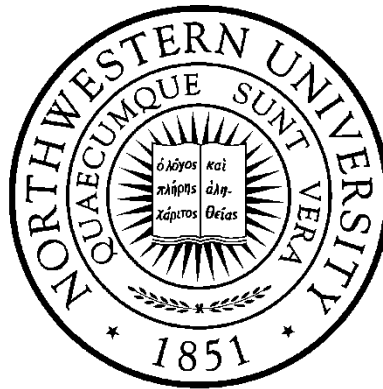


House Director
Resource Guide
2011-2012



NORTHWESTERN
UNIVERSITY

Office of Fraternity & Sorority Life

House Director Resource Guide

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September 2011

Dear House Director,

Welcome back to Northwestern! For some of you, this is your first year as a part of our team, and we are so excited to welcome you to fraternity and sorority life! As a house director, you play an important role in shaping the residential experience for fraternity and sorority members who view their chapter facility as a home away from home. You are an important link between the undergraduate chapter, the House Corporation, Northwestern University, and the Office of Fraternity and Sorority Life (OFSL).

We hope that today's training presents each of you with the opportunity to get to know one another a bit better and begin to form a social network of house directors. Further, we hope to provide you with the resources and information you may need throughout the year to best serve our students, including contact information for OFSL and campus partners and University policies and procedures. Finally, we hope to educate you on relevant issues and answer any questions you might have about your role on campus. The goal of this guide is to provide you with essential information, and we hope it serves as a useful resource and reference manual. As changes occur throughout the year, OFSL will provide you with relevant updates and current information.

As we begin our year together, it is useful to review the mission of OFSL. It states:

The Office of Fraternity and Sorority Life is committed to providing students with a living and learning experience that facilitates growth in the areas of scholarship, personal and leadership development, campus and community involvement, and the clarification of values. The office and staff serve as liaisons between the collegiate chapters, parents, alumni, (Inter)National organizations, and Northwestern University. The goal is to provide educational programs, services, and resources towards holistic growth; and to support the ideals of fraternity by challenging members to live by their organization's purpose.

The relationships you will form with the House Corporation, chapter advisors, and the OFSL staff ensure that community members experience a positive and empowering living-learning environment that exemplifies our mission. If there is anything that the OFSL staff can do to assist you with your role, please do not hesitate to contact us.

I look forward to working together to provide a positive experience for the fraternity and sorority men and women at Northwestern.

Sincerely,



Maggie Heffernan

Assistant Director, Fraternity and Sorority Life

Northwestern University

The following information provides you with an overview of Northwestern University, including important phone numbers and offices on campus. Should you need any additional information, please contact the Office of Fraternity and Sorority Life.

Office of Fraternity and Sorority Life & Student Affairs

601 University Place

Scott Hall room 29

(847) 491-4522

<http://northwestern.edu/gogreek/>

Dominic Greene

Director, Fraternity and Sorority Life

Dominic-greene@northwestern.edu

Maggie Heffernan

Assistant Director, Fraternity and Sorority Life

Margaret-heffernan@northwestern.edu

Danny Miller

Assistant Director, Fraternity and Sorority Life

Daniel-miller@northwestern.edu

Adlil Issakoo

Program Assistant, Fraternity and Sorority Life and Student Conduct and Conflict Resolution

Adlil.Issakoo@northwestern.edu

Dr. Patricia Telles-Irvin

Vice President Student Affairs

Tellesirvin@northwestern.edu

(847) 491-5630

Burgie Howard

Dean of Students

B-howard@northwestern.edu

(847) 467-0301

Betsi Burns

Assistant Dean of Students

B-burns@northwestern.edu

(847) 491-8430

Emergency Contact Information

Police, Fire, and Medical Emergency Numbers

On Campus: **911**

Off Campus: (847) 491-3456 *or* 911

Chicago: (312) 503-3456

Medical Information

Northwestern University Health Service

Searle Hall

633 Emerson Street

(847) 491-8100

Sexual Assault Resources

Counseling and Psychological Services (CAPS) (Confidential)

(847) 491-2151

(847) 491-8100 (After-hours crisis line)

Northwestern University Women's Center (Confidential)

(847) 491-7360

Northwestern University Center for Awareness, Response, and Education (Confidential)

(847) 491-4618

National Sexual Assault Hotline

800-656-HOPE (800-656-4673)

National Domestic Violence Hotline

800-799-SAFE (800-799-7233)

Counseling and Psychological Services (CAPS)

Searle Hall (633 Emerson Street)

(847) 491-2151 (scheduling appointments and day time emergencies; 8:30 am- 5:00 pm)

(847) 491-8100 (after-hours emergencies)

www.northwestern.edu/counseling

Call CAPS if you:

- Notice a student cries easily or seems sad a lot
- Observe significant changes in a student's behavior
- Feel ill-equipped to handle the emotionality of a distressed student
- Feel awkward or helpless as a student confides in you about personal problems
- Are concerned that a student could potentially harm him or herself or others. If there is an immediate concern, call 911.

Northwestern University Health Services

Health Promotion and Wellness

633 Emerson Street, room 218

(847) 491-4618

Lisa Currie, MEd

Director, Health Promotion and Wellness

L-currie@northwestern.edu

(847) 491-7168

Susan Cushman, MPH, CHES

Coordinator, Alcohol and Other Drug Prevention

S-cushman@northwestern.edu

(847) 491-2146

Laura Anne Stuart, MPH

Coordinator, Sexual Health Education and Violence Prevention and Center for Awareness, Response, and Education (CARE)

L-stuart@northwestern.edu

(847) 491-4618

Hospitals

Evanston Northshore University Health Systems (Evanston Hospital)

2650 Ridge Avenue

Evanston, IL 60201

Non-emergency: (847) 570-2000

Northwestern Memorial Hospital (NMH)

251 East Huron Street

Chicago, IL 60611

Non-emergency: (312) 926-2000

Police

Northwestern University Police

Evanston campus: (847) 491-3456

Chicago campus: (312) 503-3456

Evanston Police (non-emergency)

(847) 866-5000

Chicago Police (non-emergency)

(312) 744-4000 (or 311 in Chicago)

In case of emergency, always call 911!

Campus Resources

Student Affairs Business and Finance

Sheila Driscoll
Director of Business and Finance, Student Affairs
S-driscoll@northwestern.edu
(847) 467-1893

University Housing

Tommy Rosenak
Assistant Director, University Housing Operations
T-rosenak@northwestern.edu
(847) 322-3079

Assists with the planning of renovation projects, coordinates repairs with facilities operation, participates in City Code inspections, and serves as a housing representative liaison to the Greek community.

Facilities Management

facilities-management@northwestern.edu
(847) 491-5201
<http://www.northwestern.edu/fm/>

Office of Risk Management

2020 Ridge Avenue (suite #240)
(847) 491-5610
<http://www.northwestern.edu/risk/>

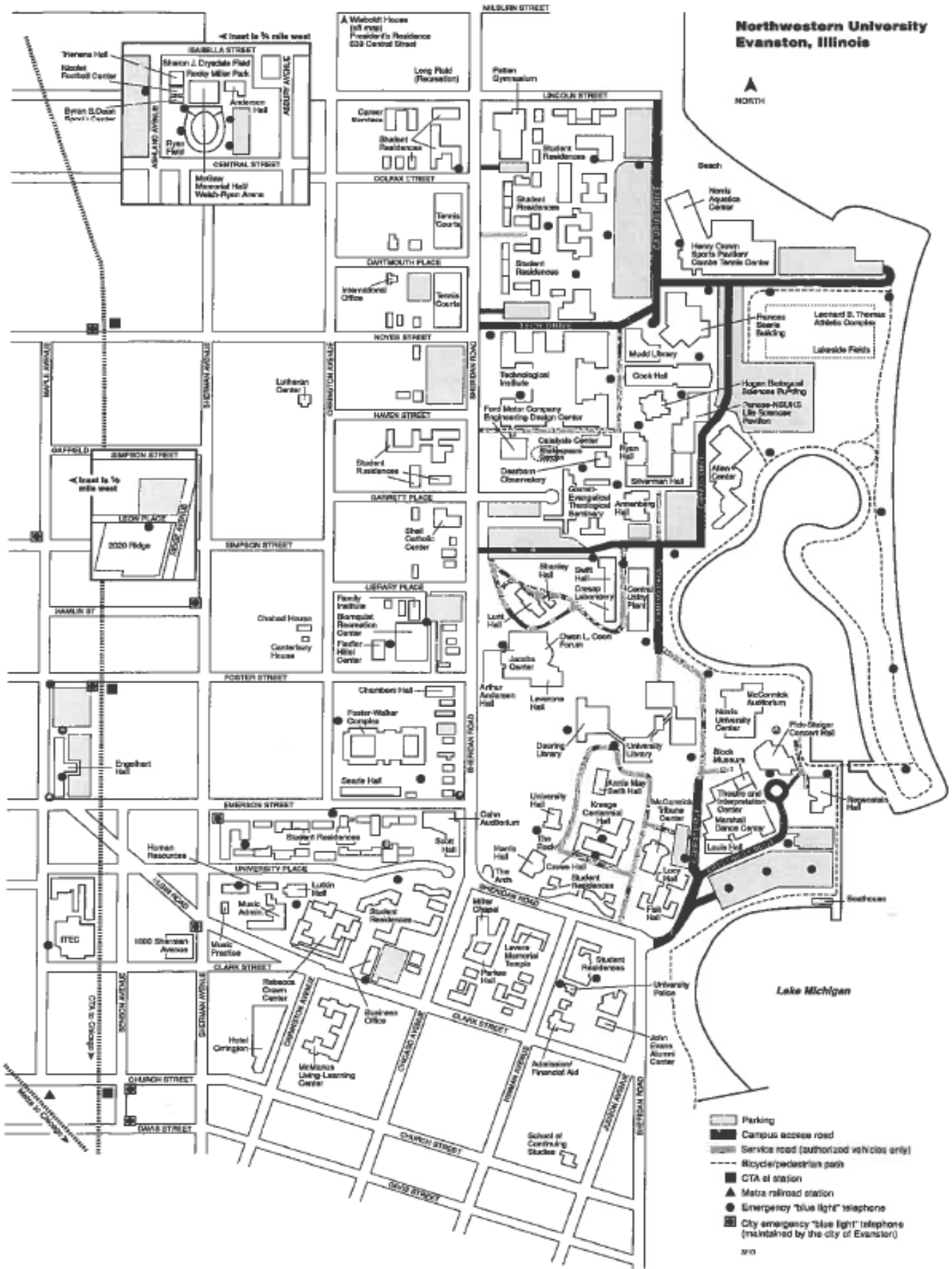
The Office of Risk Management is committed to protecting the University's human, physical, and financial assets through:

- The prevention of adverse incidents through training, education, and inspection;
- The procurement of insurance products;
- Fair and responsible claims administration;
- The advising of senior management on how to best provide future protection against key risks given the University's ambitious strategic plans.
- Building inspections and fire safety information

University Police Department

1819 Hinman Avenue
(847) 491-3456 (non-emergency contact)
<http://www.northwestern.edu/up/>

**Northwestern University
Evanston, Illinois**



- Parking
- Campus access road
- Service road (authorized vehicles only)
- Bicycle/pedestrian path
- CTA station
- Metra station
- Emergency "blue light" telephone
- City emergency "blue light" telephone (maintained by the city of Evanston)

Northwestern University Parking

Parking Services
1819 Hinman Avenue
Parking@northwestern.edu

Monday-Friday
8:00 am-4:00 pm
(847) 491-3319

After hours, please contact the Northwestern University Police Department ((847) 491-3456)

Important Parking Information:

- All vehicles parked on the Evanston campus must display a valid permit year round, Monday through Friday from 7:30 a.m. until 4:00 p.m. All other times of the day or week and during University holidays a vehicle may park without a permit except in designated lots (additional information available on the parking website). Please note that quarterly breaks are not holidays and thus permits are required.
- House Directors and other live-on staff do not have reserved parking spaces.
- All University staff, students, and administration (including House Directors) are expected to move their vehicles during University events or posted lot closures. If available, advanced notice will be provided by OFSL staff. Otherwise, please adhere to posted signs on campus.
- A campus parking map is available at <http://www.northwestern.edu/up/parking/maps.html>

All House Directors interested in obtaining a parking permit must let Maggie know as soon as possible so we can provide you with a letter that verifies your role in the chapter facility. You will take the letter with you to the parking office, with the permit application, to obtain your permit.

If you have a bike on campus:

- You must register your bicycle with University Police. Register your bike! Registration serves as a deterrent to theft and aids in the recovery of stolen bicycles. The form is available at 1819 Hinman or online at <http://www.northwestern.edu/up/forms/registerbike.html>
- There is no fee to register your bicycle
- University Police also offer some tips on how to protect your bicycle from theft:
 - Always secure your bicycle frame to a bicycle rack or stationary object with a hardened “U-shaped” lock.
 - University Police sell Kryptonite brand “U-Shaped” locks at cost
 - Immediately report suspicious person(s)/activity in vicinity of bicycle racks
 - Put your bicycle in storage when not in use

Fraternity and Sorority Life

Greek Alphabet

Α Alpha

Β Beta

Γ Gamma

Δ Delta

Ε Epsilon

Ζ Zeta

Η Eta

Θ Theta

Ι Iota

Κ Kappa

Λ Lambda

Μ Mu

Ν Nu

Ξ Xi

Ο Omicron

Π Pi

Ρ Rho

Σ Sigma

Τ Tau

Υ Upsilon

Φ Phi

Χ Chi

Ψ Psi

Ω Omega

Fraternity and Sorority Chapters

Interfraternity Council (IFC)

Alpha Epsilon Pi (ΑΕΠΙ)
Beta Theta Pi (ΒΘΠ)
Chi Psi (Lodge) (ΧΨ)
Delta Chi (ΔΧ)
Delta Upsilon (ΔΥ)
Evans Scholars
Lambda Chi Alpha (ΛΧΑ)
Phi Delta Theta (ΦΔΘ)
Phi Gamma Delta (FIJI) (ΦΓΔ)
Phi Kappa Psi (ΦΚΨ)
Phi Mu Alpha (ΦΜΑ)
Pi Kappa Alpha (ΠΚΑ)
Sigma Alpha Epsilon (ΣΑΕ)
Sigma Chi (ΣΧ)
Sigma Phi Epsilon (ΣΦΕ)
Theta Chi (ΘΧ)
Zeta Beta Tau (ΖΒΤ)

Panhellenic Association (Panhellenic or PHA)

Alpha Chi Omega (ΑΧΩ)
Alpha Phi (ΑΦ)
Chi Omega (ΧΩ)
Delta Delta Delta (ΔΔΔ)
Delta Gamma (ΔΓ)
Delta Zeta (ΔΖ)
Gamma Phi Beta (ΓΦΒ)
Kappa Alpha Theta (ΚΑΘ)
Kappa Delta (ΚΔ)
Kappa Kappa Gamma (ΚΚΓ)
Pi Beta Phi (ΠΒΦ)
Zeta Tau Alpha (ΖΤΑ)

Multicultural Greek Council (MGC)

Kappa Phi Lambda Sorority, Inc. (Asian interest sorority) (ΚΦΛ)
Lambda Theta Alpha Latin Sorority, Inc. (Latina interest sorority) (ΛΘΑ)
Omega Delta Phi Fraternity, Inc. (Multicultural fraternity) (ΩΔΦ)
Pi Delta Psi Fraternity, Inc. (Asian interest fraternity) (ΠΔΨ)
Sigma Lambda Gamma Sorority, Inc. (Latina interest sorority) (ΣΛΓ)
Sigma Psi Zeta Sorority, Inc. (Asian interest sorority) (ΣΨΖ)

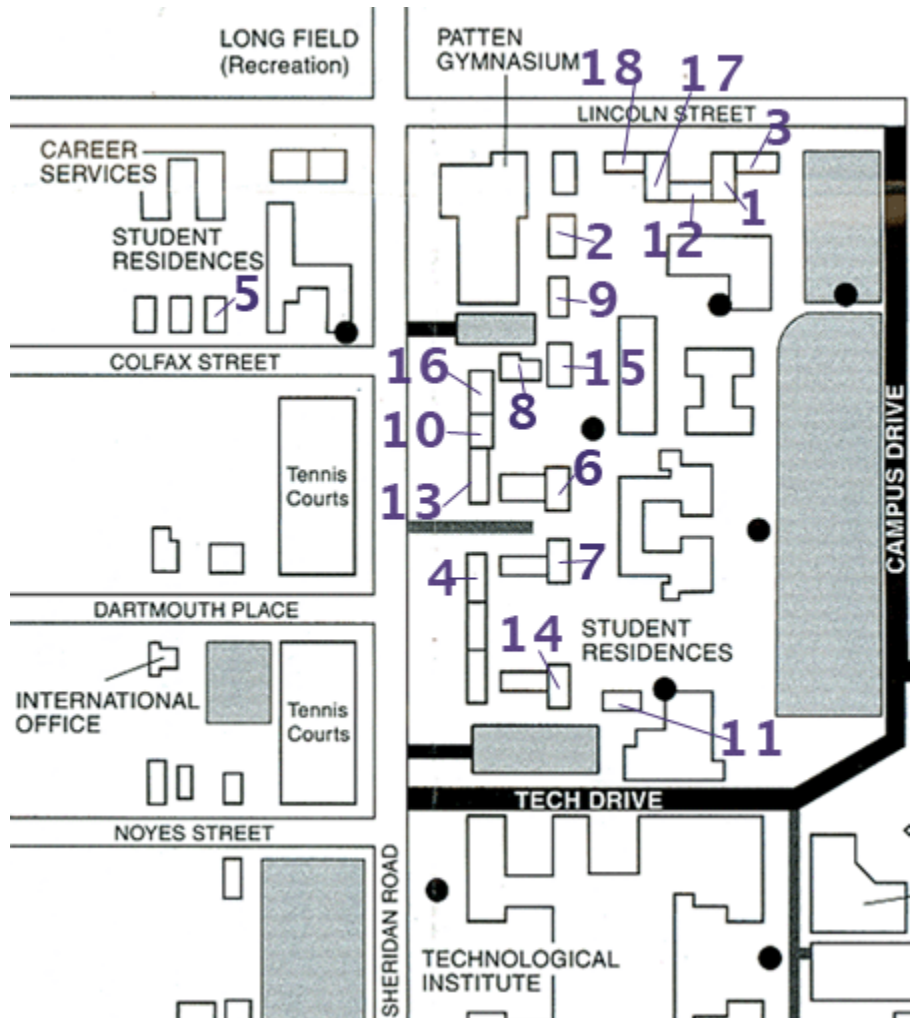
National Pan-Hellenic Conference (NPHC)

Alpha Kappa Alpha Sorority, Inc. (ΑΚΑ)
Alpha Phi Alpha Fraternity, Inc. (ΑΦΑ)
Delta Sigma Theta Sorority, Inc. (ΔΣΘ)
Kappa Alpha Psi Fraternity, Inc. (ΚΑΨ)
Omega Psi Phi Fraternity, Inc. (ΩΨΦ)
Phi Beta Sigma Fraternity, Inc. (ΦΒΣ)
Zeta Phi Beta Sorority, Inc. (ΖΒΦ)

