicle should have a map, directions and cell phone numbers for all on the trip
- Vehicle(s) should be properly registered, inspected, maintained and have at least a ¼ tank of gas
- Drivers should carry a valid driver's license and be well-rested
- Before starting the trip:
 - Buckle seatbelts, making sure they're properly fastened
 - Adjust mirrors, position seat and head restraints
 - Secure loose objects
 - Turn off cell phones
 - Look for engine warning lights, check fuel level

- If a vehicle runs out of gasoline, pull off the highway or freeway as far to the right as possible. Call for help, whether this is police or a roadside assistance program.
- Do not pick up hitchhikers
- Consider keeping the following items in the vehicle:
 - Blankets
 - Sand or cat litter (in the winter)
 - Bottled water
 - Nonperishable food
 - First aid kit
 - Flashlight
 - Car charger for cell phone
 - Compass
- Do not use a cell phone while driving. Use speakerphone or hands-free calling, do NOT text and drive!

Travel Planning Checklist

(At least) One month before departure:

- Determine a budget for the trip
- Decide who is traveling
- Select and reserve accommodations: ask the Comptroller's Office about hotel tax exemptions!
- Purchase airline tickets or reserve rental vehicles
- Plan a tentative schedule
- Ensure that your van drivers are certified from Risk Management

One-two weeks before departure:

- [Submit a Travel Registration Form at least 7 business days in advance!](#)
- Finalize the schedule for the trip
- Make sure drivers are insured (if using personal vehicles)
- Confirm travel and accommodation reservations
- Find directions and maps of destinations
- Gather needed supplies (snacks, drinks, first aid kit, etc.)
- Have a pre-trip meeting. Make sure travelers understand expectations. Use a behavioral agreement for the trip. Student Involvement has one specifically designed for conferences.
- Collect contact information of all travelers, consider sharing with the group

The day before departure:

- Check the weather – what is the plan if a flight is delayed, or if weather conditions limit the ability to drive?
- Finalize the contact list for all participants. Make sure the organization's advisor has this list.

- Gather important paperwork: reservation numbers, contact list, maps and directions, etc.

Day of departure:

- Make sure everyone's luggage is labeled
- Confirm departure time
- Make sure all participants are present and ready to go
- Give everyone an agenda, so they can find the group if they get separated

Upon returning to campus:

- Tell a Student Involvement staff member if there were any issues
- If not present, notify the organization's president and advisor that everyone returned safely

AREA OF RISK #6: PARTY BEHAVIOR

Guiding Philosophy

SMU has implemented the following Registration Procedures out of a desire to educate, assist, and support student organizations as they plan responsible social events. The process is designed to guide student organizations toward more successful events through risk management. Organizations must receive event approval prior to advertising any event. Student organizations that advertise an event in any manner (i.e. flyer, email, any social media outlet, word of mouth, etc.) without proper approval will be referred to the office of Student Conduct and Community Standards. The Student Engagement & Success Office is responsible for oversight of the Registration Process.

Events That Require Registration

An event held off-campus must be registered through this process, if any of the following apply:

- an observer would associate the event with a student organization/chapter;
- an individual representing a student organization/chapter authorizes, sponsors, supports, or endorses the event in any way;
- the event is discussed and/or voted on in an organization/chapter meeting;
- the event is funded in whole or part by the organization or its representatives.

Guidelines & Best Practices

- The possession, sale, use or consumption of alcoholic beverages, during an organization event, 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 the Third Party Vendor Guidelines.
- No Alcoholic beverages may be purchased through or with organization funds. Organization members or guests cannot coordinate in the name of or on behalf of the organization any purchase of alcohol.
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example kegs or cases, is prohibited.
- Organizations must utilize a Third Party vendor and cash bar where individuals purchase their own drinks.
- Events with alcohol are limited to six hours in length and must end no later than 2AM.
- Non-alcoholic beverages (water, soda, juice) and non-salty snacks must be made available free of charge for all guests. (Light sandwiches, dips, meats, cheeses, pizza.) In choosing food, avoid salty items like chips and popcorn, solid foods that are high in protein do more than satisfy the appetite – they help reduce the effects of alcohol.
- Appoint Event Monitors who oversees the event to make sure all attending are well behaved, agree not to consume alcohol that day and act as sober hosts

who agree to make sure the event starts and ends on time. Event Monitors should be Intervention Prevention trained. (Recommended is 1 Event Monitor for every 50 guests and 2 per bus if transportation is provided.)

