



# **Chapter President Manual 2024-2025**

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## Fraternity & Sorority Life Mission Statement, Vision, and Values

### *Our Mission*

Fraternity and Sorority Life at Missouri State University provides avenues for leadership and community involvement while aiding in the development of meaningful connections and personal growth.

### *Our Vision*

Fraternity and Sorority Life at Missouri State strives to be a model community by recruiting and developing a diverse group of engaged citizens, cultivating professional and interpersonal skills in members, and fostering a cross-council community.

### *Values*

Leadership | Service | Development | Scholarship | Community

### **Fraternity & Sorority Life Contacts:**

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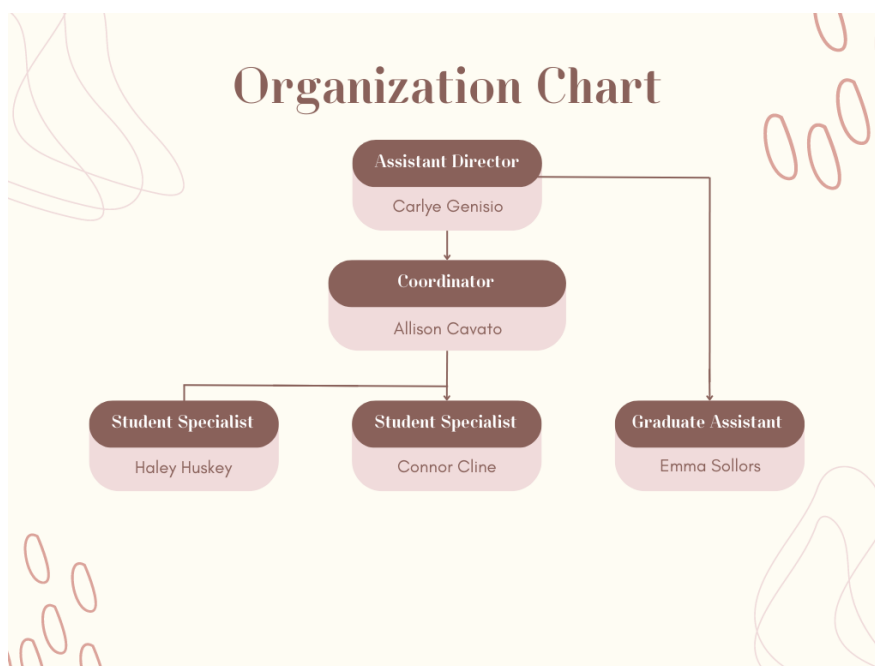
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### **Office of Student Engagement Mission Statement**

The Office of Student Engagement promotes lifelong learning by providing programs and resources for all students to develop and connect to Missouri State and their co-curricular communities.

### **Office of Student Engagement Contacts:**

Office of Student Engagement  
(417) 836-4386  
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#### **Desmond Dunklin**

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## Division of Student Affairs Mission Statement

Missouri State University's Division of Student Affairs' mission is to support student success, foster student engagement, inspire commitment to public affairs, and instill pride and tradition.

### Student Affairs Contacts:

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Vice President for Student Affairs  
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**Gabby Catlin**

Director of Student Conduct, Dean of Students Office  
417-836-6937

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### Fraternity & Sorority Life Councils

#### *Interfraternity Council*

Connor Cline	President	<a href="mailto:cmc59s@missouristate.edu">cmc59s@missouristate.edu</a>
Peyton Smith	VP of Judicial Affairs	<a href="mailto:ps8s@missouristate.edu">ps8s@missouristate.edu</a>
Colin Phelps	VP of Administration	<a href="mailto:cbp556s@missouristate.edu">cbp556s@missouristate.edu</a>
Nick DeMare	VP of Community Relations	<a href="mailto:nd87s@missouristate.edu">nd87s@missouristate.edu</a>
Mason Hoffman	VP of Membership Development	<a href="mailto:nd87s@missouristate.edu">nd87s@missouristate.edu</a>
Adam McCollum	VP of Recruitment	<a href="mailto:am9257s@missouristate.edu">am9257s@missouristate.edu</a>
Will Pierce	VP of Academics	<a href="mailto:wp86s@missouristate.edu">wp86s@missouristate.edu</a>
Javan Walston	VP of Social Awareness	<a href="mailto:jw352s@missouristate.edu">jw352s@missouristate.edu</a>
Gabe Stika	Director of Marketing	<a href="mailto:gs392s@missouristate.edu">gs392s@missouristate.edu</a>

#### *National Pan-Hellenic Council*

Karson Jones	<u>President</u>	<a href="mailto:kj66s@missouristate.edu">kj66s@missouristate.edu</a>
	Vice President	
	Director of Operations	
	Director of Marketing and Development	
	Compliance Officer	

*Panhellenic Association*

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Emma Thom	VP of Administration	<a href="mailto:eat468s@missouristate.edu">eat468s@missouristate.edu</a>
Samantha Buehler	VP of Recruitment	<a href="mailto:buehler3@missouristate.edu">buehler3@missouristate.edu</a>
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Claire Dowell	Director of Pi Chis	<a href="mailto:cd9387s@missouristate.edu">cd9387s@missouristate.edu</a>

## Policies

### **Fraternity and Sorority Life Relationship Statement:**

The purpose of this relationship statement is for mutual understanding of the minimum expectations between the Office of Student Engagement and the Fraternity and Sorority Life community. The university holds special relationships with social fraternities and sororities. The university explicitly recognizes the value of Fraternities & Sororities as an out of class experience that provides students with unique opportunities for personal growth, leadership development, academic excellence, and engagement in philanthropic and community service endeavors. Consequently, the university actively seeks to promote a strong Fraternity & Sorority community

#### **Preamble**

The State of Missouri has delegated, by statute, authority for the governance of Missouri State University to the Board of Governors. This includes full power and authority to adopt all needful rules and regulations for the guidance and supervision of the conduct of all Fraternities & Sororities and students while enrolled as such and the authority to enforce compliance to those rules and regulations. It also has the power to delegate disciplinary authority. Responsibility for the oversight, advising, and working with Fraternities & Sororities is specifically delegated to the Office of Student Engagement.

Missouri State University, as an institution with a public affairs mission, recognizes the inherent value of shared governance in working with Fraternities & Sororities. Therefore, the university recognizes the Inter-fraternity Council as a coordinating and governing body, the Panhellenic Council as coordinating and governing body, and the National Pan-Hellenic Association as a work coordinating and governing body. The authority of these groups is outlined in each respective constitution and set of by-laws as an internal authority.

#### **Diversity, Equity, Inclusion, and Respect**

A core pillar of Missouri State University is Cultural Competency. The goal of this pillar is that students will recognize and respect multiple perspectives and cultures. Although social fraternities may limit membership on the basis of sex, each of our individual chapters should be recruiting based on their organizational values, finding potential members who best align with their values. Each member of our community should feel welcomed and should be given equal opportunity and access. The Missouri State Fraternity and Sorority Life community strives to uphold and reflect the Non-Discrimination Policy outlined by the university.

We encourage our community to demonstrate their care for others by increasing awareness and practices for diversity, equity, and inclusion education. Furthermore, we strive to ensure that the diversity of our community is inclusive in our discussions, thoughts, and operations. These practices should help promote a community of respect. We are an ever-growing and changing community, but respect should always be present despite our differences.

### **Chapter Rights and Responsibilities**

**Rights** All fraternities and sororities are required annually to register with the Office of Student Engagement as a student organization to gain university recognition. When annually registered, and any other forms as needed or required by the Office of Student Engagement are accounted for, fraternities and sororities will gain all the rights and privileges of student organizations. Additional benefits afforded to registered Fraternities & Sororities, unless limited by a governing council or the university through conduct consequences, include:

- Office of Student Engagement staff dedicated to the advisement of the Fraternity & Sorority community who receive ongoing training and professional development
- Assistance with recruitment and intake process including collection of recruitment applications, bid cards, GPA verification, and technical support
- Dedicated office space for all governing councils
- Financial support towards recruitment materials and educational programming
- Partnership with the SOAR program, which includes at minimum an information table and session promoting Fraternity & Sorority life
- Inclusion in office presentations to Residence Life, Housing and Dining Services, GEP 101 classes, University Ambassadors, and other offices upon request in conjunction with the Office of Student Engagement
- Resources for advisors and presidents including manuals and ongoing trainings
- Annual Fraternity and Sorority special award and recognition program
- Listing in University publications and/or web pages

Students who wish to form a Fraternity or Sorority will do so through procedures established in concert with the appropriate governing council, Office of Student Engagement, and Inter/National Organization if applicable.

