

# Officer-in-charge/Sister-in-charge

## Contract

*In volunteering be the Officer/Sister-in-charge I agree to follow the responsibilities listed below, plus any other actions I may need to take to ensure the physical, psychological and emotional well being of the members of the Delta Kappa Chapter of Alpha Phi.*

- I will help to maintain a safe environment in which chapter members can feel comfortable and enjoy themselves.
- I will enforce the Watchcare program.
- I know that the Delta Kappa chapter alcohol policy prohibits underage drinking at all Alpha Phi events. As the Officer/Sister-in-charge of the event I understand it is my responsibility to enforce this policy.
- I will not have an alcohol beverage 4 hours before and during the event, even if I am 21 years of age.
- I will arrive at least 10 minutes early to the designated pick-up location.
- In the event of a social where a date is brought, I will make sure each member has signed the date release form and listed her date's name.
- I will confirm with the social chair the pick-up times of the bus.
- I will count members as they board the bus, in a timely manner, at the pick-up location and at the event.
- I will be sure that everyone that boards the bus is not carrying an alcoholic beverage, opened or unopened.
- I will stop those from smoking, as there is no smoking at any Delta Kappa events.
- I know I have the authority to send home a member (or her date), in a cab at their own expense, in the event of over-intoxication or improper behavior; defined by the discretion of the Officer/Sister-in-charge.
- I will know the Emergency Procedure Plan located in the striped folder.
- I will alert the bartender that 'last call' for drinks will be 15-30 minutes before the bus arrives for pick-up.

Event: \_\_\_\_\_

Officer-in-Charge \_\_\_\_\_ Date \_\_\_\_\_

Officer-in-Charge \_\_\_\_\_ Date \_\_\_\_\_

Sister-in-Charge \_\_\_\_\_ Date \_\_\_\_\_

Sister-in-Charge \_\_\_\_\_ Date \_\_\_\_\_

Sister-in-Charge \_\_\_\_\_ Date \_\_\_\_\_