- No organization may co-sponsor an event with an alcohol distributor or bar/tavern (bar/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 bar/tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a bar/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 provision of this policy.
- No organization may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host organizations.
- An organization may not register more than 2 events with alcohol in a 7-day period.
- **An organization must complete the Registration Form through [Connect.SMU](#), no later than 12:00 Noon the Thursday of the week prior to an event.**

Attendance

- Attendance over the capacity of the venue is not allowed.
- OPEN PARTIES, meaning those with unrestricted access by non-members of the sponsoring organization, without specific invitation, where alcohol is present, are not allowed.

Registration Process

- Complete the online form through [Connect.SMU](#) no later than 12:00 Noon the Thursday of the week prior to your event.

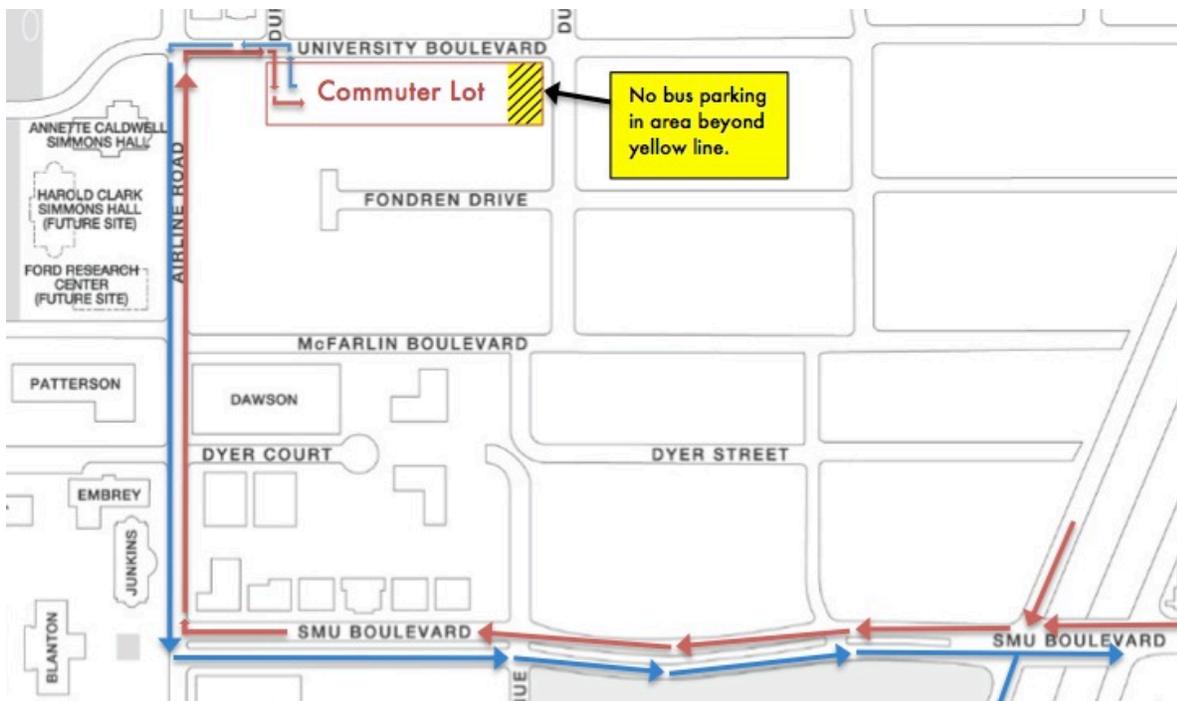
Calendar Guidelines

- Events where alcohol may be purchased or consumed may be scheduled between Fridays at 3 PM and Sundays at 5 PM between the first and last days of classes of each term. An organization may not register more than 2 events with alcohol in a 7-day period. An organization may not schedule an event during the first weekend of classes in the fall semester.
- Events may NOT be scheduled during the following times:
 - Reading Days/Final Exam Period.
 - While classes are not in session.
 - During certain University events as determined by the Registration Committee (commencement, etc.).

- Exceptions to the above will be rare and considered individually. Requests for exceptions should be submitted in advance to allow time for discussion with the Registration Committee.

Transportation

- Buses provided for an off-campus event must be from a licensed transportation company. (Organizations should make sure the bus company is properly insured.)
- Buses may start taking passengers to an event one half hour prior to event start time. Buses may return from the event continuously.
- If transportation is provided to the event, no guests will be allowed to enter the venue other than those who arrive by the provided transportation.
- Each bus should have two event monitors that are in addition to event monitors for the venue.
- Buses must load and unload from the Commuter Lot on University Blvd near the Catholic Student Center - see map below for bus route & parking restrictions.