The Office of Student Engagement annually acknowledges the Fraternity and Sorority Life community and their dedication to student involvement. Each year chapters will have the opportunity to submit applications for various awards to honor the achievements of both individuals and chapters from the previous year.

### **Responsibilities**

Each fraternity/sorority is responsible for maintaining an active relationship with Missouri State University. Following through with the duties below will ensure that this partnership between the institution and Fraternity and Sorority Life community remains strong and unified.

- An updated list of current chapter members, with birth dates, will be submitted to the Office of Student Engagement at least twice a semester, or when otherwise requested
- Students must sign a Membership Card and turn into the Office of Student Engagement within 7 days of joining the organization
- All chapters must complete a New Member Roster and turn into the Office of Student Engagement as requested
- Each chapter will send their risk management chair and at least one other appropriate position (e.g., social chair, programming chair, etc.) to a paperwork/ risk management session held each semester, only then will the chapter be able to hold social functions for the semester

- Fraternities & Sororities have the responsibility to operate within self-governance and to hold their members accountable for violations of university policies and their own standards
- Fraternities and Sororities have the responsibility to hold their fellow organizations accountable for actions that violate university policies, the policies of their governing councils, and the values common to all members of the Missouri State University Fraternity & Sorority community
- All standards of behavior established by the Code of Student Rights and Responsibilities apply to all Fraternities & Sororities

### **Hazing**

University policy and state law prohibits hazing. Hazing is inconsistent with the values and mission of Missouri State University Fraternity and Sorority Life. Students are encouraged to report suspected and/or actual instances of hazing to the university. The express or implied consent and/or willing participation by a student does not justify hazing. Fraternities and sororities will be held responsible for violations of the university hazing policy.

### **Self-Governance**

Fraternities & Sororities are responsible for their effective self-governance and should be free from interference in their daily operations by university faculty and staff advisors and other university administrators, provided they are in compliance with university policies and applicable laws and ordinances. Missouri State University also recognizes the self-governance of the respective Fraternity and Sorority Life governing councils when matters do not reach the threshold of a university policy violation or require action from university offices or officials. Conversely, student organizations must comply with all local, state, and federal laws. Fraternities & Sororities also must comply with all policies of the Inter/National chartering organization and established university policies, including but not limited to:

- Code of Student Rights and Responsibilities,
- Expressive Activities Policy, Commercial Advertising, Sales,
- Solicitation and Facilities Usage Policy,
- SOFAC Guidelines and Policies,
- Social Event Risk Management Policy,
- Residence Life Housing Policy,
- Policies and Ethics for Student Computer Use and Computer Network Use.

### **Jurisdiction**

The university reserves the right to determine whether charges are placed against a chapter or an individual on a case-by-case basis. The university reserves the right to withdraw recognition from a Fraternity or Sorority chapter upon determining that a good cause for such action exists. Although not all acts of individual chapter members can or should be attributable to the chapter, any chapter or its members should be held responsible for its actions as described herein. Fraternities & Sororities shall be held responsible for conduct violations of their guests and alumni at all chapter and university-sponsored events when such behaviors could be reasonably foreseen, prevented, and/or minimized. Occasional lapses by individual members or isolated individual failures in restraint should not be chargeable to the chapter, but evidence of chapter conduct exists where:

- Members of the chapter act in concert, or the chapter provides the impetus for members, to violate university policy;

- A violation arises out of a chapter-sponsored, financed, or endorsed event;
- An executive board officer has knowledge of the incident before it occurs and fails to take corrective action;
- The incident occurs on the premises owned, operated, leased, or would otherwise be identified as a property affiliated with the chapter;
- A pattern of individual violations is found to have existed without proper and appropriate chapter control, remedy, or sanction.

In determining whether a chapter may be held collectively responsible for the individual acts of its members, all the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, chapters will be held responsible for the acts of their members when those acts grow out of, or are in any way related, to chapter life. Situations where sexual harassment, sexual assault, hazing, or physical assault may have occurred will be investigated by the university regardless of whether or not the event(s) in question took place on or off campus.

### **Commitment to Chapter and Community Assessment**

Annually, each chapter will be assessed on various categories that the university feels reflect the values, principles, and ideals of Missouri State University Fraternity and Sorority Life and Inter/National affiliated governing bodies. A meeting to debrief the assessment data collected will be scheduled with each chapter at the beginning of each calendar year. The meeting will include a representative from the Office of Student Engagement, the chapter president, and their advisor. The purpose of the evaluation meeting is to explore the strengths and challenges of each chapter and to develop attainable goals and strategies to achieve them. It is through support of the university, Inter/National Headquarters staff, advisors, and student involvement that a mutual aspiration towards academic achievement, membership development, community and philanthropic work, risk management and more, can be evaluated.

The university and chapter relationship should be one which is mutually beneficial to both. The chapter is encouraged to provide feedback to the university and request assistance when necessary. Chapters should be providing feedback to the university as a means to better the larger fraternity and sorority community and to understand how the university can serve the chapter better.

### **Interpretation and Revisions**

- Any question of interpretation regarding the Fraternity and Sorority Life Relationship Statement shall be referred to the Office of Student Engagement for final determination, subject to appeal to the Vice President of Student Affairs or their designee.
- The Fraternity and Sorority Life Relationship Statement should be reviewed periodically under the direction of the Office of Student Engagement. Review of this document should involve student representation.
- Changes to the Fraternity and Sorority Life Relationship Statement which are editorial in nature and do not affect the fundamental nature of the document can be made by the Office of Student Engagement and become effective upon approval by the Vice President of Student Affairs or their designee.
- Substantive changes recommended for the Fraternity and Sorority Relationship Statement as a result of the review process shall be submitted to the Administrative Council for approval and adoption.

**Line of authority:****Responsible administrator and office:** Vice President for Student Affairs**Contact person in that office:** Director of the Office of Student Engagement**Effective date:** May 2, 2022

## **Advertisement and Solicitation**

Missouri State University recognizes the importance of its campuses as locations for the advertisement of events, products, and services. In order to balance the interests of the university in maintaining a campus environment that is aesthetically pleasing, free from rampant

commercial activity, and consistent with the university's public affairs mission, the university has established this policy detailing the permissible nature in which advertising, sales, solicitations and facilities may be used for commercial purposes.

Note: This policy does not apply to non-commercial expressive activity, which is instead subject to [G5.02 Expressive Activity Policy](#).

Attached below are links to each policy statement.

### [Advertising](#)

#### ☐ [Bulletin Boards](#)

- o Flyers must be approved and posted by Residence Life or PSU staff
- o New bulletin board in the Involvement Ambassador Office
- o Posted materials are usually limited to a maximum size of 11" x 17" and must include the name of the responsible organization and a visible expiration date.

#### ☐ [Sidewalk Chalking Policy](#)

- o Only chalk on uncovered sidewalks
- o Only use washable chalk
- o University reserves the right to wash chalk within 6 hours of event

#### ☐ [Banner Policy](#)

#### ☐ [Sandwich Board Policy](#)

### [Distribution of Published Materials](#)

### [Solicitation](#)

- ☐ University Organizations
- ☐ Non-University Organizations
- ☐ Charitable Organizations

### [Facilities Usage](#)

### [General Principles](#)

## **Annual Feedback Meeting Criteria**



## **Annual Feedback Meeting Criteria**

**Chapter:**

**Outgoing Chapter President:**

**Incoming Chapter President:**

### **Purpose**

The overall goal of the Annual Feedback Meeting is to create a better understanding of how each chapter functions, illustrate what the chapter is doing well, and explore where the chapter needs assistance. This process is intended to help chapters understand the minimum expectations of Fraternity and Sorority Life. In addition, all parties should provide feedback to each other in order to improve the chapter and university processes.

### **Process**

Chapters will receive their Annual Feedback Meeting instructions from the Assistant Director of Student Engagement for Fraternity and Sorority Life.

Chapters that meet fewer than 90% of the criteria will be responsible for scheduling a 45 minute meeting during the spring semester. The meeting will include one university administrator (Dean of Students, Director of the Plaster Student Union, Director of the Office of Student Engagement) or designee, a member of the Fraternity and Sorority Life staff, outgoing Chapter President, incoming Chapter President, and an Advisor. Additional attendees, such as executive board members or emerging chapter leaders are encouraged, but not required.

The chapter will provide necessary documentation to [FSL@missouristate.edu](mailto:FSL@missouristate.edu) in the time frame determined by the Assistant Director of Student Engagement for Fraternity and Sorority Life.

