HOST TRAINING

SOCIAL EVENT POLICY
WESLEYAN UNIVERSITY
STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT
When hosting a social event, you must take responsibility to make sure that the event is managed in a safe way. The state of Connecticut, Middletown, and Wesleyan all have standards and policies you need to follow. This training is intended to help you understand your responsibilities in hosting a social event.
HOST TRAINING
AGENDA

Host Training will cover the following:

• Connecticut/Middletown Law regarding Alcohol
• Wesleyan’s Social Event Policy
• Social Event Registration Process
• Hosting & Staffing Your Event
• Role of Public Safety/Middletown Police Department
• Bystander Intervention
• Additional Resources
• Host Training Test
Connecticut State Law:

Under CT’s Dram Shop Law, the host of a party must make “reasonable efforts” in each of these three areas to avoid liability:

• Prevent your guests from becoming intoxicated;
• Intervene if a guest does become intoxicated;
• Prevent minors from obtaining alcohol.
This means:

Do not over serve people

Do not allow guests to bring containers into your social event venue or house

• We do not expect you to inspect the contents of the containers. By not allowing containers into your venue or house, you will protect yourself from people bringing alcohol into your party.

Call Public Safety if a person is showing signs of physical distress. They have been trained to respond to emergency situations.

Do not serve alcohol to people under the age of 21.
MIDDLETOWN CITY ORDINANCE

Please note: This is not the full text. For more information, contact Public Safety.
Alcohol Possession [Adopted 3-1 2004 by Ord. No. 03-04]

Purpose: To regulate the possession of alcoholic beverages by minors on both public and private property.

Definitions: As used in the article, the following terms shall have the meanings indicated:

- **Host**: To organize a gathering of two or more persons, or to allow the premises under one’s control to be used with one’s knowledge, for a gathering of two or more persons, for personal, social or business interaction.

- **Minor**: Any person under the age of 21 years old.
Possession:

No person under the age of 21 shall be in possession of containers of alcoholic liquors, whether opened or closed, within the City of Middletown, except when accompanied by or in the presence of his or her parent, legal guardian, or spouse, who has attained the age of 21 years. The restriction shall apply to both public and private property.

Hosting Events:

No person shall host an event or gathering at which alcohol will be consumed by or dispensed to any minor unless said minor is accompanied by, or in the presence of, his or her parent, legal guardian or spouse, who has attained the age of 21 years. This restriction shall apply to both public and private property.
Penalties for Offenses:

Any person violating any provisions of this article shall be subject to a fine of $90.00.

In addition, be aware of your individual liability:

Middletown Police will address issues of underage drinking and open containers on Wesleyan property. Students may be arrested and/or issued tickets on public streets/sidewalks in front of wood frames and around university property.
WESLEYAN’S CODE OF NON-ACADEMIC CONDUCT
(REGARDING ALCOHOL & OTHER DRUGS)

The University prohibits the underage and unlawful possession, use, or distribution of illicit drugs and alcohol by students or by employees on university property or while participating in any university-sponsored activity.

The University will impose disciplinary sanctions on students and employees who violate the standards. Disciplinary sanctions that may be imposed on students include warning, disciplinary probation, community service hours, suspension, and dismissal.

The University may also require a student who violates these standards to participate in a program of rehabilitation. Whenever the University determines that a student has violated one of the standards, it will consider as a possible sanction referral of the matter to law enforcement officials for prosecution.

Although sanctions will vary according to the specific circumstances of the case, and greater or lesser sanctions imposed depending on these circumstances, it is nonetheless important for students to understand the potential consequences of violating the University’s policies on drugs and alcohol.
WESLEYAN’S CODE OF NON-ACADEMIC CONDUCT
(REGARDING ALCOHOL & OTHER DRUGS)

The Student Judicial Board has provided the following information related to typical sanctions for students:

**First Offense:** For minor violations, the student may receive a disciplinary warning via a simplified procedure (pursuant to section III-D-3 of the Code of Non-Academic Conduct). For serious violations, the student may receive more severe sanctions.