Security

Organizations will need to provide security guards to assist in loading buses. The number of security guards should be equal to the number of buses, plus one. Security officers are responsible for the following:

- Verifying ID and guest lists and marking those guests under 21.

- Monitoring to ensure that no individuals are allowed who have been drinking excessively or that no individuals under 21 are or have been drinking.

No one may board provided transportation vehicles without having been checked by a security officer and receiving a wristband.

Distribution of Event Information

A weekly summary document is distributed electronically to SMU Administrators who have been determined to have an official interest in the information:

- Names of organizations holding events
- Dates and times of registered events
- Locations of registered events

Southern Methodist University is proud to have a long-standing relationship with area law enforcement agencies and considers these partnerships to be in the best interest of the safety and security of our students. SMU appreciates the efforts of area law enforcement agencies to help provide safe and secure environments for registered events.

Consequences for Failure to Register

Any organization failing to properly register their event or follow the procedure will be referred to the Office of Student Conduct and Community Standards.

If an organization is currently on conduct status (probation, deferred suspension, or suspension) and fails to register an event, the organization will automatically be referred to the Office of Student Conduct and Community Standards.

Possible Sanctions

- 1st Violation with NO mitigating circumstances: Formal conduct warning.
- 1st Violation with mitigating circumstances: Formal conduct warning with event restrictions. This may include cancelling an event that has been registered.
- 2nd Violation: Conduct Probation and Social Probation. Organization cannot have activities, which means any registered events may be cancelled.
- 3rd Violation: Deferred Suspension. This includes Conduct and Social Probation and BLVD privileges may be suspended.

Registration Committee

The Registration Committee will consider every proposed event as submitted. Groups that have followed the guidelines as outlined in this document, taken necessary security precautions, and developed a plan for serving any alcoholic beverages appropriately should generally expect to have their events registered by a consensus agreement of the committee. If an event is not fully in compliance with

these expectations, the members of the committee consider it their duty to guide the organization toward making necessary adjustments so the event can be registered.

An event held without being registered and organizations with repeated offenses will be referred to the Office of Student Conduct and Community Standards.

SMU PARTY THEME GUIDELINES

Student Values Statement: “I, as a citizen of the SMU community, commit myself to upholding the values of intellectual integrity, academic honesty, personal responsibility, and sincere regard and respect for all SMU students, faculty, and staff.”

In accordance with the values of the University and our shared vision for an inclusive campus community, all social event themes should be respectful of race, ethnicity, national origin, familial status, sexual orientation, gender identity and expression, religion, social class, age, and ability status.

Cultural appropriation (adopting specific elements of a culture for entertainment) and discrimination must be avoided and rejected at all times. When a culture is exploited and its elements are used disrespectfully, the values of the University are compromised.

SMU student organizations and their leaders should consider the implications of the name of their event in addition to the dress code they set, how they advertise, and all social media posts and decorations related to the event.

Examples of Inappropriate Party Themes:

Golf Pros and Tennis Hoes

Cowboys and Indians

Thug Mansion

White Trash Party

If you wish to discuss your event theme with a staff member in Student Affairs or have questions, you are encouraged to contact any of the below offices:

Social Change and Intercultural Engagement	214-768-4580
Student Involvement	214-768-4400
Women & LGBT Center	214-768-4792
Office of the Dean of Students	214-768-4564

***Please Note: If your organization or event is found in violation of these guidelines and/or has failed to register for approval through the Off Campus Party with Alcohol prior to advertising, the event organizers and the organization will be held accountable through the SMU Student Code of Conduct and/or other applicable University policies.

AREA OF RISK #7: ACCESS FOR STUDENTS WITH DISABILITIES

Accommodations and Services

“It is the policy of SMU to encourage qualified persons with disabilities to participate in University activities, programs, services and as applicants for admission or employment. The University will not discriminate or deny access or participation in its activities, programs, services, admissions or employment on the basis of an individual’s disability, on the need to provide reasonable accommodation for a disabled person, on a perception of disability, or because an individual is affiliated with a disabled person.” {[Source](#)}

Under Title III of the Americans with Disabilities Act (ADA), a public accommodation must provide auxiliary aids and services to people with disabilities if necessary for that person to use the entity’s goods or services. However, the auxiliary aids and services would not be required if they would “fundamentally alter” the nature of the goods or services, or if they would result in an undue burden.