Failure to schedule a meeting and provide necessary documentation by the deadline will result in charges brought against the chapter for violation of section 3.1 of the Fraternity and Sorority Life Governance Statement. Consequences could include loss of recognition from the university.

**Area 1: Academic Standards and Achievement**

*The ultimate responsibility of doing well in academic pursuits falls on the individual. The chapter can help by creating an environment that expects successes and provides support to its members.*

Objective	Documentation	Completion			
1.1 Chapter GPA meets or exceeds the all-men's/all-women's average or a 2.75 (whichever is higher) each semester.	Provided by the Office of Student Engagement.		Chapter	All-M/W	
		Spring			
		Fall			
1.2 New member class GPA meets or exceeds 2.75 each semester.	Provided by the Office of Student Engagement.		Chapter	All-M/W	
		Spring			
		Fall			
1.3 Chapter maintains an active academic support program.	Provide the chapter's academic support program that details the programming provided for members.				
Notes:					

**Area 2: Community Relations/Philanthropic Work**

*Chapters can make a positive impact by being a valued and contributing member of the community. Individual members have an obligation to their chapters and other community members to conduct themselves in an appropriate manner. Chapters should create an environment that promotes a positive image and discourages inappropriate behavior.*

Objective	Documentation	Completion			
2.1 Chapter averages a minimum of 12 community service hours per member each year.	Provided by the Office of Student Engagement.	Hours/Member:			
		Spring			
		Fall			
		Total	0		
2.2 Chapter plans and executes at least one philanthropic project/event each year.	Submit the <i>Philanthropic Donation Report</i> to the Fraternity and Sorority Life within 30 days of the event.		Funds:	Items:	
		Spring			
		Fall			
		Total	\$0.00	0	
Notes:					

### Area 3: Chapter Leadership and Management

*The sign of any healthy organization is solid leadership and effective operation. Chapters should maintain their houses and financial affairs in accordance with prescribed policies, laws, and ordinances provided by the University, city officials, and national organizations. Individuals should cooperate with the chapter leadership in helping to meet these obligations.*

Objective	Documentation	Completion
3.1 Chapter is in good financial standing with Missouri State University and their respective governing council and has a zero balance or is on an approved payment plan to eliminate debt.	Provided by the Office of Student Engagement and the chapter's governing council.	
3.2 Chapter completes student organization registration through BearLink at the time specified by the Office of Student Engagement.	Provided by the Office of Student Engagement.	
3.3 Chapter updates officer and advisor contact information when specified by the Office of Student Engagement.	Provided by the Office of Student Engagement.	
3.4 Chapter maintains an accurate roster with the Office of Student Engagement, and submits updates when requested.	Provided by the Office of Student Engagement.	
3.5 Chapter President or their designee attends the Fraternity & Sorority Life Leadership Retreat.	Provided by the Office of Student Engagement.	
3.6 Chapter President or their designee attends all President's Meetings.	Provided by the Office of Student Engagement.	
3.7 At least one chapter member attends leadership opportunities afforded by their national organization where it is expected that every chapter send at least one member. Examples include national conventions, regional/district meetings, leadership institutes, etc.	Provide a list of chapter members and the opportunities in which they participated.	
3.8 At least one chapter member submits an application to serve in a leadership role on the chapter's governing council or an FSL council.	Provided by the Office of Student Engagement and the chapter's governing council.	
Notes:		

#### Area 4: Membership Development

For a chapter to succeed it is extremely important that the members have rewarding, developmental, and educational experiences while associated with the organization. The chapter has an obligation to provide programs which complement the educational purpose of the institution and are of value to the individual members. The value of the experiences should create greater loyalty and support for the organization, its members, and the university.

Objective	Documentation	Completion			
4.1 Chapter registers more non-alcoholic than alcoholic events each year.	Register events through Fraternity and Sorority Life using the <i>Non-Alcoholic Event Registration form</i> .		Non-Alc:	Alc:	
		Spring			
		Fall			
		Total			
4.2 At least 25% of the chapter attends an educational program related to health and wellness (healthy lifestyles, eating disorders, mental health, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:			
4.3 At least 25% of the chapter attends an educational program related to diversity (cultural, religious, political, racial, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:			
4.4 At least 25% of the chapter attends an educational program on a topic of the chapter's choice (academics, leadership, public affairs, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:			
4.5 Chapter members participate in campus leadership programs (Emerging Leaders, Distinction in Public Affairs, and Centennial Leaders Scholarship), serve as SOAR leaders, or are on SGA cabinet.	Provide a list of chapter members and the leadership programs or opportunities in which they participated.				
Notes:					

### Area 5: Risk Management/Social Responsibility

*It is imperative that chapters follow federal, state, city, university and inter/national fraternity and sorority organization laws, rules and guidelines in regards to risk management. The chapter has an obligation to its members and its guests to provide a safe and secure atmosphere.*

Objective	Documentation	Completion	
5.1 At least 25% of the chapter attends a program related to risk management (drugs, alcohol, hazing, sexual violence, etc.).	Register the program as an <i>Educational Program</i> through Fraternity and Sorority Life.	Topic:	
5.2 Chapter is not charged with and found responsible for any violation of local, state and federal laws, Missouri State University policies, or governing council and respective national organization risk management policies.	Provided by the Office of Student Engagement, Office of Student Conduct, and the chapter's governing council.		
5.3 Chapter representatives attend a Risk Management Roundtable each semester.	Provided by the Office of Student Engagement.		
5.4 Chapter maintains an active internal chapter standards board/process that holds members accountable for their behavior.	Provide a list of the chapter officers and/or advisors that serve on the internal chapter standards board.		
5.5 Chapter houses are registered with the City of Springfield each semester within the timeframe specified by the Business Licensing Representative.	Provide a copy of your fraternity/sorority housing registration forms.		
Notes:			

### Area 6: University Relations

*The University and chapter relationship should be one which is mutually beneficial to both. The chapter has a responsibility to provide feedback to the University and request assistance when necessary. Chapters should be providing feedback to the University as a means to better the larger fraternity and sorority community. Essentially, it is a way for the University to understand how we can serve the chapter better.*

Objective	Documentation	Completion
6.1 At least 50% of the chapter membership is involved in one other campus organization or has an on-campus job.	Provide a spreadsheet with a list of all chapter members and the campus organizations in which they hold membership or the office in which they hold an on-campus job. Include the total percentage of members that are involved on campus outside of the chapter.	
6.2 At least 50% of the chapter membership attends an event/program sponsored by a chapter in a different governing council.	Provide a spreadsheet with a list of all chapter members and the events/programs they attended.	
6.3 At least 50% of the chapter membership attends an event/program sponsored by a student organization or university department outside of Fraternity and Sorority Life	Provide a spreadsheet with a list of all chapter members and the events/programs they attended.	
Notes:		

# BearLink Overview



## ORG PAGE

Keep your description and roster updated!



## EVENTS

Add as many events as you'd like!  
You **MUST** register trips, outdoor events, and events with alcohol.



## FORMS

You can create a form for many purposes in BearLink



## EVENT REGISTRATION

Use this form for ANY event that you'd like to host.



## ORG ADMIN ACCESS REQUEST

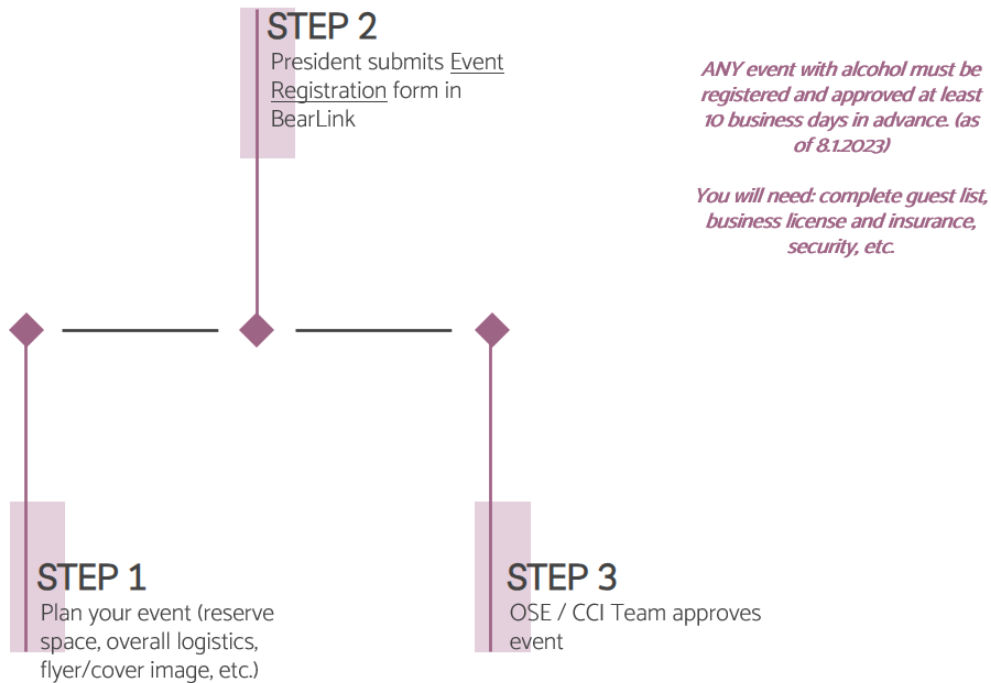
Use this form to request administrative access to an org that you are a member of.