Fraternity and Sorority Facilities

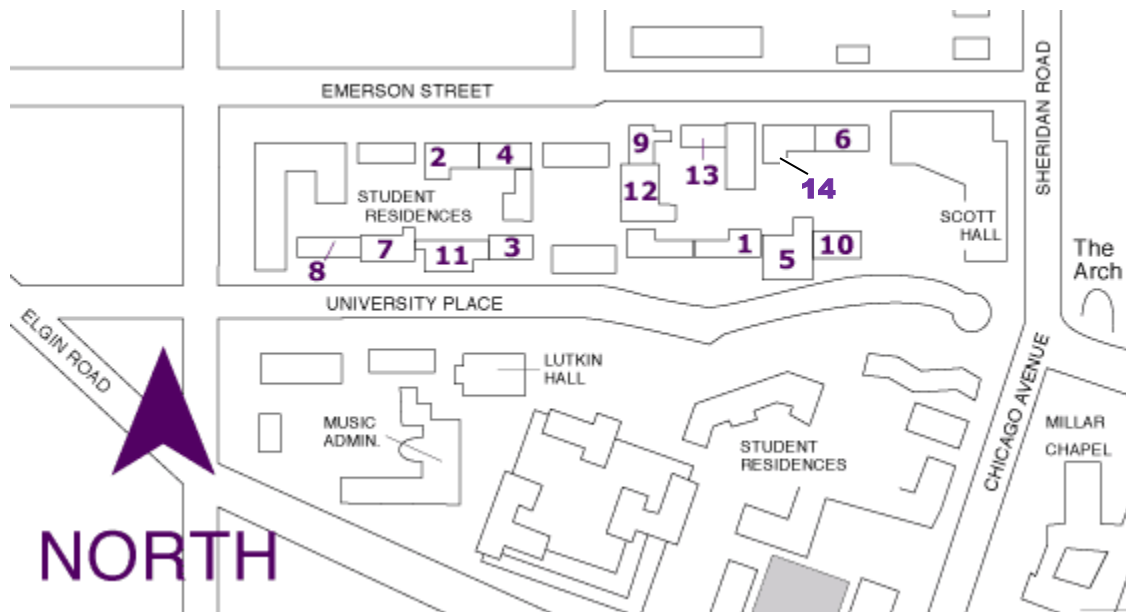
North Campus (Fraternity Quads)

1. Alpha Epsilon Pi (562 Lincoln St)
2. Beta Theta Pi (2349 Sheridan Rd)
3. Chi Phi (Vacant) (550 Lincoln Ave)
4. Chi Psi (Lodge) (2313 Sheridan Rd)
5. Delta Chi (619 Colfax St)
6. Pi Kappa Alpha (Residents) (2317 Sheridan Rd)
7. Delta Upsilon (2307 Sheridan Rd)
8. Lambda Chi Alpha (2339 Sheridan Rd)
9. Phi Delta Theta (2347 Sheridan Rd)
10. Phi Gamma Delta (FIJI) (2331 Sheridan Rd)
11. Phi Kappa Psi (2247 Sheridan Rd)
12. Pi Kappa Alpha (Vacant) (566 Lincoln Ave)
13. Sigma Alpha Epsilon (2325 Sheridan Rd)
14. Sigma Chi (2249 Sheridan Rd)
15. Sigma Phi Epsilon (2341 Sheridan Rd)
16. Sigma Nu (Vacant) (2335 Sheridan Rd)
17. Theta Chi (572 Lincoln St)
18. Zeta Beta Tau (576 Lincoln St)



South Campus (Sorority Quads)

1. Alpha Chi Omega (637 University Place)
2. Zeta Tau Alpha (710 Emerson Place)
3. Alpha Phi (701 University Place)
4. Chi Omega (1870 Orrington Ave)
5. Delta Delta Delta (625 University Place)
6. Delta Gamma (618 University Place)
7. Delta Zeta (717 University Place)
8. Evans Scholars (*IFC*) (721 University Place)
9. Gamma Phi Beta (640 University Place)
10. Kappa Alpha Theta (619 University Place)
11. Kappa Delta (711 University Place)
12. Kappa Kappa Gamma (1871 Orrington Ave)
13. Pi Beta Phi (636 University Place)
14. Phi Mu Alpha (*IFC*) (626 Emerson Place)



Northwestern Fraternity and Sorority Life Terminology

Active	A man or woman who has been formally initiated into his or her chapter.
AFA	Association of Fraternity and Sorority Advisors. Each year, the Association hosts an Annual Meeting where fraternity and sorority professionals across the country meet to discuss critical issues related to fraternity and sorority communities. The Annual Meeting takes place in late November/early December. There are additional programs and services offered throughout the year.
AFLV	Association of Fraternal Leadership and Values. Each February, the Association hosts a conference where student representatives from fraternity and sorority communities across the country meet for a weekend. It is the largest fraternity and sorority student conference in the United States. Northwestern council officers attend this conference.
Alumni/Alumnae	A graduate member of a fraternity or sorority. Many remain active with their chapters by serving as Alumni Advisors or on chapter House Corporations.
Bid	A formal invitation to join a fraternity or sorority.
BYOB	Bring Your Own Beverage. BYOB and is one of the best ways to ensure safety and reduce liability at fraternity and sorority social events.
Chapter	The local body affiliated with an (inter)national organization. Also the common term for weekly meetings of the fraternity or sorority. At Northwestern, chapter meetings are typically held on Sunday or Monday evenings.
Colony	A group of men or women on a campus who desire to affiliate their group with an (inter)national fraternal organization. Colony status is the first step to establishing a chapter on a campus.
Consultant	A representative from a fraternity or sorority's (inter)national organization sent from the (inter)national headquarters to work with a local chapter. Consultants come to campus at least once a year to assess chapter operations, meet with chapter leaders, and develop a report for the organization. Consultants may visit campus more often for special events, such as recruitment.
Continuous Open Bidding (COB)	An informal membership recruitment process during which bids may be extended and accepted at any time during the school year other than during formal recruitment. Any woman who is offered and accepts a bid during fall or winter quarter is considered a "COB". Chapters can only offer a continuous open bid if they are under campus total.
Crossing	The term used by NPHC groups to indicate that a new member has been fully initiated into the organization.
Dance Marathon	Originally created 31 years ago by Alpha Tau Omega Fraternity as a chapter philanthropy event. It is one of the largest student-run philanthropy in the United States raising approximately \$500,000 annually for charity. Fraternity and sorority members and their chapters continue to play an integral role in its success. Dance Marathon is held on Northwestern's campus in March.
Dillo Day	"Dillo Day" is the culmination of Mayfest with an all-day Saturday event on the lakefront featuring national and locally known bands, games and vendors. Dillo Day is one of the strongest traditions within the Northwestern community. Fraternity and Sorority members play an active role in planning, executing, and supporting Dillo Day.

Divine Nine	The collective name for the nine historically Black Greek letter organizations that make up the National Pan-Hellenic Council. Seven of the “Divine Nine” have chapters at Northwestern University.
Dues	Fees paid by members to their chapter to cover operating costs for the organization, national membership fees, and programming/social events. Dues can include membership fees and housing and meal fees. They are often collected by the chapters through the University Billing system.
Expansion/ Extension	When the University invites a new (inter)national fraternity or sorority to establish a chapter at Northwestern.
Evans Scholars	Founded at Northwestern, it is now a national organization with chapters at several institutions. Men and women earn full scholarships from the Western Golf Association to the University and function in much the same way as a fraternity chapter. Members live in the Evans Scholars House all four years. At Northwestern, Evans Scholars is a member of IFC.
FIPG	Fraternity Insurance Purchasing Group. A risk management organization made up of both fraternities and sororities. FIPG is not an insurance provider.
Fraternity	These are self-perpetuating groups that provide an organized social life for their members during college as a contributing aspect of their educational experience. General fraternities offer membership to students without regard to field of study, class year, or grade attainment above typical minimum requirements. Many of the National Panhellenic Conference (women's) organizations exist as fraternities, though the generic term "fraternity" and "sorority" is used to distinguish between men and women’s organizations, respectively.
Freshman Freeze Policy	Northwestern restricts first-year students from joining Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Association member groups until winter quarter. Specifically, during the fall quarter, freshmen are not permitted to enter fraternity or sorority houses during Wildcat Welcome Week and the subsequent first two weeks of classes unless it is to visit a close relative or for academic purposes. After the Sunday of the third week, freshmen are permitted to enter chapter houses unless alcohol is present. During fall quarter no fraternity or sorority may offer an invitation of membership to any first-year student. A first-year student may accept an invitation of membership from a chapter only after the start of winter quarter. Upper class students and transfer students are permitted to participate in fall, winter, or spring quarter informal recruitment programs sponsored by the chapters. Alcohol is not permitted at any recruitment or new member/pledge activity.
Gamma Sigma Alpha	A national honor society that recognizes fraternity and sorority members of junior or senior standing for outstanding academic achievement. The minimum grade requirement for membership is a 3.65/4.0 GPA.
Gone Greek Night	An annual event sponsored by the Greek community which is a celebration for its newest members. Traditionally, the IFC fraternity new members serenade the PHA sorority new members and then chapters sponsor social functions that evening.
Grand Chapter	In place of individual chapter meetings on Monday evenings, all 12 of the Panhellenic chapters meet together to attend an educational speaker. A “grand chapter” is typically planned two to three times throughout the academic year.

Greek Awards	Greek Awards is an annual celebration of the success of the fraternity and sorority community at Northwestern. The event is sponsored by Order of Omega. Chapters are encouraged to apply for awards based on their performance throughout the academic year. Winners are chosen by the OFSL staff and a student committee.
Greek Build	Greek Build is a student organization made up of fraternity and sorority members that emphasizes sponsoring, fundraising and construction of a Habitat for Humanity house to be built in tandem with a deserving family and presented to the family members upon completion. Furthermore, the project unites the Northwestern Greek Community in a combined service and philanthropic endeavor.
Greek Eats	Greek Eats is a collaboration of the IFC, MGC, NPHC and PHA communities to build fraternity and sorority pride, stimulate the local economy and celebrate the chapters' hard work at a centralized location. The event is held once per quarter at various restaurants throughout Evanston. Students receive a discount if they wear their Greek letters.
Greek Emerging Leaders (GEL)	A class held during the fall and spring quarters for fraternity and sorority newer members, who have been identified as future leaders within their chapter and the Northwestern community. Students have the opportunity to learn about themselves and their leadership styles and make connections with other aspiring leaders. Up to two members from each chapter can take part in the class. Greek Emerging Leaders is taught by OFSL staff members and past GEL students.
Greek Leadership Retreat	Each April, OFSL sponsors a weekend retreat that brings together fraternity and sorority leaders from both the councils and chapters. The retreat serves as a forum to build relationships and have open discussions about the fraternity and sorority experience.
GreekScene	An annual step-show sponsored by NPHC. It takes place during spring quarter, typically in April or May.
Greek Week	A series of events held in the fall to bring together the fraternity and sorority community and celebrate being Greek. Events include a service project, an athletic tournament, a cooking competition, and Greek God & Goddess.