Examples of auxiliary aids and services which may be required:

- Sign language interpreters
- Assistive listening devices
- Materials in enlarged print or braille

Examples of auxiliary aids and services which are personal in nature and may not be required:

- Hearing aids
- Wheelchairs
- Personal assistants

Each person with a disability is different. Flexibility is key when ensuring accessibility!

Announcement Information

In order to inform guests/participants about how to request a disability-related accommodation, it is critical that information be included in flyers, advertisements or other materials that are distributed before an event. The announcement should include:

1. Who the request should be made to (person or office)
2. How a person can request an accommodation (phone or email)
3. When the request should be made by (usually at least one week in advance of the event)

Checklist for Planning an Accessible Event

- Contact: Is there an announcement about how to request a disability-related accommodation in printed/advertised materials?
- Path of Travel: Is there a step-free route from the parking lot (disabled parking spaces) to the building entrance? Is this pathway clear of obstructions/barriers and suitable in all weather conditions?
- Entrances: Is the primary entrance wheelchair accessible? If not, see "Signage" below.
- Signage: If the wheelchair accessible entrance is not the primary entrance, put a sign on the primary entrance saying where the accessible entrance is.
- Restrooms: Be familiar with the nearest wheelchair accessible restroom location.
- Transportation: If off campus, is the location accessible by public transportation? Can your organization provide transportation?
- Microphones: Will help everyone be able to hear the speaker
- Closed Captions: Use them when showing a film or video clip
- Emailing fliers: When embedding an image in an email, include a plain text version of the information so that anyone using a screen reader can read it.
- Printed Materials or PowerPoints: Alternatives are a good idea: electronic copies that can be emailed to attendees, large print hard copies, hard copies on plain white paper.
- Meeting Setup:
 - Rooms/Auditoriums: Are all meeting rooms wheelchair accessible? The entire room, or just the front or back of the room?
 - Tables/Information: Tables used for registration, interviewing, information display or other services/goods should be between 28-34" from the floor to the top of the table. If guests will be seated at the tables, knee space should be at least 27" from the floor to the bottom of the table.
 - Food/Beverages/Info booths, etc.: Keep the following measurements in mind if you will be providing food or drinks, information, registration, use of machines/equipment, etc., at tables or booths:
 - Table height: 28-34" from floor to top of table. If you must have some food placed higher than 34", be sure that at least a portion of such foods are available at the lower level.
 - Aisles: At least 36" wide for maneuverability, and up to 44" wide if goods/services are available on both sides of an aisle.
 - Knee space: 27" from floor to bottom of table if guests will be using tables for eating, writing, interviewing, receiving services, etc.

- Cables: Covers should be used over electrical cables or cords that must cross over aisles or pathways. Cable covers should be no more than 1/2" thick in order for wheelchairs to traverse across them.
- ☐ Overnight Accommodations: If your event requires that participants find lodging overnight in the nearby vicinity, make sure to include wheelchair-accessible hotels.

Accessibility Resources at SMU

[Accessible Parking Map](#)

[Emergency Procedures for Persons with Disabilities](#)

[President's Commission on the Needs of Persons with Disabilities](#)

For assistance with accessibility for students with disabilities, contact:

[Disability Accommodations & Success Strategies](#)

Loyd Center, Suite 202, 214-768-1470, dass@smu.edu

For assistance with accessibility for faculty, staff, and visitors with disabilities, contact:

[Institutional Access and Equity](#)

204 Perkins Administration Building, 214-768-3601, accessequity@smu.edu

AREA OF RISK #8: ADOPTION OF A RISK MANAGEMENT POLICY

Student organizations are encouraged implement a Risk Management Policy to:

- Identify risky behavior and activities
- Assess the probability of adverse outcomes
- Implement controls to eliminate or reduce the risk

All SMU student organization members must abide by:

1. The laws of our nation;
2. The laws of the state of Texas;
3. The laws of the city of Dallas, University Park and any city where organization events take place;
4. The rules and regulations of Southern Methodist University; and
5. The rules and regulations of the SMU student organization.

A comprehensive risk management policy should also include standards pertaining to:

- Drugs / Substance Abuse
- Sexual Abuse / Harassment / Discrimination
- Individuals with Disabilities
- Contractual / Financial Issues
- Transportation Issues
- Advisors
- General Health and Safety
- Personal Property
- Risk Management Education

If your organization would like to develop a Risk Management Policy, please contact SMU's Office of Risk Management. They will be glad to help you!

Office of Risk Management
Dawson Service Center, 3030 Dyer Street
Office Hours: 1:30 pm to 5:00 pm Monday-Friday
214-768-2083
riskmanagement@smu.edu