## ORG TRIP & ACTIVITY RELEASE

Complete this form before your organization goes on any organization trip.

# Event & Trip Registration Cheat Sheets



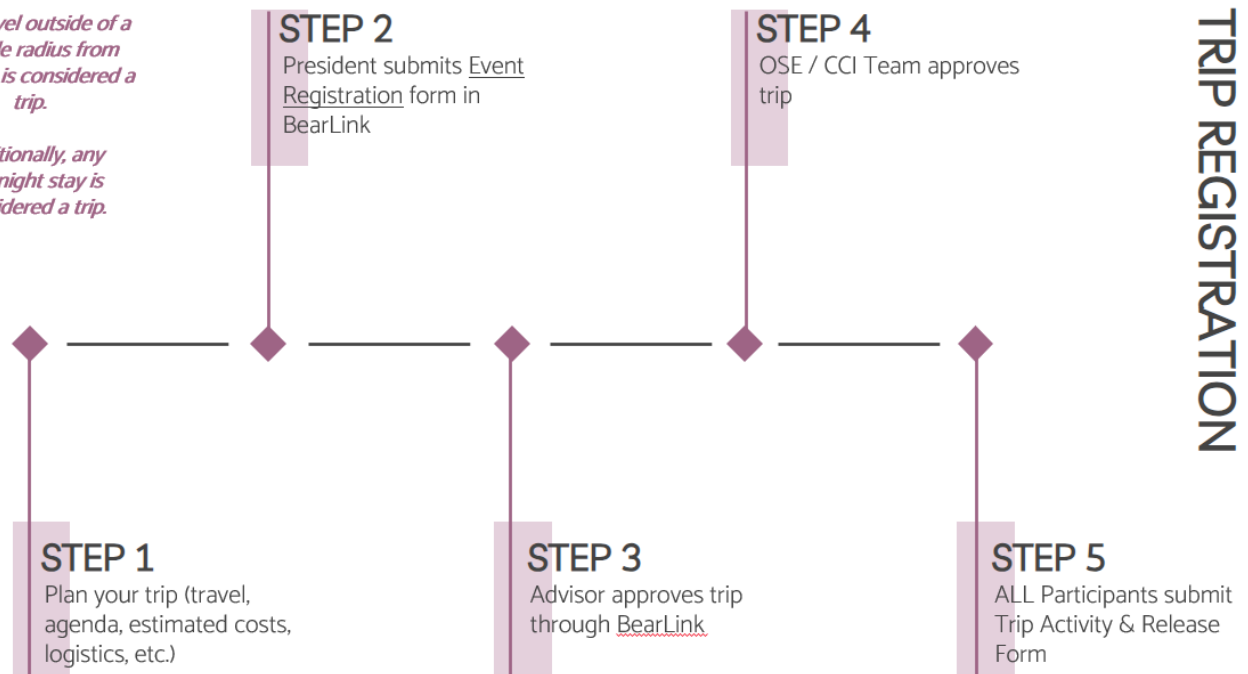
## EVENT REGISTRATION

### Helpful Tips:

- 5 business days in advance for events that are non-alcoholic
- 10 business days for alcoholic events and trips
- Organization trip and activity release forms due 5 business days in advance from trip departure date
- Every alcoholic event and/or trip will need a guest list. Guest List templates are attached to the Event Registration Form or can be found [here](#).
- Guest lists are due by 4pm on the day of the event for alcoholic events. In return, the OSE will provide the proper number of wristbands for the guests who are 21+. If the event is on a weekend, guest lists need to be turned in on the Friday before at 4pm.

*Any travel outside of a 60-mile radius from campus is considered a trip.*

*Additionally, any overnight stay is considered a trip.*



## Forms:

**Educational Events** – educational events are recorded semesterly through a Bear Link form. Chapters are responsible for submitting their educational events, and then the Fraternity and Sorority Life team will approve or deny the form. To count as an educational event, 25% of the chapter must be in attendance and a list of who was in attendance is submitted with the event. The form can be found under the Fraternity and Sorority Life Organization on Bearlink. Educational events must be submitted within 30 days of the event. Any questions regarding educational events can be directed to Connor Cline ([cmc59s@missouristate.edu](mailto:cmc59s@missouristate.edu)). A link to the educational event guidelines can be found [here](#).

**Philanthropic Donations** – Philanthropic Donations are recorded semesterly through a Bear Link form. Chapters are responsible for submitting their philanthropic donations (monetary donations or items donated), and the Fraternity and Sorority Life team will approve or deny the donations. Proof of donation must be submitted with the form. Proof of donation can be a check, a letter from the receiving organization, picture of the items, etc. Philanthropic donations must be submitted within 30 days of the donation. Any questions regarding philanthropic donations can be directed to Connor Cline ([cmc59s@missouristate.edu](mailto:cmc59s@missouristate.edu)). A link to the philanthropic donation guidelines can be found [here](#).

**Service Hours** – Each chapter has their own service hour submission form on BearLink, located in the forms section of their organizations. Service hours must be submitted within 30 days of service. All fields of the form must be filled out, otherwise it could result in the service hours being denied. The FSL team is responsible for approving/denying service hours and has the right to deny hours if they do not fall under the [Community Service Hour guidelines](#). Any questions regarding service hours can be directed to Connor Cline ([cmc59s@missouristate.edu](mailto:cmc59s@missouristate.edu)).

## Helpful Links:

## **Policies**

- [Philanthropy and Community Service Guidelines](#)
- [Fraternity & Sorority Life Relationship Statement](#)
- [Residence Life Housing Policy](#)

## **Resources**

- [Fraternity and Sorority Life Forms Reference Sheet](#)
- [Third Party Vendor Checklist](#)
- [Vehicle and Passenger information Form](#) When complete, save it to your device and upload the completed form to your Trip Registration Form.
- [Third Party Vendor Social Exception Form](#)
- [FSL Event Guest List Template](#)

## **Annual Feedback Meetings**

- [2023 Annual Feedback Spreadsheet](#)

## **Rosters**

- [Roster Revision Instructions](#)
- [New Member Roster](#)
- [Candidate Roster](#)
- [Potential New Member Grade Verification](#)
- [Panhellenic COB MRABA](#)

## **Community Service**

- [Community Service Policy](#)

## **Housing**

- [House Safety Check](#)
- [Fraternity and Sorority Property Registration](#)

## **Panhellenic Counselors**

- [Panhellenic Counselor Recommendation Form](#)

## Event and Meeting Resources

<http://www.missouristate.edu/conferences/>

### Conference Services Office

Plaster Student Union, Room 302

(417) 836-5653

(417) 836-6765 (fax)

### Event and Meeting Services Contacts:

#### Debbie Letterman

Assistant Director, Events & Meeting  
Services

417-836-6206

[DebbieLetterman@MissouriState.edu](mailto:DebbieLetterman@MissouriState.edu)

#### Lori Pearce

Academic Space Coordinator, Event &  
Meeting Services

417-836-8370

[LoriPearce@MissouriState.edu](mailto:LoriPearce@MissouriState.edu)

#### Teri Trickey

Director of Catering

417- 836-5046

[TeriTrickey@MissouriState.edu](mailto:TeriTrickey@MissouriState.edu)

#### Erin Kelly

Event & Meeting Services Coordinator –  
Student Organizations

417-836-4270

[JRamsey@MissouriState.edu](mailto:JRamsey@MissouriState.edu)

### Audio/Visual Equipment Rental

[Audio/Visual Equipment - Faculty and Staff - Event and Meeting Services - Plaster Student Union - Missouri State](#)

### Room Profiles & Set-up Options

There are many rooms available to student organizations in the Plaster Student Union. Additionally, there are many options for setting up depending on the type of event, the number of attendees, etc. Below you will find a profile for meeting and event spaces in the PSU.