**Second Offense:** The student may receive a period of disciplinary probation and an educational assignment. As permitted by the 1998 Reauthorization of Higher Education Act, Wesleyan may notify parents when a student is placed on disciplinary probation as a result of an alcohol/drug policy violation (generally this occurs as a result of a second offense or serious first offense).

**Third Offense:** If such an offense occurs during the probationary period, the student may be suspended for at least one semester. If the offense occurs after the probationary period, the student may receive an extended period of disciplinary probation, an educational assignment, and community service.
Pending judicial charges or incomplete sanctions may prevent an individual/organization/house from registering a social event.
COMMUNITY STANDARDS

This policy is complimentary to the common set of Community Standards developed by The Wesleyan Student Assembly (WSA) and Association of Wesleyan Area Residents (AWARE).

That document can be found at: http://www.wesleyan.edu/reslife/policies/standards.html

All students should be mindful of their neighbors’ schedules and of Middletown’s ordinances with regard to noise.

Noise should be kept within reasonable levels at all times, and special care should be taken to contain noise indoors during evening and night hours.

Students who disturb neighbors with excessive noise may be charged before the appropriate judicial board under the provisions of the Code of Non-Academic Conduct and/or may be administratively relocated.
WESLEYAN’S SOCIAL EVENT POLICY
SOCIAL EVENT POLICY

Social events/parties/concerts occurring in University buildings, on University grounds, or in recognized student housing must be registered with the Office of Student Activities and Leadership Development if the following apply to the event:

There will be 50 or more people in attendance for a residence hall, apartment building event, or non-residential space, or there is no provision for limiting attendance to fewer than 50 people (for a residence hall, apartment building event, or non-residential space), and any of the following apply:

• No formal program or agenda is planned.
• Admission will be charged.
• The event will be open to any persons who are not Wesleyan students.
The following apply to the event (continued):

There will be more people than the posted indoor house capacities for an outdoor woodframe event (indoor woodframe events are limited to the posted capacities) with any or all of the criteria above applying to the event.

- The University supports students having social gatherings in their houses as long as these gatherings do not create a disturbance to neighbors. Students hosting an event should always consult with neighbors in advance.

- All woodframe houses have an indoor capacity that is determined by the City of Middletown Fire Marshal (and posted inside of the residence) and thus, any gatherings that remain within designated house capacity do not need to be registered.

- In the case that a woodframe house would like to host an outdoor event (which may exceed the posted indoor house capacity), the residents must register the event with the paper form per the University’s Social Event Policy.
GENERAL SOCIAL EVENT GUIDELINES

This policy is in effect throughout the year, regardless of whether or not classes are in session.

• **Quiet Hours:** One of the goals of Residential Life is to provide an atmosphere that is conducive to study and rest. In order to meet this goal, all residents must understand that the right of residents to study and sleep takes precedence over the right to make noise that disturbs others. When Quiet Hours are in effect, all noise should be kept at a minimal level and not be heard outside the room or unit. All students are expected to respect the rights of others.

• **Per the Residential Life Community Standards,** Quiet Hours are uniform throughout campus residential spaces:
  - **Sunday–Thursday,** quiet hours are 11:00 p.m.–8:00 a.m. Barring security or nuisance issues, events in residential spaces must conclude by 11:00 p.m. events occurring in non-residential spaces must conclude by 1:30 a.m.
  - **Friday–Saturday,** quiet hours are 2:00 a.m.–10:00 a.m. Barring security or nuisance issues, all events in both residential and non-residential spaces must conclude by 2:00 a.m.
GENERAL SOCIAL EVENT GUIDELINES (CONTINUED)

This policy is in effect throughout the year, regardless of whether or not classes are in session (continued).

• Quiet Hours (continued):
  
  • At all other times, students are expected to observe **Courtesy Hours** and be mindful to ensure that noise levels do not interfere with or negatively impact other students or the community. Courtesy Hours are 24 hours a day, 7 days a week. If another person asks you to control the noise level in and around your residence, you are expected to comply with the request.
  