Hazing	<p>The University defines hazing as any action taken or situation created intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization. Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Paddling, in any form; • Creation of excessive fatigue; • Physical and psychological shocks; • Quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the University; • Wearing apparel that is conspicuous and not normally in good taste; • Engaging in stunts and buffoonery; • Requiring sleepovers or degrading or humiliating games and activities; • Late work sessions or activities that interfere with scholastic activities and/or normal sleeping hours; • Forced consumption of alcohol; • Falsely leading an individual or individuals to believe that they will be inducted/initiated by participating in particular activities; • Removing public or private property; and • Forcing individuals to participate in activities that are not consistent with the University’s mission, rules, regulations, and policies of federal, state, or local law. <p>Any incidents of hazing are investigated and adjudicated by the University, governing council, and/or the (inter)national organization.</p>
Homecoming	<p>An annual fall event that revolves around a home football game. There are several activities; the two most well attended are the game and the parade. The parade held either the night before or the morning of the game traditionally has strong Greek involvement. Many chapters sponsor and create a float and march in the parade. Many chapters also schedule an event for alumni/alumnae members.</p>
Honor Societies	<p>Organizations that recognize members for excellence in certain areas; Northwestern’s Greek honoraries include Gamma Sigma Alpha, Rho Lambda, and Order of Omega.</p>
House Corporations	<p>Legal entities that lease the chapter houses from the University and manage them on behalf of their (inter)national organizations. All fraternity or sorority housing and meal fees paid to the University are forwarded to the chapters or house corporations for operating and maintaining the structures/facilities.</p>
House Directors	<p>A live-in adult or graduate student employed by the chapter house corporation. His or her duties and expectations vary from chapter to chapter and might include: supervising employed staff, managing and maintaining the chapter house and kitchen, and serving as hostesses or host for events within the chapter house. Each Panhellenic sorority has a live-in house director, while several of the fraternities also employ house directors.</p>
Initiation	<p>The final formal ceremony, which new members experience in order to become full members within the organization.</p>
Intake	<p>The term used by NPHC and MGC chapters for the recruitment of their members.</p>

Interfraternity Council (IFC)	The Interfraternity Council represents 17 fraternities. The IFC is made up of the presidents of each chapter and an executive board that is elected by the chapter presidents. The executive board creates programming and represents the interests of the fraternity community to the campus and the University.
IFC Judicial Board	IFC has a judicial board made up of members of IFC fraternities. The group hears cases specific to the community and makes disciplinary decisions involving IFC chapters. Headed by members of the council and an appointed board, the board was created to insure that fraternity members govern themselves, when appropriate. Incidents that violate University policies are handled by the Office of Student Conduct and Conflict Resolution.
Legacy	A potential new member whose immediate family member is an alumnus or an active member in a particular fraternity or sorority.
May Sing	May Sing is a lip-sync, song and dance variety show in which chapters from all four councils form teams and compete. This event takes places during Spring quarter.
Multicultural Greek Council (MGC)	The Multicultural Greek Council represents the 6 culturally based fraternities and sororities on campus. MGC serves as the governing body for Northwestern’s Asian, Latino/a, and multicultural chapters. MGC chapters are culturally based, not culturally exclusive.
NALFO	National Association of Latino Fraternal Organizations . NALFO serves as the umbrella organization for Latino/a Greek Letter Organizations. NALFO was established in 1998.
Neophyte	A new member of an NPHC fraternity or sorority. Chapters host a “Neophyte Show” to introduce the new members to the community; shows are often held later at night on campus.
NIC	North-American Interfraternity Conference . Each (inter)national fraternity is a member of the NIC, which meets quarterly to discuss issues facing fraternities on a national level. NIC also organizes different national programming efforts such as UIFI and IMPACT, and is a resource for various campuses across the country.
Northwestern Greek Allies (NGA)	Northwestern Greek Allies was created to serve as a longstanding fraternity/sorority organization that promotes educational programming and diversity with regard to lesbian, gay, bisexual, transgender and questioning students and their allies. More than 25 students have identified themselves as allies and are working to make our community a safer space.
NPC	National Panhellenic Conference . The National Panhellenic Conference oversees the Panhellenic Associations on campuses across the country. All of the Panhellenic inter(national) sororities are members of NPC.
New Member Panhellenic Council (NMPC)	The New Member Panhellenic Council consists of two new members of each Panhellenic sorority that work together to unite the new members of the sororities. NMPC raises money through different events they organize to offer scholarships to new members in the fall. NMPC is a great leadership opportunity for new members and is overseen by the Panhellenic Director of Academics and Service.

NPHC	National Pan-Hellenic Council . The name of the umbrella organization at Northwestern for the 7 historically African-American fraternities and sororities is also the name of the national organization overseeing all 9 African-American fraternities and sororities. Together, the 9 national organizations are referred to as the “Divine Nine.”
Office of Fraternity and Sorority Life (OFSL)	The University provides three full time professional staff members to work with the fraternity and sorority community and its chapters. They are Dominic Greene, Danny Miller, and Maggie Heffernan. The OFSL staff serves as a resource to the 42 chapters, 4 governing councils, and 3 Greek honor societies. Their office is in Scott Hall Room 29 and they can be reached at 847-491-4522 if you have any questions.
OFSL Mission Statement	The Fraternity and Sorority Life Mission Statement, is: “The Office of Fraternity and Sorority Life is committed to providing students with a living and learning experience that facilitates growth in the areas of scholarship, personal and leadership development, campus and community involvement, and the clarification of values. The office staff serve as liaisons between the collegiate chapters, parents, alumni, (Inter)National organizations, and Northwestern University. The goal is to provide educational programs, services, and resources towards holistic growth; and to support the ideals of fraternity by challenging members to live by their organization's purpose.”
Omega Experience	This program series is developed specifically for a select group of seniors. It serves as a capstone fraternity and sorority experience and prepares students for the transition from being a Northwestern undergraduate to an active alumnus. Quarterly events include a young alumni panel, dinner with the university President, and individual assistance from the Career Center.
Order of Omega	Greek leadership honor society for men and women, which recognizes leadership, scholarship and commitment to the campus community. Order of Omega sponsors Greek Awards in the spring.
Panhellenic Association	The Panhellenic Association represents the 12 sororities affiliated with the National Panhellenic Conference. Officers of Panhellenic meet with Panhellenic delegates from each chapter to discuss issues facing the membership. Panhellenic also plans events for the members of the community such as Greek Week, recruitment, and Gone Greek Night.
Potential New Member (PNM)	Any woman interested in becoming a chapter member who is matriculated and eligible according to Panhellenic Association requirements; any woman participating in the formal recruitment process.
Quota	The number of PNMs going through formal recruitment divided by the number of Panhellenic chapters on campus (12). Quota is the number of women that each chapter hopes to have in their new member class following formal recruitment.
Recs/Recommendations	A form or letter submitted by a sorority alumna on behalf of a potential new member; the recommendation serves as a reference for the woman as she participates in the recruitment process. Recs are not required to participate in recruitment.

Recruitment	Recruitment is the process in which the Greek organizations on campus take new members. Recruitment at Northwestern is deferred and does not take place until the beginning of winter quarter for first year students. Recruitment for both fraternities and sororities consists of several events that culminate in bids (or invitations) for membership. PHA sorority recruitment is much more formal than IFC fraternity recruitment, but each allow both active members and potential new members to meet and decide which organization is right for them to join.
Recruitment Counselors (RCs)	Recruitment Counselors serve as guides for Panhellenic sorority recruitment. The upperclassmen women are assigned a group of potential new members and assist the potential new members with the recruitment process. Recruitment Counselors are disaffiliated from their sororities in the fall and until the formal recruitment process ends so that they can be unbiased counselors for the PNMs.
Rho Lambda	Rho Lambda is a Greek honor society for junior and senior sorority women from the Panhellenic Association, National Pan-Hellenic Council, and Multicultural Greek Council who have exhibited the highest qualities of leadership and service to their chapter, council, the Greek community, and the Northwestern community.
Risk Management	The practice of following safety guidelines, which help to protect chapter members and guests when they attend or participate in chapter-sponsored events. By better managing those factors that we can control (size of crowd, amount and type of alcohol consumed, etc.) we can help to reduce the chance of someone being injured and protect our organization and its members from physical and legal harm.
Ritual	Ceremonies and traditions that fraternity and sorority chapters have done consistently since their organization's founding. Ritual represents the highest ideals of the organization. Many fraternity and sorority members refer to their initiation ceremony as their "Ritual".
Roundtables	Leaders of the Greek community often have roundtables as a means to bring together specific officers from each organization. Council executive board members host roundtables for officers in their specific area: social chairs, treasurers, scholarship chairs, and chapter presidents.
Sorority	These are self-perpetuating groups that provide an organized social life for their members in college and universities as a contributing aspect of their educational experience. Sororities offer membership to students without regard to field of study, class year, or grade attainment above typical minimum requirements. Many of the National Panhellenic Conference organizations exist as fraternities, though the generic term "fraternity" and "sorority" is used to distinguish between men and women's organizations, respectively.
Substance-Free	"Substance-Free" is a term used for houses whose facilities and/or activities are substance and/or alcohol free. Some chapters might also refer to their facilities as "dry".
Scholarship	Scholarship describes the importance of academics in college. Fraternities and sororities often have scholarship chairs to encourage academic excellence among their members. Scholarship is fundamental to Greek life and deemed very important by each (inter)national organization.
Step Show	Traditional events sponsored by NPHC or MGC Chapters. Members perform routines that involve chanting and dancing/stomping.
Total	The most desirable chapter size for a campus, as determined by the Panhellenic Association. At Northwestern, total is 100 for the fall quarter, and is based upon average chapter size following formal recruitment for the winter and spring.