- Small Conference Rooms
  - This style is perfect for small meetings. These rooms are set up with a large conference table and can accommodate groups of 10 to 13.
  - [Small Conference Rooms - Event and Meeting Services - Plaster Student Union - Missouri State](#)
- Flexible Meeting Rooms
  - This style is designed to accommodate 20-100 guests. There are various set-up options available.
  - [Flexible Meeting Rooms - Event and Meeting Services - Plaster Student Union - Missouri State](#)
- Special Event Space
  - This style is for larger events to accommodate 100-600 guests depending on the location.
  - [Special Event Space - Event and Meeting Services - Plaster Student Union - Missouri State](#)

# Event & Meeting Services: Frequently Asked Questions

## How Do I Schedule an Event?

There are many ways for student organizations to schedule an event. These methods include:

- Use the [EMS Online Reservation System](#) for Academic and PSU space
  - This site also has a listing of what events are taking place in the Plaster Student Union and other academic spaces reserved. Please read the [Online Reservation Training](#) resource for tips on how to use the online system. If you continue to have issues using this site, please contact Event and Meeting Services at 417-836-5653 or [EventMeetingServices@MissouriState.edu](mailto:EventMeetingServices@MissouriState.edu)

## Where do I go?

To make a reservation for space on campus for anything other than an academic class, fill out a request form in Event & Meeting Services, PSU 302. Call us at 836-5653 or email [EventMeetingServices@MissouriState.edu](mailto:EventMeetingServices@MissouriState.edu). See our website [www.missouristate.edu/conferences](http://www.missouristate.edu/conferences). If you would like to check on a reservation in the PSU go to [Events.Missouristate.edu](http://Events.Missouristate.edu). You can check information about an event by clicking on "Today's Events."

## Can I make a reservation?

Only members who have access to reserve events under their organizations can make reservations. Every student organization is able to have 2 people with the ability to reserve events through the EMS portal. To see who is listed under your organization or change who is, you can email EMS at [eventmeetingservices@missouristate.edu](mailto:eventmeetingservices@missouristate.edu)

## When does my organization need insurance?

Organizations need insurance when they are doing an event in a PSU space that could have any risk. This usually means any event outside of a speaker will require you to provide insurance. Most of your organizations have insurance through your national headquarters. We suggest you send your proof of insurance to EMS and see if it fits their requirements. If not, any student organization can use this website to get on time insurance for events, <https://tinyurl.com/y4phfysa>.

## When do I need to request space?

You can request the use of space in Plaster Student Union up to one year in advance. The earlier you request space, the more likely you are to get it. As soon as you begin planning for a large event, you should talk to us. You can request the use of space in other buildings as soon as the class schedule is set for the semester (usually November 1, and April 15)

## How long does it take and where do I get a confirmation?

The EMS Office guarantees confirmation within 48 business hours. For large events, we need all the information from you more than 2 weeks before your event. Your confirmation is sent to your Missouri State email address.

**What if we want to have food?** All food served in the Plaster Student Union OR at events booked through the Event & Meeting Services Office elsewhere on campus must be provided by Missouri State Catering or through a PSU vendor or affiliate with the following exceptions:

1. Individuals may provide food for their personal consumption
  2. Recognized student organizations may provide pre-packaged foods that do not require refrigeration, heating, mixing, or other preparation for closed meetings and events; and
  3. Recognized student organizations may conduct authorized bake sales of products prepared by their members as fundraisers at locations specified in the Missouri State Advertising and Solicitation Policy.
- Any other exceptions to the policy must be requested with a [Food Waiver Form](#). This form must be filled out 30 days prior to your event. Considerations for a food service waiver will include: the contractual obligations of the University; safe food handling issues; potential loss of income; and the Advertising and Solicitation Policy. Each request for a waiver will be considered on a case-by-case basis. Missouri State Catering is also located in the Event & Meeting Services Office suite.

### **Okay, what does all this cost?**

**Room Rental:** Student organizations do not pay any room rental unless they are charging people to attend their event or partnering with an off-campus organization for an event that benefits the off-campus group. If you charge admission, your organization will be charged the lesser of a set room fee or 10% of what you take in. To be eligible for the 10% rate, you will need to turn in a special form immediately after your event. If you partner with an off-campus organization, you will be charged a set room fee. Different rate structures apply to University Departments and off-campus clients.

**Labor:** If you request something other than the standard set up in a room, your organization will be charged for the labor to change that set up. It costs \$32 to change a meeting room in the PSU. The Ballroom always incurs a set up labor charge because it has no standard set up. Normally, the set-up fee for Ballroom West is \$64, for Ballroom East is \$32, or for the Grand Ballroom is \$96. Complicated set ups in the Ballroom may cost more. Rooms in other buildings on campus must be used as they are. If you don't leave a room the way you found it, you may be charged labor fees to return it to its standard set up. Some special requests incur labor charges on campus—check with us for full information about these special services.

**Equipment:** You are charged for the use of PSU A/V equipment. When you request equipment from us, you can be sure it will be set up and ready for you when you arrive, that you will have help with it if anything goes wrong, and that we will take care of it when your event is over. Student Organizations can bring in their own equipment, or reserve equipment through the Educational Technology Center. It is the responsibility of the Student Organization to pick up, store, and return ETC equipment. The PSU does not have space to store equipment for you, and it cannot be left in the room after your event. PSU equipment does not leave the Union.

**Food:** The cost of catering varies depending on what you order. The catering guide has pricing information and is available on the web.

**When/how do we pay for services?** You will receive an invoice from Event & Meeting Services that details the charges that have been forwarded to Financial Services. Please do not pay from these invoices. Charges for labor and equipment will appear on a monthly statement from Missouri State Financial Services. These statements are issued at the end of the month and are sent to your organization mailbox. You pay charges on your monthly statement at the Bursar's Office. Charges for catering services are billed separately. Missouri State Catering staff will review with you how your account will be handled.

Any additional questions? Email [eventmeetingservices@missouristate.edu](mailto:eventmeetingservices@missouristate.edu)

## **FRATERNITY AND SORORITY CRISIS MANAGEMENT PROCEDURES MISSOURI STATE UNIVERSITY**

It is an unfortunate reality that from time to time a serious injury, loss of life, major property loss, or criminal activity will occur in a chapter.

Events of this nature grievously impact not only the chapter, but also the community, university, the families and friends of members, the international organization, and the Fraternity & Sorority community.

Strong preventive measures will prevent most losses. Safety inspections, fire drills, the elimination of improper and illegal activities, and liability and risk management seminars are all essential to control risk.

Should any event of a disastrous nature occur, however, the chapter must be prepared to respond quickly and appropriately.

Copies of these procedures should be given to each chapter officer and advisor to keep in their notebook. A copy should be kept next to the chapter telephone, or other easily accessible place. If your chapter has a House Mom/Director, they too will need a copy.

### **EMERGENCY INFORMATION CARDS**

Keep on file in the president's room an emergency card or sheet for each member and pledge/associate/new member. Included on the card should be (see enclosed sample form):

- Member's full name, social security number and birthdate
- Member's local address and telephone number (if other than the chapter house)
- Name, address, and telephone number of parents or guardians
- (Be sure to get this information for both parents. Include both residence and office telephone numbers.)
- Name, address, and telephone number of another person to notify in the event the parents cannot be reached (Examples: neighbor of parents, relatives)

- Medical information (allergies, medical conditions, etc.)
- Name and telephone number of the family physician

### **EMERGENCY TELEPHONE NUMBERS**

The University Police should be called in the event of any emergency (including a medical emergency or fire) **836-5327**. The University Police will call the paramedics or fire department and will also immediately dispatch an officer to assist you. If you don't have immediate access to the number, simply call **911**.