  • During reading week and final exam periods, Quiet Hours are in effect 24 hours. Beginning at 12:00 a.m. (midnight) on the last day of classes through the last day of finals, 24-hour Quiet Hours are in effect in all residence halls. Students in woodframe and program houses are expected to be mindful and courteous of all house members **during reading week and finals week**. Any social event that has the potential to be disruptive to the community at large will not be approved.
This policy is in effect throughout the year, regardless of whether or not classes are in session (continued).

- **Orientation:** Due to the numerous events provided to encourage a shared experience during New Student Orientation, social event registrations will not be approved prior to the start of classes.

- A currently enrolled Wesleyan student or recognized student organization must sponsor the event.

- Alcohol is allowed under established guidelines.

- Students hosting a party should always consult with their neighbors when planning the event. Students must take an active role in ensuring that the event does not disturb neighbors.

- Wesleyan Public Safety has the discretion to shut down registered social events when they are deemed to be a nuisance and/or after receiving two complaints about noise or disruptive behavior.
This policy is in effect throughout the year, regardless of whether or not classes are in session (continued).

- The number of registered parties in any given block/area may be limited to one per night. Events requiring uniformed staff may also be limited to no more than two per night and may not be allowed during large university weekends or events.

- **Host-Training:** Event hosts must pass an online host-training course through Moodle or a Social Event Registration seminar with the SALD office prior to registering an event. Event hosts may sign up for either the course or the seminar by contacting stuact@wesleyan.edu.
ALCOHOL GUIDELINES

A state liquor permit is required anytime a recognized student group is selling or distributing (serving) alcohol.

• Event host(s) must be at least 21 years old.

• In compliance with Connecticut State Law, alcohol may only be served to event attendees who are of legal drinking age and present a valid ID.

• Organizers should plan to have an appropriate amount of alcohol based upon the number of attendees of legal drinking age. As a guideline, responsible consumption is one standard drink per hour; a standard drink is 12 fl oz of regular beer, 5 fl oz of table wine, or 1.5 oz of hard liquor.

• Whenever alcohol is to be served, the hosts must provide ample snacks and non-alcoholic beverages.

• Designated event hosts, door monitors, bartenders, and Event Staff cannot consume alcohol during the event.

Remember: You Can Be Held Responsible For Violations of State Law
GENERAL AMPLIFIED SOUND GUIDELINES

• No amplified sound is allowed on campus until after 5:00 p.m. Monday through Friday, or prior to 11:00 a.m. on Saturday and Sunday.

• Any amplified sound that is approved Sunday through Thursday in the center of campus may go until 10:00 p.m.; on the periphery of campus may go until 9:00 p.m. barring any noise complaints.

• Any amplified sound that is approved Friday and Saturday anywhere on campus may not go later than 11:00 p.m. in the center of campus; and 10:00 p.m. on the periphery of campus barring any noise complaints.
ADVERTISING GUIDELINES

Any form of off-campus advertising is prohibited without the approval of the Office of Student Activities and Leadership Development. This includes radio, Internet, television, and newspaper advertisements.

- All advertising should clearly indicate the name of the host organization, date of the event, starting and ending times, location, name of the event, maximum capacity of the event location (if applicable), and entrance fee/ID requirements.
- Alcohol may not, in any context, be the central focus of any event and should not be advertised as such.

Pay attention to how you advertise!

Your party of 20 can turn into a party of 200 very quickly.
SOCIAL EVENT REGISTRATION PROCESS
REGISTERING YOUR SOCIAL EVENT

The **Social Event Registration Form** is due by 1:00 p.m. the **Monday** prior to events occurring that Thursday to the following Wednesday for any event with special needs (including furniture, staging, catering, electrical set-up, A/V equipment, or Event Staff or an event with alcohol).

Events with no special needs must be registered by Wednesday at 1:00 p.m. for events occurring that Thursday to the following Wednesday.