UIFI	Undergraduate I nterfraternity I nstitute. UIFI is sponsored by the NIC and takes place over the summer at Indiana University. Greek leaders on campuses from all over the country attend and develop new leadership skills and gain new ideas in order to develop concrete plans for change on his/her own campus. UIFI is taught by prominent leaders on the national level, and allows students from all over to get together and share ideas for programming and scholarships so that each Greek community can be the best it can be.
University Billing System	The process through which most fraternities and sororities collect members' dues. Chapter dues and room and board fees are collected by the University on student's tuition bills and then forwarded to their chapters. Some chapters do not use University Billing to collect members' dues or fees. Chapters can collect dues and fees using a 3 rd party.
"Wet" Status	Currently, all Panhellenic and IFC chapter facilities are dry, meaning no alcohol is permitted on the premises. IFC officers are petitioning the administration to allow alcohol in the facilities under certain conditions.
Winter Leadership Conference	The Winter Leadership Conference is held in January for all new members of the fraternity and sorority community. The Winter Leadership Conference consists of a speaker and small-group sessions on developmental issues such as alcohol abuse, sexual assault prevention, and hazing awareness.

Appropriate Terminology

You have probably heard that there is appropriate and inappropriate fraternity and sorority terminology. Northwestern University's Office of Fraternity and Sorority Life expects students to practice using appropriate terminology. See below for preferred language.

Inappropriate	Appropriate
Rush	Recruitment
Rho Chi	Recruitment Counselor
Pledge	New Member
Rushee	Potential New Member
Sorority Girls	Sorority Women
Frat	Fraternity
Frat Boys; Fraternity Boys	Fraternity Men
House	Chapter; Sorority
Panhel	Panhellenic; PHA
Greek System	Greek Community

Fraternity and Sorority Life Events

The following is a list of events sponsored by the Office of Fraternity and Sorority Life or the executive councils that might require some additional attention on behalf of the House Director. You should be sure there are no suspicious activities occurring around these events including:

- Alcohol consumption in the chapter facility
- Hazing
- Risk management violations

For descriptions of these events, please reference the “Fraternity and Sorority Life Terminology” chart found on pages 14-21. For dates, please reference the calendar that begins on page 26 of this guide. More information and reminders about the events will be provided to you as the event approaches via the House Director Newsletter or email correspondence.

If you have any questions or concerns about any of these events or you notice something that seems unusual, please contact the OFSL staff immediately. If the situation appears dangerous, or a student appears to have consumed too much alcohol, call 911 immediately.

Events:

- Greek Week
- Formal Recruitment
- Gone Greek Night
- Dance Marathon
- May Sing
- GreekScene
- Dillo Day

2011-2012 Calendar

2011-2012 Calendar of Events

- **Northwestern University Events**
- **Fraternity & Sorority Life Events**
- **House Director Events**
- **University Holidays**

Northwestern University Calendar

- Quarter System
- Reading Week
- Ski Trip

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Football @ Boston College
4	5 Labor Day- University CLOSED	6	7	8	9	10 Football vs. Eastern Illinois
11	12 Wildcat Welcome (Northwestern Move-in Day)	13 Wildcat Welcome	14 Wildcat Welcome	15 Wildcat Welcome House Director Training (New House Directors)	16 Wildcat Welcome	17 Wildcat Welcome Football @ Army
18 Wildcat Welcome	19 Wildcat Welcome	20 First Day of Classes (Fall) Panhellenic @ KAΘ (6:00)	21	22	23	24 NPHC and MGC Yard Show (2:00)
25	26	27 House Director Fall Meeting./Reception Panhellenic @ KΔ (6:00)	28 Rosh Hashanah Begins @ sundown	29	30	

October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Football @ University of Illinois
2 Greek Week Recruitment Kickoff End of Freshman Freeze	3 Greek Week	4 Greek Week Panhellenic @ KKΓ (6:00)	5 Greek Week	6 Greek Week	7 Yom Kippur Begins	8 Football vs. Michigan
9	10	11 Panhellenic @ ΠΒΦ (6:00)	12	13	14	15 Football @ University of Iowa
16	17 Panhellenic Grand Chapter (6:00)	18 Panhellenic @ ZTA (6:00)	19	20	21 Homecoming Parade	22 Homecoming Football vs. Penn State
23 Homecoming	24	25 Panhellenic @ ΑΧΩ (6:00)	26	27	28	29 Football @ Indiana
30	31 Halloween					

November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Panhellenic @ AΦ (6:00)	2	3	4	5 Football @ University of Nebraska
6 Recruitment Preview	7	8 Panhellenic @ XΩ (6:00)	9	10	11 Family Weekend	12 Family Weekend Football vs. Rice
13 IFC Elections Family Weekend	14	15 Panhellenic Elections	16	17	18	19 Football vs. Minnesota
20	21	22	23 Thanksgiving break begins @ 6:00 pm	24 Thanksgiving- University CLOSED	25 Thanksgiving- University CLOSED	26 Football vs. Michigan State
27	28 Reading Week	29 OFSL staff in St. Louis for AFA Annual Meeting Reading Week	30 OFSL staff in St. Louis for AFA Annual Meeting Reading Week			

December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 OFSL staff in St. Louis for AFA Annual Meeting Reading Week	2 OFSL staff in St. Louis for AFA Annual Meeting Reading Week	3 OFSL staff in St. Louis for AFA Annual Meeting
4 OFSL staff in St. Louis for AFA Annual Meeting	5 Fall quarter final exams begin	6	7	8	9 Ski Trip	10 Ski Trip Winter break begins
11 Ski Trip	12 Ski Trip	13 Ski Trip	14	15	16	17
18	19	20	21	22	23 Christmas Eve- University CLOSED	24
25 Christmas Day	26 Christmas Day- University CLOSED Kwanzaa Begins	27	28	29	30 New Year's Eve- University CLOSED	31

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 New Year's Day- University CLOSED	3 First day of classes (Winter quarter)	4 IFC Recruitment	5 Panhellenic Recruitment IFC Recruitment	6 Panhellenic Recruitment IFC Recruitment	7 Panhellenic Recruitment IFC Recruitment
8 Panhellenic Recruitment IFC Recruitment	9 Panhellenic Recruitment	10 Panhellenic Recruitment (Bid Night)	11	12	13	14
15	16 MLK Jr. Day- no classes held	17	18	19	20	21
22	23	24	25 Safe Space Training	26	27	28 IFC and Panhellenic Officer Transition Retreat
29	30	31				

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 House Director Winter Meeting./Reception	9 AFLV Conference in St. Louis	10 AFLV Conference in St. Louis	11 AFLV Conference in St. Louis
12 AFLV Conference in St. Louis	13	14	15	16	17	18
19	20 President's Day	21	22 Ash Wednesday	23	24	25
26	27	28	29			

March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <i>Dance Marathon</i>	3 <i>Dance Marathon</i>
4 <i>Dance Marathon</i>	5 Reading Week	6 Reading Week	7 Reading Week	8 Reading Week	9 Reading Week	10 <i>OFSL staff in Phoenix for NASPA Conference</i>
11 <i>OFSL staff in Phoenix for NASPA Conference</i>	12 <i>OFSL staff in Phoenix for NASPA Conference</i> Winter quarter final exams begin	13 <i>OFSL staff in Phoenix for NASPA Conference</i>	14 <i>OFSL staff in Phoenix for NASPA Conference</i>	15	16	17 Spring break begins
18	19	20	21	22	23	24
25	26 First day of classes (Spring quarter)	27	28	29	30	31

April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Passover begins	7
8 Easter Sunday	9	10	11	12	13 Greek Leadership Retreat	14 Greek Leadership Retreat
15 Greek Leadership Retreat	16	17 House Director Spring Meeting./Reception	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Greek Scene
6	7	8	9	10	11	12
13 Mother's Day	14	15	16	17	18	19
20	21	22	23	24	25	26 Dillo Day
27	28 Memorial Day- University CLOSED	29 Reading Week	30 Reading Week	31 Reading Week		

June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Reading Week	2
3	4 Spring quarter final exams begin	5	6 House Director End of Year Event	7	8	9 Summer break begins
10 Senior Week	11 Senior Week	12 Senior Week	13 Senior Week	14 Senior Week	15 15 th Commencement	16
17 Father's Day	18 OFSL out of office (Big Ten Advisors Meeting in Champaign, IL)	19 OFSL out of office (Big Ten Advisors Meeting in Champaign, IL)	20 OFSL out of office (Big Ten Advisors Meeting in Champaign, IL)	21	22	23
24	25	26	27	28	29	30

Emergency and Crisis Response

Crisis Management Procedures

The following guidelines can be used in the event of a tragedy or crisis that occurs on or off chapter property. *It is important to note that this document only provides guidelines for how you might respond to a crisis situation. You and the chapter members in your facility should work with University officials, advisors, alumni, and Headquarters staff to develop your own strategic plan in case of emergencies.*

Examples of crisis situations include, but are not limited to:

- Death or serious injury of a chapter member
- Death or serious injury of a chapter member at a chapter sponsored event
- Suicide attempt
- Fire in the chapter facility
- Hazing
- Sexual Assault
- Alcohol poisoning
- Robbery
- Eating Disorders
- Influenza like illnesses

General Guidelines:

- Each chapter should create and maintain an organization-specific policy for crisis management.
 - This document may be used as an outline for the creation of such a plan
- The procedures and important documents should be maintained by designated officers as determined by the chapter, but at a minimum, should be maintained by the chapter president and chapter advisor.
 - **As House Director, it is not your responsibility to design the crisis management policies and procedures, but you should be *aware* of them and *maintain records*, such as:**
 - **Crisis management procedures**
 - **Chapter roster**
 - **Chapter contact list**
 - **Emergency contact numbers**
 - **List of members living in the chapter facility**
 - Chapter may want to consider keeping emergency information cards on file for all members. You cannot mandate that members report medical information.
 - Keep on file in the president's room (or other designated location) an emergency sheet for each member and new member. Include on the card:
 - Member's full, legal name and birth date
 - Member's local address and telephone number (if other than the chapter house)
 - Name, address, telephone numbers and email addresses of parents or guardians. Be sure to get this information for one or both parents. Include home, work and cell numbers.
 - Name, address, and telephone numbers of another person to notify in the event the parents or guardians cannot be reached.
 - Medical information (allergies, medical conditions, medications, etc.)
 - Name and telephone number of the family physician(s)
 - A copy of the policy should be maintained at a location known by all chapter members both inside and outside of the facility; i.e., with the chapter advisor (if local) or at a near-by chapter (in case of fire).
- It is important to establish relationships with neighboring properties whether Greek or not. Introduce yourself and provide neighbors with contact information for chapter leadership and a copy of your crisis management procedure.