The following people need to be notified of any emergency:

#### **Carlye Genisio**

Assistant Director Fraternity and Sorority Life

Office: 417-836-4914

Cell: 417-850-2351

#### **Dr. Desmond Dunklin**

Associate Director of the Plaster Student Union, Director of Student Engagement

Office: 417-836-4386

A list of people who should be contacted after a crisis:

Chapter Advisor \_\_\_\_\_

Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_

House Corporation President \_\_\_\_\_

Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_

Regional or District Officer \_\_\_\_\_

Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_

International Headquarters Telephone Number \_\_\_\_\_

In many situations, it will be advisable for you to contact an attorney, especially if legal action may result from an incident (criminal arrest or a liability suit, etc.):

Chapter Legal Advisor \_\_\_\_\_

Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_

Sometimes, it is helpful to contact a counselor for assistance (for example, when a member appears to be suicidal or when there is a death). During University business hours, you can call any of the administrators listed above or the Counseling and Testing Center at 836-5116. A crisis counselor is available to consult with you on how to handle a difficult situation. After hours you can contact the Assistant Director of Student Engagement for Fraternity and Sorority Life at the numbers

above, and she will arrange to have a staff member from the Counseling and Testing Center assist you. They provide excellent on-call counseling 24 hours a day and will consult with you on how to handle a difficult situation. The Springfield community also has a 24-hour crisis line, you can call 862-6555.

### **MAINTAINING CONTROL**

Be certain that everyone in your chapter knows the president is in command of every emergency situation. In the absence of the president, you should have a rank ordering of officers (chain of command):

1. President
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

If a crisis has occurred at the chapter house, close the house at once. You cannot give instructions if your members are leaving, and strangers are entering. Permit only members and appropriate officials to enter. Halt all incoming and outgoing telephone calls, except those of an emergency nature.

In most crisis situations, you will want to call a mandatory chapter meeting, for actives and pledges/new members, as soon as possible. Make sure your chapter advisor or other members of your alumni advisory board are present. At this meeting:

- Explain the situation and gather facts.
- Project a strong leadership image to let your members know everything is under control so they will remain calm.
- Clarify who is the spokesperson (normally the chapter president). No one else should make statements or answer questions about the situation.
- Instruct members not to discuss the incident with anyone, including partners and family members, until the situation has been resolved. In the event of a fire or accident, members should, of course, be encouraged to notify their parents to let them know they are okay.
- Detail the plan for the next several days.
- Instruct your members to cooperate with University or law enforcement officials investigating an incident.
- If you need help planning or facilitating this kind of meeting, please contact Assistant Director of Engagement for Fraternity and Sorority Life or council advisor.

## **INVESTIGATIONS**

Make written notes of all details relating to any incident. It will be especially important to get the names of all members present, the names and telephone numbers of any witnesses (in some cases you may want to get signed statements from the witnesses), and the names and telephone numbers of anyone injured (however slightly). Some incidents may result in lawsuits, and if you are called to testify in court months after the incident, the notes will be invaluable. Share the information you collect with your chapter advisor and any University or law enforcement personnel conducting an investigation. Your House Corporation president will also need as much information as possible when they report the incident to your insurance company. Itemize any property losses and keep records of any expenses related to the situation.

## **MEDIA RELATIONS**

Again, it is critical that the officially designated chapter spokesperson be the only person to speak with the media. No exceptions!

Consult with your chapter advisor, the Assistant Director of Student Engagement for Fraternity & Sorority Life (836-4386), the University, and your attorney (if applicable) so that they can help you prepare for any media contact. They can also assist you in developing a prepared statement which can be read to the press. Prior to the development of a statement the following standby statement should be used (avoid saying “no comment” — it sounds as if you are trying to hide something):

“We can confirm that (*describe the incident very briefly*) occurred on (*day*) at (*time*) at (*location*). The chapter is cooperating with authorities, and all interested parties. Further information will be released when we have completed our investigation of all pertinent matters.” Absolutely nothing else should be said. The only response to other questions should be: “When we have completed our investigation, we will release more information.”

Instead of a press briefing, you may elect to simply prepare a statement and give it to News Services (836-6397) for distribution to media who inquire. In such case, refer all media calls to News Services.

When you are being interviewed, tell the truth. Give only the facts. If you do not know an answer to a question, say so. Do not speculate or repeat hearsay. Avoid exaggerations and inflammatory remarks. Stress what positive action you are taking to resolve the situation. If you are asked a question, you feel is unfair, simply rephrase the question the way you would prefer to have it asked, then answer your question. Never make "off the record" comments.

Consider your appearance. Dress neatly (semi-formal). Your members should also dress neatly even if they are casual (no beer T-shirts, etc.). Clean up your house, being careful to remove trash, beer bottles, and anything else that may not look favorable in a photograph or on TV. Consider holding a press briefing away from the chapter house (The Plaster Student Union). Caution your members not to grandstand in the background during TV interviews.

Do **not** release any names until an investigation is complete and the timing is appropriate.

Do **not** discuss the personal life of your members with reporters.

Keep your house locked. Do **not** let television cameras or photographers into your house (unless you specifically want to invite them in for a press conference).

## **FIRES**

*Fire Prevention: Make sure that your house has working fire alarms. Periodically check to see that the alarms are working.*

In case of a fire, remain calm. Panic only causes confusion.

Set off the alarm.

Call the Public Safety Emergency Number (836-5509) or 911, no matter how minor you consider the fire to be. Do not take a lot of time looking for the fire beforehand.

Use an extinguisher if possible.

Check as many rooms as possible on the way out to see if everyone is alerted to the fire. Shut the doors to all rooms on the way out.

When you are in a room when the alarm goes off, feel the doorknob to see if the heat is intense. If it is hot, do not open it. If you think it's safe, then open the door slowly with your shoulder against it to see if the fire is in the hallway. Because toxic fumes and high temperatures usually fill the highest levels of the air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp. If the fire is in the hallway, exit through a window, but be sure to crack the top of the window first to let the smoke drift out. Most people are killed by smoke before they have a chance to jump.

Have a plan to account for members. A roommate check system may work best. Have a pre-determined spot where members are to congregate in the event of a fire. Take a head count to make sure everyone is out of the house. NEVER go back into the house to attempt to rescue anyone.

Turn off electricity and gas if there is time.

Move cars out of the way for fire engines to get in.

## **MEDICAL EMERGENCIES**

Be sure your chapter has a complete first aid kit in an accessible place in your chapter room. Take the kit with you at chapter retreats and other out-of-town functions.

Call the University Police (836-5327) and give necessary information regarding the sickness/accident. If the problem is an acute life-threatening illness or an illness that requires hospital-based attention, the patient will be taken to the nearest hospital.

Magers Health Center is open Monday through Friday, 8:00 a.m. to 6:00 p.m.

The closest emergency rooms are:

Cox Medical Center North, 1423 N. Jefferson Avenue	417-269-3000
Cox Medical Center South, 3801 S. National Avenue	417-269-6000
Mercy Clinic Emergency Medicine, 1235 E. Cherokee	417-820-2115

There are also a variety of "walk-in" emergency clinics in the area for treatment of serious but not life-threatening conditions. These services are usually significantly cheaper than conventional emergency rooms.

In the event of a serious illness or injury, do not notify the parents immediately. The medical personnel will notify parents and advise them of their physical situation.

### **MENTAL HEALTH CRISIS**

In the event of a mental health crisis, for example a suicide threat or attempt, call emergency services as appropriate. If time permits, arrange for a professional counselor to provide you with assistance. The telephone number for the Counseling and Testing is 836-5116. (See Emergency Telephone Numbers section above for information on contacting a counselor after hours). While awaiting the counselor's arrival, talk with the member involved and provide him reassurance. Do not play psychologist--just be a friend and make the person comfortable.

In the event of a mental health crisis, do not assemble your members. Discuss with University personnel steps you should take to handle the situation. University personnel will determine if the parents need to be contacted.

*If needed, the national crisis hotline is 988.*

### **SERIOUS ILLNESS**

There are several procedures and precautions that group members should take in the event one of your fellow members develops what appears to be a serious illness (including substance addiction or eating disorder). An ill member may ignore his or her condition and may not take the initiative to seek proper medical attention. As responsible adults, you must be sensitive to your members' physical and psychological welfare. If you become aware of a member who is suffering from a serious illness, take immediate action by following these guidelines and contacting appropriate people who can help:

1. Initially bring your concern to the attention of the members. Tell the member you are aware of his/her condition and that you are concerned.
2. Determine what kind of medical or psychological counseling attention the member has sought. What kind of care has been described?
3. If the ailing individual continues to ignore his/her physical or psychological condition, contact your chapter advisor. Information about the situation should be brought to the advisor's attention and consult the Counseling and Testing Center (836-5116) for guidance on establishing a specific plan of action to help the member.

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some cases when an ailing person will not want your assistance and will strongly object to any contact with his parents. It is important to respect the wishes of the

person; however, you may find yourself in a situation where respecting a person's wishes may not be medically wise or sound. The realities of the situation should not be ignored.

### **DEATH**

In the event of a death, do not notify the parents; this will be done by emergency or University personnel.