*Any exceptions to the standard social event may be petitioned through the Office of Student Activities and Leadership Development 10 business days prior to event.*
• Events that will involve any external artist or vendor being paid (ie. a band or inflatable) will require submission of a Contract Request Form or artist/vendor contract two weeks prior to the event.

• Social Events are specifically for Wesleyan students and their guests.

• Social event/party hosts are responsible for registering events. If the event is registered as an alcohol-free event, hosts will be responsible for ensuring that no alcohol is present at the event. If alcohol is to be part of the event, hosts will be responsible for ensuring that any alcohol at the event is legally procured, dispensed and consumed.

• All attendees must have a valid Wesleyan picture ID or must be the guest of a Wesleyan student and have a valid state or college ID (Up to 3 guests per Wesleyan student).
REGISTERING YOUR SOCIAL EVENT (CONTINUED)

- IDs of all non-Wesleyan attendees will be held at the door, rubber banded with the ID of the Wesleyan student of whom they are a guest.

- Upon review of the event registration, the Office of Student Activities and Leadership Development, or designee, may require additional security at the event.

- Certain facilities require the presence of a fire marshal when a State liquor permit has been obtained.

- Certain facilities require an additional staffing grid which will be due to SALD at the time of submission of the Social Event Registration form (see above for weekly deadlines).
SOCIAL EVENT REGISTRATION FORM

The Social Event Registration Form can be picked up at the Office of Student Activities & Leadership Development on the first floor of the Usdan University Center, or downloaded at www.wesleyan.edu/sald - click on Social Event Registration Form.

Turn the completed form into SALD by the appropriate deadline. If the form is not completed and all signatures obtained, it will not be approved.

• The Social Event Registration Form is due by 1:00 p.m. the Monday prior to events occurring that Thursday to the following Wednesday for any event with special needs (including furniture, staging, catering, electrical set-up, A/V equipment, or Event Staff or an event with alcohol).

• Events with no special needs must be registered by Wednesday at 1:00 p.m. for events occurring that Thursday to the following Wednesday.
The first section asks for general information about your event.

<table>
<thead>
<tr>
<th>EVENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sponsoring Organization:</strong> ____________________________________________________________</td>
</tr>
<tr>
<td><strong>Date of event:</strong> ___________________________</td>
</tr>
<tr>
<td><strong>Location:</strong> __________________________________</td>
</tr>
<tr>
<td><strong>Will this be a ticketed event:</strong> □ YES □ NO</td>
</tr>
<tr>
<td><strong>Title:</strong> ____________________________________</td>
</tr>
<tr>
<td><strong>General Description of Event:</strong> ____________________________________________________________________</td>
</tr>
</tbody>
</table>

**Will you need Event Staff at your event? □ YES □ NO** *(Note: requesting Event Staff does not guarantee they will be able to work depending on other requests for the same night).*

**Are you requesting Furniture, Staging, A/V Equipment or Electrical set-up? □ YES □ NO**

If so, what furniture do you need (please indicate amount, stage sections (4x8 sections), etc.): ____________________________________________________________________
SOCIAL EVENT REGISTRATION FORM (CONTINUED)

The next section asks for information related to who is hosting the event. You can have up to three hosts for your event, but it is only required to have one. Hosts are required to be present for the duration of the event.

<table>
<thead>
<tr>
<th>EVENT HOSTS</th>
<th></th>
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<th>Host Trained?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (please print)</td>
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<td></td>
<td>YES □ NO</td>
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<tr>
<td>Wes ID</td>
<td></td>
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<td></td>
<td>YES □ NO</td>
</tr>
<tr>
<td>Phone</td>
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<td>YES □ NO</td>
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<tr>
<td>Email</td>
<td></td>
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<td></td>
<td></td>
<td>YES □ NO</td>
</tr>
</tbody>
</table>
SOCIAL EVENT REGISTRATION FORM (CONTINUED)

The next section is for you to think through any additional things you may need for your event.

**Note:** The staffing grid is not required for all events, but can be helpful to consider if you have a larger event space to manage. There are, however, certain event locations that will always require this to be submitted at the time of Social Event Registration form submission.

