

Effective Fall 2010

Inter-Greek Programming Assembly Greek Community Event Guidelines

One purpose of the Inter-Greek Programming Assembly is to regulate and schedule all chapter-sponsored events that involve the Greek Community.

Competitive Events- sanctioned IGPA approved events that are competitive in nature. These events are submitted and screened by the IGPA board prior to being held. Only Greeks participate in the competition aspect of the events and they will count toward the point system. **Non-Competitive Events**- All other events. These events are not IGPA sponsored so there is no need for a packet. These include all other Greek calendar events (chili cooks offs, movie nights, concerts etc.).

1. All competitive events must go before the IGPA board to present their proposal in order to gain approval for their event. Competitive events are then reviewed by IGPA for consideration as one of the five Greek community events. IGPA will then choose what events to approve based on the event's potential to raise money and garner student involvement. Non-competitive events are welcome, but not required to apply for one of the five sponsored Greek community events.
2. Any chapter applying for an event must be present at an end-of-semester meeting to find out who will receive the event slots and also more information on how to prepare their event.
3. A Greek Community Event Application (event packet) must be submitted for competitive events (whose idea was approved) to the IGPA screening chair at least six weeks before the event is scheduled. Applications for fall events may be submitted no earlier than 9:00 a.m. and no later than 4:00 p.m. on the last Wednesday in March. Applications for spring events may be submitted no earlier than 9:00 a.m. on the first Wednesday in November and no later than 4:00 p.m. on the first Wednesday in November.
4. Chapters may only sponsor or co-sponsor one Greek community team/chapter event per academic year. None will be scheduled during the weeks of Homecoming. A few events might be scheduled during Service Week, but we advise against it.
5. Chapters should consult the Greek Events Calendar (which will be hung in the Greek affairs office and posted online) to pick an ideal date for their event that will prevent overlapping of events and over-programming during a specific week or month. The date will be approved by IGPA.
 - a) Non-competitive events will submit their date to IGPA for scheduling purposes. IGPA will add your event to the Greek Events Calendar and offer suggestions for a different date if there is potential for over-programming.
 - b) When scheduling *all* events, IGPA will give priority to competitive events over non-competitive events. The remaining dates will be scheduled on a first come first serve basis.
6. The pre-approved events will be placed on the Greek Events Calendar for distribution to all chapters before the beginning of the semester. Chapters may **not** distribute information about their event until their Greek Community Event Packet is screened by IGPA (see guideline #3). The event must be screened at least six weeks prior to the event date or the event will risk being removed from the calendar. Please submit all class B event dates at least two weeks in advance.
7. The number of chapter-sponsored competitive events is limited to five events per semester. No events may be longer than two days. Chapters will be able to charge participants and spectators with approval from IGPA, but with a maximum of a \$15 dollar individual entrance fee.
8. Competitive events must be co-sponsored. This regulation was enacted to ensure that all chapters have an opportunity to host an IGPA event and have money donated to their choice of charities. With the number of organizations exceeding the number of events slots for IGPA events, we suggest that more than two organizations sponsor Competitive events together.
9. No chapter house will be permitted as a site for a competitive event unless other wise approved by the IGPA board.
10. Competitive events are open to the public, but only active Greek members can participate in the competitive aspect of the event.
11. Chapters with less than 40 members are allowed to pair with ONE other chapter to compete in events. The combined organizations must pay \$25. The points are then split evenly between the chapters.
12. All events must be done in good taste and follow University policies. Event sponsors must prohibit alcoholic beverages and illegal activities at their events. Sexist themes or activities as well as any other theme or activity that demeans a group or individual must not occur. Any event not upholding these standards will not be permitted in the future.
13. If an event will have an event t-shirt, the t-shirt design must be approved by all chapter presidents prior to the packet screening by IGPA. At the screening, IGPA will need to approve the design. The design must also be included in the packet for distribution.

14. The Greek Community Event Packet for screening should include 10 copies of the following:
 - Official IGPA event cover letter, which will be provided to you.
 - Event name and sponsoring organization(s)
 - The recipient of any funds being raised
 - The event time, place, and date (including rain site and/or date)
 - Contact person's name and phone number
 - Description of the activity/activities, including all applicable rules and regulations
 - Number of participants required for each activity
 - Participation fee (not to exceed \$25 per team and \$15 per individual entrance)
 - A release form for participants, if applicable
 - If the event is likely to result in the participants to be dirty or messy, there must be a clause warning participants and chapters must provide some method of clean up.
 - A statement which declares that alcohol and drugs are not allowed at the event and that inappropriate behavior will not be tolerated.
 - A PR plan for all campus to create awareness of your event to both Greeks and non-Greeks
15. After an event packet is approved by IGPA and suggestions are made and changed, chapters must submit the final packet to IGPA for distribution at least five weeks before the event(s) is to be held. Chapters may not distribute information through chapter mailboxes, council meetings, chapter houses/rooms until IGPA has approved the final packet.
16. Any request for an event to be held that would conflict with these guidelines due to unusual or extraordinary circumstances will be evaluated on an individual basis by the IGPA.
17. Sponsoring chapters failing to follow these guidelines and procedures will be referred to the appropriate Judiciary Board of the Interfraternity Council, the Panhellenic Council, or the National Pan-Hellenic Council. A chapter may file a formal complaint against the sponsoring chapter(s) initially through IGPA within 10 school days of the event. IGPA may have the option to deny future sponsorship of events after a hearing is held.
18. IGPA retains sole right to award AND revoke events to Greek chapter. Events given to chapters shall not be traded or bartered. Any evidence of this occurring will result in immediate referral to the appropriate judicial board.
19. In an attempt to better recognize chapters for their accomplishments with Greek community events:
 - a) IGPA will send a letter to all sponsored chapters' National Headquarters to inform and congratulate them on the success of said chapter's event.
 - b) An award will be given at the Greek Awards Banquet for an overall best Greek event. The decision will be made by IGPA based on Greek participation, originality, and overall quality of the event.
 - c) One chapter from each Greek organization (PC, IFC and NPHC) with the most points (based on Table 1) at the end of the year will be awarded the IGPA Cup as well as \$500 to be donated to each organizations' philanthropy.

Table 1:

While a chapter may have members attend an event, this is different than participating in the actual competition, thus there is a difference in the points awarded.

Participation in a competitive event	Hosting an event
None (-2 pts)	Holding the event (2 pts)
Participation (1 pt)	Over 1,000 (3 pts)
3 rd place (3 pts)	Over 2,500 (5 pts)
2 nd place (5 pts)	Over 5,000 (8 pts)
1 st place (8 pts)	Over 10,000 (12 pts)
Attending (0 pts)	

Steps in IGPA Approval of A Events

1. Create basic plan and layout of a philanthropy event and present it to IGPA for initial approval.
2. Outline a clear event packet with details included in which your event meets the specified guidelines.
3. Submit the final packet to IGPA for distribution.
4. Be aware of ALL guidelines.

Notes about non-competitive events: Approval will not be denied, but IGPA would like chapters to submit their dates for these events for scheduling purposes. We may suggest a better date if conflicts arise. These events will not win chapters points.