In the event of a crisis situation, WHO IS IN CHARGE?

- The chapter president is in charge of every emergency situation. The president should consult with other members who may possess more expertise or insight. However, the final decision rests with the president.
- In the event that the president is absent, the next ranking officer assumes control. All officers should know where to find a copy of the chapter's crisis management procedure and emergency contact lists.
- In all situations, emergency response personnel should be allowed to assume control of a situation. The chapter president or his/her designee should represent the chapter, but not interfere with any actions of emergency personnel or university officials.
- **As House Director, you should be available to *assist* in any crisis situation and *support* the chapter president in his/her efforts.**

PROCEDURES

- If a crisis occurs at the chapter facility, encourage the chapter president to **CLOSE THE CHAPTER FACILITY**. The president cannot give instruction and maintain control if members are leaving and strangers are entering. Permit only chapter members, alumni, appropriate officers (police, fire, medical, etc.), and university officials to enter the chapter facility.
- In nearly all situations, the first call should be to 911. In case of fire, call 911. Do not hesitate to call the police regardless of the situation at 911 (or (847) 491-3456).
- **Please encourage the chapter president to make the following calls, if necessary (after 911):**
 - Dominic Greene- Director for Fraternity and Sorority life
 - He can discuss the situation with you, and, in serious cases, will be with the chapter as soon as possible.
 - If you cannot reach Dominic, call Maggie Heffernan or Danny Miller.
 - The OFSL representative will contact other university officials, if appropriate.
 - Chapter advisor or member of the House Corporation Board
 - House Director (if you are not already present)
- If necessary, remind the president to assemble the chapter members for a chapter meeting. **As House Director, you are encouraged to attend.**
 - If necessary, the OFSL representative can help arrange for a CAPS staff member to be present.
- Do not discuss the situation with the media. Instruct chapter members that they are not to make statements on behalf of the chapter to anyone other than police or fire officials. The president or a designated member should make any appropriate statements to the media *after* the situation is under control and the content of any statement has been discussed with an advisor or inter/national representative.
- It is important that you remain calm until the situation is under control. Explain to the chapter members that there is an emergency situation and that the chapter facility is closed. Chapter members should not discuss the situation until all of the details have been found and after the advisor and/or the president deem it appropriate. It is appropriate for chapter members to notify immediate family and friends that they are okay.

Death or serious injury of a chapter member:

- In the tragic case of a student death, work with the chapter president to contact appropriate officials immediately. This would include:
 - EMS
 - OFSL staff representative
 - Chapter representatives (chapter advisor, (inter)national staff, House Corporation representative, etc.)
- If the death occurs inside the chapter facility, during a chapter event, or during a time when school is in session, work with University officials, especially CAPS, to address the issue with all chapter members. **It is not your responsibility to coordinate these services, but you can assist in educating chapter members on the services that are available to them through CAPS (Counseling and Psychological Services).**
 - You should be aware that the dynamic within the chapter facility will change and the chapter members may start behaving differently. **As the House Director, you have a unique look into the chapter and should report any concerns to the OFSL staff immediately.**
- If the death occurs outside of the chapter facility or during a time when school is not in session, understand that the members may not even be aware of the incident that has happened. Work with the University or chapter advisor on a communication plan to let all members know about the tragedy.
 - Once the chapter members return to the facility, you should be able to provide them with contact information for CAPS if it is something they are interested in.

Suicide attempt:

- In the case of a suicide attempt (with or without serious injury), do NOT allow the president to assemble chapter members or call parents. Call 911 first to get the appropriate medical attention for affected individuals.
- Once medical attention has been received, encourage the president to contact an OFSL staff member and the chapter advisor for further assistance on appropriate actions.
- Resources are available through CAPS to help both the individual and affected chapter members. **If either you or the chapter president needs immediate assistance in helping a suicidal student, call CAPS or 911, depending on the situation.** Someone is on call at CAPS, every hour from 8:30 am to 5:00 pm to take the call. Urgent appointments are available for students who need to be seen right away.
 - After hours, call the emergency line: (847) 491-8100
- If someone has already committed suicide, or has a specific plan to commit suicide, call 911.
- Following the suicide attempt, **the House Director is an excellent resource to connect students to counseling services and make those resources available for chapter members involved or affected by the incident.**

Fire in the chapter facility:

- To best respond in the case of a fire, take the following steps on a quarterly basis:
 - Create a rooming chart that assembles the house floor plan
 - List the residents of each room directly on the floor plan. Note any information next to the individual's name that may be important to the fire department (physical challenges, crutches, etc.).
 - Maintain a list of cell phone numbers for each person living within the facility.
- Make two copies of this document.
 - One copy should be kept in a publicized place (House Director's residence is a good option)
 - The second copy should be given to a neighboring chapter facility
- A planned escape route and an alternate route should be permanently affixed to the back of the door in each room.
- Make sure the chapter has selected/identified a common meeting place outside of the facility where all members will meet in the case of a fire .
- Be sure that, in collaboration with the Office of Risk Management, a random, timed fire drill occurs on an annual basis, possibly once per quarter.

If a fire occurs...

- All members should meet at the pre-identified common meeting place outside of the facility.
- Using a copy of the rooming list, assist chapter officers in *quickly* taking attendance. Make note of any individuals who are missing and determine whether they may still be inside the facility.
- One representative (you or a chapter officer) should transmit information to the fire department.
 - Other officers should begin calling those individuals identified in the general emergency procedures listed above. A listing of all necessary numbers should be kept with the floor plan.
- Help keep chapter members together. Under no circumstances should any member of the chapter return to the building.
- Maintain established lines of authority.
- Offer assistance to chapter members in need of counseling or advocacy.

Hazing:

- Hazing is contradictory to the mission and values of Greek letter organizations and a violation of Illinois law and Northwestern University policy. Brotherhood and sisterhood is based upon trust, friendship, and common goals. Members should not have to prove anything to belong.
- If you think that hazing might be occurring within your chapter facility or you discover that hazing is indeed occurring, you must take immediate steps to stop the activities. Notification can occur in the following ways:
 - Notify the chapter advisor and OFSL staff member(s) regarding the alleged hazing incident(s). Efforts will be made to keep your name from the incident report.
 - Speak with the chapter president and proceed accordingly. If you think the chapter president is directly involved or aware of the hazing, this route is not recommended.
 - You can also anonymously report a hazing incident. This is not a preferred method but can be effective. Dates, times, who was present, location, and actions taken are all important in anonymous accusations. The more detail included, the more likely action can be taken.
- In almost all hazing cases, an investigation will occur. Depending on circumstances, a chapter should begin the process of conducting its own investigation.
- The (inter)national office will want to get involved. It is not your job to directly contact the (inter)national office, but you can speak with the advisor to make sure the information was relayed.
 - Assist chapter officers in preparing members for what may happen. Expulsions and suspensions of membership are possible outcomes for anyone involved in the hazing as well as many chapter officers. The organization may be suspended for a given period of time. All are possible outcomes of the investigation.
- Regardless of outcome, preventing hazing is important. Severe injury or even death can result from hazing incidents, even if this is not the intention.

Sexual Assault:

- If a member of the chapter has been sexually assaulted, it is up to him/her to disclose information to the appropriate University official, the police, and medical professionals. **You can only assist with the situation once a student acknowledges what has happened and asks for your help.**
- It is up to the student to discuss the situation with University representatives, chapter advisors, and chapter members. A sexual assault should not become public knowledge unless the student chooses to disclose the information.
- Important phone numbers are printed in the University Resources section of this guide.
- If a student discloses information to you or is looking for help, refer the student to the Northwestern University Center for Awareness, Response, and Education (CARE); a confidential campus resource for sexual assault support and advocacy.
- If you have growing concerns about a possible assault, conversations within the chapter, or sexual assault and sexual violence within the fraternity and sorority community, please contact an OFSL staff member so s/he can work to increase programming and educational efforts around the issue.

Alcohol poisoning:

- Members of the chapter should be trained to recognize signs and symptoms of alcohol poisoning.
 - Vomiting while passed out, not waking up after vomiting, or incoherent while vomiting.
 - Cannot wake the person even with loud shouting or by pinching the arm.
 - Breathing is slow or irregular. Normal respiration is about 12-20 breaths/minute and has a relatively smooth in/out pattern.
 - Cold, clammy (i.e., cool but sweaty), pale or bluish skin, lips, and/or nail beds.
- Encourage members to immediately call 911 if they suspect a case of alcohol poisoning.
- **If you think a student is in need of medical attention, call 911.**
- What to do in the case of an alcohol emergency:
 - Call 911.
 - Stay with the person until help arrives.
 - Turn the person on his/her side to prevent choking if the person vomits.
 - Cooperate with emergency medical personnel. Give them as much information as possible, including any drugs or medications taken.
- What NOT to do in the case of an alcohol emergency:
 - Do not let the person “sleep it off.”
 - Do not hesitate to call 911. The person’s life is in danger. Better to be safe than sorry.
 - Do not leave the person alone.
 - Do not leave the person lying on his/her back.
 - Do not try to give the person anything to eat or drink.
 - Do not put the person in a cold shower.
- **You should be available to assist when emergency personnel arrive at the facility and answer any questions about the situation.**
- Proceed according to the general emergency guidelines outlined above once 911 has been called.