Do not announce the death until your chapter advisor has arrived to help. You may also want to have a University counselor present when you make the announcement to help your members deal with the shock.

Be very careful that the death is not announced until all members of the immediate family have been notified.

If the member lived in the house, do not remove any of the deceased student's personal possessions. If the member had a roommate, the roommate should be moved temporarily to another room. You should call the family to offer sympathy on behalf of the chapter and ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves. Before they arrive, be sure all borrowed items are returned to the deceased's room and if possible, lock it. When they do arrive, you may want to have empty boxes available and offer to help. This is an emotional trauma for parents, and they may not want privacy.

It is of course proper to send sympathy cards and notes, flowers, etc. If the funeral is nearby, it will mean a great deal to the parents for members to attend. Offer to make a statement on behalf of the chapter at the memorial service.

If the funeral is out-of-town, you probably will want to arrange a local memorial service. You can contact the Office of Student Engagement for assistance in making arrangements. Check to see if your ritual contains a ceremony for memorial services.

For some of your members, this may be their first experience in dealing with the death of someone close to them. Keep an eye out for members who appear to be having difficulty coping with the situation and encourage them to talk with a counselor. You may wish to contact the Counseling and Testing Center for suggestions on how to help members process the loss, or to have them come to the house to lead a discussion or program to help facilitate individual member's grief.

The Dean of Students will take care of notifying the deceased student's instructors and other University offices of the death.

When someone close to you dies, it is difficult to accept the loss, and you and your members may find yourselves consumed by pain, fear, and grief. Grief is a normal response to losing someone who was important to you. Grief hurts, but it is necessary. When a death tears your world apart, grieving is the process that puts it back together.

Grief runs through stages, although not everyone experiences every stage, and your members will pass through the stages at their own rate. That is why it is important to understand the stages of grief:

- *Denial* - This response is nature's way of protecting you and insulating you from what happened.
- *Anger* - You may feel angry toward the doctors and nurses who couldn't save the life of the deceased. You might even feel angry at the deceased for leaving you. These feelings of anger may lead you to feel guilty.
- *Guilt* - You may feel guilty for simply being alive when someone else has died. You might feel guilty about not saying goodbye, or you may remember a fight you had with the deceased.
- *Depression* - Even if you are normally a committed, caring person, you may find that you don't care about anything or anyone. This is a common feeling as are the others.
- *Acceptance* - Hopefully, the grieving process will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living.

One of the best ways to begin working through grief is to attend the funeral or memorial service. A funeral confirms the reality of death and serves as a focus for expressing feelings of loss. You begin to help the family of the deceased, and yourself, by attending the funeral. Being there demonstrates that although someone has died, friends like you remain, and it demonstrates that you care. Both before and after the funeral, it is important that you express your feelings. Crying is both healthy and normal. It may also help to hold a discussion to help members accept the loss.

### **Sexual Assault, Dating/Relationship/Sexual Violence, and Sexual Harassment Overview**

Sexual assault, dating/relationship violence, and sexual harassment are serious issues that can impact college students. When dealing with these issues, the safety and well-being of the victim/survivor should be at the forefront of your actions. If you find out that a member has experienced sexual assault, any type of dating/relationship/sexual violence, sexual harassment, or been the victim of stalking, harassment, or even domestic violence, you must act to help that person. That may mean simply listening to the person, referring them to resources on/off campus, or asking for the help of a trusted advisor to assist in the situation. These situations often appear complex, and it can be hard to know what the 'right' thing is to do. The guidelines below are here to help you work through these tough issues. Please remember that ultimately although you may be one of the first to find out something bad has happened, you are not alone in dealing with the situation. Remember that you have advisors and staff at the University who can help you, your members, and the victim.

### **Safety Concerns**

Once you learn about a situation, you need to evaluate if someone is in immediate danger. If a member comes to you and believes that there is the possibility that their safety or others' safety is in immediate danger, call 911 immediately for help. If someone appears to be suffering from injuries and you believe that they may need medical attention, call 911 immediately.

In most cases, you will hear of what happened hours, days, or even weeks after the event has happened. It is still important to ask the victim if they need medical attention or if they believe

their safety is in danger (especially if someone discloses to you, they have been the victim of stalking or relationship violence!).

### **Guidelines for Communication**

First, when speaking with someone who has undergone a traumatic situation, be aware of your surroundings and body language. Talk in a private area and make sure the person is comfortable with where you are and who is present.

#### **Do NOT:**

- Ask too many questions all at once, as this can seem like you are interrogating the person
- Ask questions or make statements that seem to blame the victim for what happened to them (examples of negative or blaming communication below)
  - o *Why did you talk to that guy anyway? He looked creepy.*
  - o *Why did you go to that party alone?*
  - o *Why did you drink so much? You know better than that.*
  - o *Why were you wearing such a short skirt? You know how people are.*
  - o *Why did you get in the car with that person?*
  - o *Why didn't you call someone for help?*
- Force details out of the person that they are not ready to divulge
- Invite others to be a part of the conversation that the victim did not ask to be present
- Rush the conversation – talking about sexual assault can be traumatic in and of itself. Let the person tell the story in their own time, allowing for times of silence while the person formulates their thoughts

#### **DO:**

- Let the person know you care about them and want to listen to them
- Ask questions and make statements that empower the victim – let them decide who they talk to and what they say! (Examples below)
  - o *Would you like anyone else to be present with us as we talk?*
  - o *Are you comfortable telling me what happened?*
  - o *What happened to you was not your fault.*
  - o *No one deserves or asks to be assaulted. You do not deserve this.*
- Tell the person about resources available to them
- Let the person express emotion as they wish to. This may mean the person is very upset, but sometimes victims need to be more stoic in order to deal with the situation.

### **Reporting traumatic situations**

Once you've learned more about the situation, it's time to think about what to do next. Students may feel fear or anxiety about reporting what happened to school officials or law enforcement. A student may feel that reporting what happened will result in trouble or punishments for them or their organization. Perhaps a student was drinking underage, using illegal drugs, or something against the law or university regulations happened while they were assaulted. It is from this fear of getting themselves, friends, or an organization in trouble that they wish not to report it. From the University perspective, it's important to know that in the cases of sexual assault, sexual violence, and sexual harassment University officials are concerned with the safety and well-being of the victim first. The Dean of Students office and the Office of Student Conduct will not file charges of misconduct for drinking, drug use, or violation of residence hall policies against a victim who makes a report of sexual assault. It is far more important that the appropriate University officials are notified of what happened so that we can work together with the victim

to help them feel safe on campus (and off campus) as well as getting them engaged with resources of their choosing.

### **Reporting Resources**

Students who wish to report sexual assault, sexual violence of any kind (dating, relationship, domestic abuse, stalking, etc.), and/or sexual harassment should be advised to contact any of the following offices on campus. Next to each office is their location, contact info, and some of the services they provide.

#### **Office of the President**

The Title IX Coordinator is responsible for investigating and ensuring timely resolution of all reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence and stalking involving members of the university community.

##### **Melissa Berry**

Director, Institutional Equity and Compliance & Title IX Coordinator  
417-836-4252

[MBerry@MissouriState.edu](mailto:MBerry@MissouriState.edu)

##### **Betsy Sandbothe**

Assistant Director, Institutional Equity and Compliance & Deputy Title IX Coordinator

[BSandbothe@MissouriState.edu](mailto:BSandbothe@MissouriState.edu)

#### **Dean of Students Office and the Office of Student Conduct**

*Plaster Student Union, Room 405*

The Dean of Students Office and the Office of Student Conduct can offer resources, listen to students, and advise students on the process of filing student conduct charges if the person who hurt them is also a student. Staff in these offices can also assist the student in filing a police report, administer protective measures and orders, as well as refer the student to health (both physical and mental) on the campus and in the community.

##### **Dr. Andrea Weber**

Assistant Vice President for Student Affairs/Dean of Students  
417-836-5527

[AndreaWeber@MissouriState.edu](mailto:AndreaWeber@MissouriState.edu)

##### **Gabby Catlin**

Director of Student Conduct, Dean of Students Office

[GabrielleCatlin@MissouriState.edu](mailto:GabrielleCatlin@MissouriState.edu)

##### **Ellen Currie**

Coordinator, Student Care of Support

[EllenCurrie@MissouriState.edu](mailto:EllenCurrie@MissouriState.edu)

#### **Office of Institutional Equity and Compliance**

*Carrington Hall, Room 205*

417-836-4252

[Equity@MissouriState.edu](mailto:Equity@MissouriState.edu)

### **Department of Safety and Transportation**

Public Safety can take a report of what happened and involve law enforcement should the victim wish to file a police report.