Eating disorders:

- If you sense a growing problem within your chapter facility of members dealing with eating disorders or distorted body image, you have several options:
 - Talk with the chapter president about your concerns and encourage him/her to increase programming about the issue or increase awareness.
 - Contact the OFSL staff and express your concerns. A staff member will be able to provide you with resources to help chapter members, contact information for a CAPS professional who focuses on eating disorders', and conversation tips for referring members to CAPS.
 - OFSL staff can also implement community-wide programming and educational efforts regarding eating disorders and body image.
- Additional resources are available through CAPS:
 - <http://www.northwestern.edu/counseling/selfhelp.html#eating>

Robbery/theft/break-in:

- If a robbery occurs within or near the chapter facility, call 911 immediately to file a police report.
- If a loss of property was incurred, encourage the student(s) to contact the Office of Risk Management to work on insurance claims and recovery. If chapter property was lost, damaged, or stolen, have the chapter president or chapter advisor contact the Office of Risk Management.
- **Ensure proper safety precautions are taken to avoid similar situations in the future:**
 - **Contact the House Corporation about the possibility of installing an additional security camera (besides the one provided and installed by University Police at the front entrance of each facility)**
 - **Remind chapter members to keep all entrances to the chapter facility CLOSED at all times. Chapter members should have access to the house and should not leave doors propped open.**
 - **Remind chapter members to keep all personal belongings and valuables in a safe place or at home.**
 - **Contact the Office of Risk Management to do a safety inspection of the facility to ensure that proper safety measurements (locks, windows, cameras) are installed and in working order.**
 - **Contact Northwestern University Police to provide additional safety information to you or the chapter members.**

Influenza like illnesses (H1N1):

- Living in close quarters can lead to serious illness within the facility. As House Director, you can help members living in the chapter facility stay healthy.
- Know the symptoms:
 - Fever (100 degrees) or chills and cough or sore throat
 - Runny nose
 - Body aches
 - Headache
 - Tiredness
 - Diarrhea or vomiting
- CDC recommends that sick people stay home if they are sick with flu-like illness until at least 24 hours after they are free of fever without the use of fever-reducing medicines.
 - **You can provide the student with contact information for University Health Services in case further care is needed.**
 - In the case of influenza like illness (H1N1), the student should self-isolate or go home if possible. They should contact their primary health care provider if they get worse, with a fever over 103, breathing problems, or new symptoms like severe headache, sinus pain or ear pain, or if they have a health issue that puts them at higher risk:
 - Pregnant women
 - People with chronic lung disease, like asthma, emphysema, or COPD
 - People with chronic heart failure
 - People with immunosuppression from illness or medications
 - **People with high risk conditions should be in contact with a healthcare provider as soon as they become ill with the flu.**
 - You or the president should have copies of medical records and can encourage students to seek medical attention in necessary situations.
- If a student experiences any of the following signs, seek emergency medical care:
 - Difficulty breathing or shortness of breath
 - Pain or pressure in the chest or abdomen
 - Sudden dizziness
 - Confusion or seizures
 - Severe or persistent vomiting
- The CDC recommends that students with H1N1 stay home from work/school/large gatherings, and limit contact with others to avoid infecting them, until the fever is gone for at least 24 hours without the use of fever-reducing medicines.
 - Encourage sick students to contact you for other assistance, such as arranging meal deliveries, supplies etc.
 - Communicate as needed with alumni, advisors, parents, OFSL staff, and the chapter's (inter)national office
 - Students who are self-isolating in their rooms are strongly urged to let their House Director know.
 - Students at high risk of complications may be moved if their roommate becomes ill. They should contact their House Director for suggestions on isolation.

You and your chapter members should:

Maintain a healthy lifestyle through rest, diet, exercise, and relaxation.

Wash hands frequently with soap and water for 20 seconds or use an alcohol-based hand cleaner if soap and water are not available. Be sure to wash your hands after coughing, sneezing, or blowing your nose.

Avoid touching your nose, mouth, and eyes. Germs spread this way.

Cover coughs and sneezes with a tissue, or cough and sneeze into your elbow. Dispose of tissues in no-touch trash receptacles.

Keep frequently touched surfaces clean, such as telephones, computer keyboards, doorknobs, etc.

Do not use other peoples' phones, desks, offices, or other work tools and equipment. If you need to use a co-worker's phone, desks, or other equipment, clean it first.

Don't spread the flu! If you are sick with flu-like illness, stay home.

As House Director, you might consider having a sick kit available which includes:

- **Thermometers**
- **Non-perishable food items such as soup, fruit, juice etc.**
- **Disposable face masks**
- **Tissues**
- **Hand sanitizer**
- **AND arrange for high trafficked areas such as door knobs and communal spaces be cleaned frequently at least twice a day.**

PLEASE NOTE:

In any emergency, use extreme discretion and caution in your actions and statements. The realities of a crisis can be gruesome and harsh. We hope none of you ever need to use these procedures. If, however, a tragedy does occur, following these procedures should ease the situation for all concerned.

Important Names and Numbers

Chapter President

Name: _____

Phone: _____

Chapter Advisor

Name: _____

Phone: _____

House Corporation Board Member

Name: _____

Phone: _____

Regional Advisor

Name: _____

Phone: _____

Inter/National Headquarters

Phone: _____

Office of Fraternity and Sorority Life

Phone: (847) 491-4522 _____

Name: Dominic Greene, Director _____

Name: Maggie Heffernan, Assistant Director _____

Facilities Management

Inspections and Fire Safety

The following list of frequently found violations and fire prevention codes was provided by the Evanston Housing Inspector and serves as a guide in self-inspections of residences prior to the City of Evanston and University inspections. If you notice any of the following issues in your facility, please notify chapter members or contact your House Corporation or facilities management.

Frequently Found Violations:

- Blocked exits
- Exits locked without panic bars or other means of unlocking for emergency purposes
- Required fire doors missing or damaged
- Fire extinguishers empty, missing, or inoperable
- Fire extinguishers not recharged where necessary during the last 12 months
- Fire-fighting equipment (hoses and nozzles) missing, damaged, or otherwise unusable or unsafe
- Exit signs not lighted where so equipped
- Fire alarm systems partially or wholly inoperable
- Storage of combustible materials in attics, furnace rooms, stairwells, or rooms with electrical equipment
- Smoke producers (blankets, rugs, fishnet, etc.) hung on walls or ceilings
- Excessive amounts of combustible material in rooms
- Flammable or toxic liquids or materials in sleeping rooms
- Face plates missing or broken on electrical outlets or switches
- Multiple plug outlets being used for appliances drawing over the allowed amperage of the outlet
- Open electrical junction boxes
- Extension cords used as permanent wiring
- Over-fusing
- Failure to connect the ground wire on appliances having three-wire cord
- Failure to have pilot lights on appliance outlets in laundry rooms, ironing rooms, etc.
- Fresh air, heat, exhaust vents and ducts not clean
- Broken, cracked, or otherwise damaged plastered walls and ceilings
- Peeling paint or paint missing on wood surfaces exposed to elements
- Peeling flammable or toxic paint on the interior
- Stolen signs belonging to a governmental agency

Frequently Found Violations-continued:

- Rooms and public areas not maintained in a reasonably clean and sanitary condition
- Excessive numbers of appliances plugged into an outlet
- Broken windows

Housing and Fire Prevention Codes:

- No rooming unit shall contain stoves, hot plates, coffee pots, or other appliances for the cooking or preparation of food or beverages, whether connected or not.
- All furniture shall be arranged so as to provide a clear, unobstructed path to all exit doors
- All exit doors and all doors and exit-ways shall be kept clean of all materials, such as posters, papers, and other such combustible materials
- Required stairway fire door shall be kept closed
- Stairway fire doors shall be equipped with self-closing devices
- No candles
- All lampshades shall remain free of any and all combustible materials
- No pets
- Refrigerators over three cubic feet are not allowed in sleeping rooms
- Excessive storage shall not be permitted in any rooming unit

More information is available from the **City of Evanston, Building and Inspection Services Division.**

propertymaintenance@cityofevanston.org

(847) 866-2927

www.cityofevanston.org



Greek Recycling Information

WHAT TO RECYCLE:

PAPER

- ✓ Brochures & flyers
- ✓ White & colored paper
- ✓ Cardboard
- ✓ Magazines & catalogs
- ✓ Junk mail
- ✓ Newspaper
- ✓ Envelopes (all colors & windowed)
- ✓ Paperboard (cereal boxes, etc.)
- ✓ Paperback books
- ✓ Paper bags



CANS/GLASS/ PLASTIC

- ✓ Aluminum & steel cans
- ✓ Glass bottles & jars
- ✓ Plastic containers #1 - #5 (includes bottles & jugs, yogurt cups & tubs, grocery containers and 6-pack rings)
- ✓ Aluminum foil & trays
- ✓ Aseptic packaging (drink boxes, milk & juice cartons, etc.)

PLEASE EMPTY ALL CONTAINERS

HOW TO RECYCLE:

Fraternities: Every Monday your recyclables must be at your pickup point by 9:00 AM.

Sororities: Every Thursday your recyclables must be at your pickup point by 9:00 AM.

All bins should be brought in by the end of the day. If the volume you generate merits additional pickups, please call NU Recycling at 467-1374.

- If your house has a recycling chairperson, please provide the name and contact information to NU Recycling. This person will receive program updates and educational materials.

- Each house should have at least two (2) forty-gallon blue containers with lids which were supplied by NU Recycling. These containers remain the property of the University and must be used for the collection of recyclable materials. Individual houses are responsible for lost or stolen containers.

- Additional recycling bins (i.e. for food service areas, lounges, etc.) may be purchased through NU Recycling or on your own. If you need additional bin labels, posters, etc., contact NU Recycling.

WHERE TO RECYCLE:

Fraternities

Alpha Epsilon Pi - at the curb north of 566 Lincoln

Beta Theta Pi - by the dumpsters at the east end of Patten Gym lot

Chi Phi - at the curb north of 566 Lincoln

Chi Psi - by the dumpsters, north of your house

Delta Chi - at the loading dock, west side of Elder Hall

Delta Upsilon - at the west entrance to the Bobb/McCulloch courtyard

Evans Scholars - at the curb south of your house

Lambda Chi Alpha - by the dumpsters at the east end of Patten Gym lot

Phi Delta Theta - by the dumpsters at the east end of Patten Gym lot

Phi Gamma Delta - by the dumpsters just north of Sigma Nu

Phi Kappa Psi - at the curb in front of Sargent Hall

Sigma Alpha Epsilon - by the dumpsters, south of your house

Sigma Chi - at the curb in front of Sargent Hall

Sigma Phi Epsilon - by the dumpsters at the east end of Patten Gym lot

Theta Chi - at the curb north of Zeta Beta Tau

Zeta Beta Tau - at the curb north of your house

Sororities

Alpha Chi Omega - at the curb south of Rogers House

Alpha Phi - at the curb south of your house

Chi Omega - at the curb north of 710 Emerson

Delta Delta Delta - at the curb south of your house

Delta Gamma - at the curb north of 626 Emerson

Delta Zeta - at the curb south Evans Scholars

Gamma Phi Beta - at the curb north of your house

Kappa Alpha Theta - at the curb in front of Delta Delta Delta

Kappa Delta - at the curb south of Alpha Phi

Kappa Kappa Gamma - at the curb north of Gamma Phi Beta

Pi Beta Phi - at the curb north of Hobart House

Contact NU Recycling at 467-1374; e-mail <nurecycle@northwestern.edu>; or visit our web page at www.northwestern.edu/fm/operations/recycling.

Tips for Vacations and Winterizing

Information taken from FIPG: <http://www.fipg.org/media/FIPGRiskMgmtManual.pdf>

What are the leading risks to a chapter house during holiday breaks?

- Water pipes that freeze and burst
- Fire
- Vandalism and theft

What can you do to avoid these types of losses?

- Service your furnace: Routine maintenance is critical and relatively inexpensive. In the long run, it will save you money. Your furnace will run more efficiently and be more dependable, which is critical during periods where there will be no one around to monitor its performance.
- Leave your furnace on and maintain the heat at 60 degrees.
- Shut off the water supply at the main valve and open the faucets. If your property is equipped with a fire sprinkler system, this step is NOT recommended!
- If you leave the water on, open the faucets to a slow drip. By keeping the water flowing through the pipes, it takes more severe cold weather to cause the lines to freeze.
- Make sure all hoses are removed from exterior water spigots.
- Leave the doors to cabinets that contain water lines open. This will allow heat to enter the area.
- Check all rooms and unplug all non-essential appliances and electronics. The source of many fires was an improperly used, unattended, or malfunctioning appliance. If they are not plugged in, they are not a threat.
- Hire someone or utilize a responsible member or alumni to check on the property, at a minimum, every 24 hours. Controlling the extent of a loss after an occurrence is critical. Make sure this designated person has the appropriate contact information. We recommend this person is provided with:
 - Alumni contact
 - A company that can respond to extract the water and/or secure the property from sustaining further damage. You can locate a ServiceMaster franchise in your area by calling 1-800-RESPOND.
 - Insurance claim reporting information.
- Make sure the chapter house is securely locked and ask the local police department to check on it periodically to deter vandals and thieves. Don't forget to securely store all valuables!
- Clean the chapter house before the break. This will ensure that no heat registers are blocked and will reduce any potential fire hazards.
- Replace the glass in all broken windows. A number of freeze losses happened because a broken window allowed a near-by pipe to freeze.

Why should you take the time to do this?

- The deductible for a freeze related claim can at times be much more than damages.
- All of the recommended preventative steps are relatively inexpensive or cost nothing more than a little of your time and effort. You could incur the expenses associated with each step listed above for the next ten years and not even come close to the deductible amount.
- Dealing with an insurance claim is time consuming and a hassle.
- Dealing with displaced tenants is a nightmare and can result in decreased revenue when they don't return to the facility.

Helpful Hints for House Directors

The chapter, the House Corporation or the University should provide the following information:

- Outline of New Member program
 - This will provide you with a sense of what will be going on in the facility during the new member period, including meeting times and a schedule for initiation. As the House Director, you are not expected to memorize the schedule or be involved in the new member process, but a basic understanding of the program helps you know what to expect and could help you recognize suspicious behavior.
- List of chapter officers, and advisors as well as all members of the House Corporation Board.
- Current list of all chapter members, their home addresses, and phone numbers.
- House rules of the chapter
- Housing rules of the University
- Chapter composite picture
- University directory and handbook
 - Student Handbook is available online at <http://www.northwestern.edu/studentaffairs/publications/media/pdfs/handbook.pdf>
- University Calendar
 - Available online at http://www.registrar.northwestern.edu/calendars/2011-12_Academic_Calendar.html
- Chapter's monthly calendar
- Telephone numbers:
 - Emergency:
 - Campus and City Police
 - Fire Department
 - Campus Health Service
 - General:
 - House Corporation Members
 - Advisory Board Members
 - Name, addresses, and phone numbers of all parents
 - Director for Office of Fraternity & Sorority Life
 - Assistant Directors for Office of Fraternity & Sorority Life
 - Salespeople
 - Repairman
 - Other Sorority/Fraternity House Directors

OTHER USEFUL INFORMATION TO OBTAIN:

- Recipe and menu files
- Inventory of furnishings and equipment
- Sketches of furniture placement and accessories

THE HOUSE DIRECTOR SETS AN EXAMPLE FOR THE ENTIRE CHAPTER TO FOLLOW, BY MEANS OF ATTITUDE, ABILITY TO COPE WITH CRISIS, MANNERS, AND SOCIAL GRACES.

Best Practices: Maintaining Relationships with the House Corporation and Chapter Members

1. The House Director is the administrator of the chapter house and is the agent of the House Corporation.
2. The House Corporation expects the House Director to produce a smooth, well run operation with minimum friction.
3. In most cases, there are 2 treasurers, the House Corporation treasurer and the chapter treasurer. The House Corporation treasurer keeps the records and pays all the bills that pertain to the maintenance and operation of the chapter house, including the payroll. **Typically, the House Director must keep track of all invoices for purchases that are made and have been authorized and submits them to the House Corporation treasurer.** The chapter treasurer keeps the records and pays all the bills incurred by chapter functions and activities. **The House Director is expected to keep a record of all charges incurred by the chapter that appear on corporation invoices or by special purchase so the chapter can be billed. Remember both the House Corporations and chapters have budgets.**
4. The House Director is in charge of the housekeeping staff. Make sure you have their job descriptions and if you do not, consult with the House Corporation to secure them. Depending upon the strength of the House Corporation, you may have to create your own job description for an employee (with the consent and approval of the House Corporation). It is absolutely essential that you be able to understand relationships and have good operations with the people who work for you.
5. Problems that arise concerning maintenance, such as plumbing, heating, equipment failures and/or replacement must be taken up with the House Corporation. Quite often, in an emergency, one member of the board, with the authority, will be able to give you the answer you are seeking. Never let a problem go until the next House Corporation meeting. If you are authorized to have something fixed or replaced – **DO IT**. If a **DIRE** emergency arises, such as a water leak, don't stall; call a plumber, then the House Corporation member.
6. The House Corporation values your opinion and trusts you to oversee the daily operations of the chapter house.
7. Make yourself available for all House Corporation meetings. Some House Directors are always included, some rarely are, and some never are. It might be a good idea to prepare a short report to update the members.
8. Take your lead from the members of the House Corporation. Be friendly, cooperative and consistent.
9. Use common sense in all circumstances. The House Corporation is an employer, not a crutch. The House Corporation is more than willing to cooperate with the House Director in all necessary matters; therefore, the reverse should be valid. **BE PROFESSIONAL**.
10. On the chapter level, the House Director is expected to work with the house manager or chapter president on small areas of concern about the running of the chapter house. Be sure you have a calendar of scheduled events and a composite to easily match names and faces.

11. Don't play favorites in dealing with the undergraduate chapter. You may have your favorites, but you should be the only one who knows. Treat all the members with equal respect.

12. Take an internal problem you observe or experience with the active chapter to the Chapter Advisor, NOT to the House Corporation Board. The Chapter Advisor is the proper agent to resolve the problem. Be friends with, and try to know the Chapter Advisor. The Chapter Advisor is trained for their job and is representative of the (inter)national organization on the local level. The Chapter Advisor can be the link of "understanding" with the chapter. He/she can help in communicating with the board in a case of misunderstanding or problem. In this instance, the Chapter Advisor can bridge gaps for you. It is vitally important that the lines of communication be kept open and in good working order.

13. Be enthusiastic about the chapter. Demonstrate loyalty and do not gossip about the chapter, the House Corporation or any internal problem(s).

14. Don't act like or look like a maid. There might be occasions when you will have to get "your hands dirty" but don't do it on a regular basis. If you have to, someone else is not doing his or her job.

15. Be dependable and consistent. Be the person upon whom the House Corporation and the chapter depend.

16. The House Corporation members are adults and should be treated as such. Remember, while the undergraduate chapter members are responsible individuals, their lack of experience will sometimes show in their actions. Take advantage of "teachable moments" and help them grow. Avoid comparing the students to your children, if you have any.

17. A good House Director is worth their weight in gold! Being a House Director is an honorable position. You have the opportunity to learn as much from the students as they will learn from you.