417-836-8870

[CampusSafety@MissouriState.edu](mailto:CampusSafety@MissouriState.edu)

### **Springfield Police Department**

Students who wish to make a report to the police can do so by contacting the Springfield Police Department. Missouri State University has a Springfield Police substation located on campus at 636 East Elm (near Bear Park North parking garage). Students can request to speak to an officer by phone or make a report in person by calling 417-836-5327. That phone number is for Public Safety, who can radio an officer if there are no officers in the office at the time of the call.

Students who wish to report an assault that occurred outside of Springfield may need to contact the law enforcement agency with jurisdiction for where the assault occurred. Website for Springfield police services: [www.springfieldmo.gov](http://www.springfieldmo.gov).

Please note that filing a report does not require you to participate in an investigation. However, all students who have experienced an assault or are the victim of a crime are encouraged to file a police report.

### **Other Resources on campus and in the Springfield community**

#### **Counseling and Testing Center**

Free and confidential counseling services to students. You can walk-in for your first appointment or call to set up an appointment.

#### **Magers Health and Wellness Center, Suite 304**

417-836-5116

#### **Magers Health and Wellness Center**

Magers can assist students if they have pregnancy and/or STI concerns as well as any general health concerns.

Located next to bookstore

417-836-4000

#### **AIDs Project of the Ozarks**

Provides testing for STIs/HIV – free and confidential. Call for walk-in hours or to make an appointment outside of walk-in hours.

1636 S Glenstone Ave. Suite 100 Springfield, MO 65804

417-881-1900

### **Victim Center**

The Victim's Center exists to assist victims of violent and/or sexual crimes. Services are free. Services include free counseling, court support, and advocacy. Victim advocates will also accompany survivors of sexual assault to the hospital while they complete a rape kit.

815 W Tampa St. Springfield, MO 65802

24-hour hotline: 417-864-7233

Office phone number: 417-863-7273

[hope@thevictimcenter.org](mailto:hope@thevictimcenter.org)

### **Mercy Hospital**

1235 E. Cherokee St. Springfield, MO 65804

417-820-2000

### **Cox South Hospital**

3801 S. National Ave. Springfield, MO 65807

417-269-6000

Both Mercy and Cox South employ SANE nurses (Sexual Assault Nurse Examiners) in the Emergency Room who are specially trained in working with victims of sexual assault. They can complete a rape kit with the student and address medical concerns. The rape kit can be very important for evidence gathering and a Victim Advocate can accompany the student if they go to have a rape kit completed. The rape kit is kept at the hospital for 120 days. If a student has injuries from the assault that go beyond the standard rape kit (broken bones, stitches or x-rays needed) there is a Victim's Compensation Fund that can be applied for – information on this can be obtained at the hospital or through the Victim Center. Completing a rape kit does not mean that the student has to file police charges.

### **Bystander Intervention**

Oftentimes with cases of sexual assault, people who care about the victim feel powerless to help, but there are things that everyone can do to make our campus a safer and welcoming place. As student leaders, you play an important role in helping create a safe environment for other students, but the responsibility doesn't fall all on you – this is a team and campus effort!

The bystander is an incredibly important role – bystanders are the people who can intervene when they see things happening that they know are wrong. They are not the perpetrator, and they are not the victim, so they may feel that there's nothing they can do to help a bad situation – but there ARE things that bystanders can do!

### **Ways to be an effective bystander:**

- Educate yourself further on issues of sexual assault and abuse. Educate your members through conversations, positive role modeling, passive and active programming
- Play an active role in creating an environment of respect for all people – do not tolerate sexist, homophobic, racist statements, jokes, or offhand comments. Encourage your friends and residents to take an active role in combating –isms in our daily conversation!
- Confront friends who tolerate or make excuses for abusive behavior

### **How do you speak up?**

- This is the area where many bystanders start to feel confused or intimidated – how do you confront negative comments, jokes, or behaviors in a way that people will listen? You don't want to alienate or yell at residents, but you want to make your voice heard, and empower others to speak out as well.
  - Approach people in a friendly and non-threatening way. Be aware of timing, location (public humiliation vs. private conversation), tone of voice, and body language.
  - Avoid being antagonistic or sarcastic. Be genuine.
  - Be honest and direct about your message
  - Be prepared to listen, clarify, and explain – have resources ready if needed!
  - Consult with your Advisors for tips or to role play a conversation beforehand if you need to
  - Remember: you are not alone! You have resources on campus that can help you. Utilize resources from Taylor Health Center, Counseling Center, Dean of Students Office, Student Conduct, or the Victim's Center.
- More information found at: <http://savp.vassar.edu/facts/bystander-intervention.html>

### **Taking care of yourself as a Student Leader**

- You may often be the 'first responder' in that a student discloses information to you before they tell others. When you work with students who have undergone sexual assault, this can be stressful for you too. It's important to take care of yourself – you may need to vent or talk to your advisors (that might mean Chapter Advisor, Carlye or other FSL staff) after working through a situation. Sometimes, it may be helpful to consider talking to a counselor to work through the feelings that may come up after working through a tough situation – that is perfectly OK!
- You do not personally have to tolerate any type of sexual harassment. Seek the help of your advisors, FSL staff, and Dean of Students Office staff immediately if you are the victim or target of sexual harassment.

### **Myths and Facts about domestic/sexual violence...**

An individual's attitudes and beliefs about sexual assault and other forms of violence can influence whether or not that person: commits acts of violence; supports a friend, student, or colleague who has been abused; or seeks help for violent acts committed.

Common myths about domestic and sexual violence include:

#### **1. Myth: Perpetrators are abusive in all of their relationships.**

Fact: Some domestic violence perpetrators may be abusive to friends, family, coworkers, and others to varying degrees. Others may only abuse their partners and children. If a friend or family member discloses to you that they are being abused, believe and encourage them to get help. Don't automatically assume that because you "know" the identified perpetrator and you are unable to believe the person is capable of committing violence that it isn't happening.

#### **2. Myth: If someone is being abused their situation can't be all that bad if they stay in the relationship.**

Fact: There are many reasons why a victim may stay in an abusive relationship. They may be afraid. They may feel ashamed even though what they are going through is not their fault. The victim may also be financially dependent on the abuser. While some victims are able to

successfully leave their abusers, for others the process of leaving is extremely dangerous and can be deadly.

**3. Myth: Sexual Assault is a spontaneous act of passion.**

Fact: Sexual assaults are committed to control, humiliate, and harm another person. Many are planned in advance, and most are perpetrated by someone the victim knows. Passion, lust, and arousal may be present, but they are not uncontrollable urges.

**4. Myth: If a victim does not say 'no' or does not 'fight back,' it is not sexual assault.**

Fact: Sexual assault victims may not say "no" or not fight back for a variety of reasons including fear and confusion. Survivors of sexual violence often report being "frozen" by fear during the assault, making them unable to fight back; other victims may not actively resist for fear of angering the assailant and causing the assailant to use more force in the assault. Pressure to be liked and not be talked about negatively by a peer will sometimes cause adolescents or children to avoid fighting back or actively resisting.

**5. Myth: Men can't be raped if they don't want to be.**

Fact: Any man can be sexually assaulted. It doesn't matter who he is, how big or strong he is, or his sexual orientation. Some men are sexually assaulted by women. Most are assaulted by other men. The majority of men who sexually assault other men consider themselves heterosexual. They do it to exert control and cause harm and humiliation. Some men who are assaulted get an erection or ejaculate while being attacked. This reaction is a physiological response to physical contact or extreme stress. Although a perpetrator may try to convince a victim otherwise, getting an erection or ejaculating during a sexual is not a sign of consent, pleasure, or sexual orientation.

**6. Myth: Some girls and guys 'ask for it' by the way they act, dress, dance, or drink.**

Fact: No person does anything to "ask for" or deserve sexual assault.

**7. Myth: People are more likely to be sexually assaulted by a stranger than someone they know.**

Fact: People are more likely to be sexually assaulted and raped by someone they know and often trust. In a national study that included an examination of first rape experiences female victims were raped by intimate partners (30%), family members (24%), and acquaintances (20%). Male victims were raped primarily by acquaintances (32%), family members (18%), and intimate partners (16%).

*References:*

- [http://www.calstatela.edu/univ/hlth\\_ctr/safe\\_09/safe\\_myths.php](http://www.calstatela.edu/univ/hlth_ctr/safe_09/safe_myths.php)
- *San Diego University's Crisis Management Procedures and in conjunction with Springfield's Victim Center*