### OTHER EVENT CONSIDERATIONS

- Have you notified your neighbors about the event?
- Have you picked up Clickers, Stamps, ID Boxes, Cashboxes, etc. from SALD?
- Have you requested needed equipment from the sound co-op?
- Have you made appropriate security arrangements or requested Event Staff above?
- Have you created a schedule for your organization to staff the event and developed a Party Staffing Plan? Have you sent your staffing grid to stuact@wes by the deadline? Example of Party Staffing Plan:

<table>
<thead>
<tr>
<th>Time</th>
<th>Door (2 people)</th>
<th>Main Stairs (1)</th>
<th>Fire Escape (1)</th>
<th>Basement (1)</th>
<th>Café (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 to 10:30</td>
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<tr>
<td>10:30 to 11:00</td>
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<td>11:30 to 12:00</td>
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<tr>
<td>12:00 to 12:30</td>
<td></td>
<td></td>
<td>NOTE: THIS IS A</td>
<td>SAMPLE STAFFING</td>
<td>GRID!!!</td>
</tr>
<tr>
<td>12:30 to 1:00</td>
<td></td>
<td></td>
<td>Your event grid</td>
<td>should be based on</td>
<td>the space you are using for the event.</td>
</tr>
</tbody>
</table>
SOCIAL EVENT REGISTRATION FORM (CONTINUED)

The top of the second page asks for information related to alcohol. Make sure that you are following all alcohol guidelines and completing all necessary steps if you are planning on having alcohol at your event.

<table>
<thead>
<tr>
<th>ALCOHOL GUIDELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>If alcohol is to be part of the event, hosts will be responsible for ensuring that any alcohol at the event is legally procured, dispensed, and consumed. Additionally, organizers should plan to have an appropriate amount of alcohol based upon the number of attendees of legal drinking age. As a guideline, responsible consumption is one standard drink per hour; a standard drink is 12 fl oz of regular beer, 5 fl oz of table wine, or 1.5 oz of hard liquor.</td>
</tr>
</tbody>
</table>

Will your event be alcohol free?  □YES (if YES, skip the remainder of this section)  □NO

If alcohol is to be served, have you applied for a liquor permit?  □YES □NO (Application must be submitted through Public Safety)
SOCIAL EVENT REGISTRATION FORM (CONTINUED)

The Following signatures are needed before you turn in the form. Note that you should not wait until the last minute to get approval signatures.

Any event happening in a residential space must be approved by the Area Coordinator of that building or house. It is YOUR responsibility to be in touch with them to find a time for them to sign your form. Note that not all ACs have their office in the ResLife central office.

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**REQUIRED SIGNATURES**

Each space on campus has a designated person responsible for booking (House Manager, Head Resident, etc). Only this person and the Area Coordinator may sign the form to confirm location reservation.

Location Reservation: *(The person authorized to book the location and the Area Coordinator)*

- Signature: ___________________________ Date: ___________________
- Print Name: ___________________________ Title: ___________________

- Signature: ___________________________ Date: ___________________
- Print Name: ___________________________ Title: ___________________

Public Safety: *(If your event will be over 150 people or will be held outside, a signature is required by the Director of Public Safety or by a Public Safety Supervisor.)*

- Signature: ___________________________ Date: ___________________
- Print Name: ___________________________ Title: ___________________
SOCIAL EVENT REGISTRATION FORM (CONTINUED)

Make sure to read the following statement and sign below. Failure to sign this section by all hosts for your social event will delay the approval process.

POLICY COMPLIANCE

By signing below, I acknowledge that I have read and understand the Connecticut laws and Wesleyan University policies/regulations pertaining to the possession and use of alcoholic beverages, and pertaining to student-initiated social events. I agree to abide by all policies and regulations mentioned above.

I willingly assume the responsibilities and liabilities associated with hosting a student-initiated social event as outlined in the Social Event Policy and Host Training course. I understand that I may be held responsible for violations of University policy occurring during this event.

As the host(s) of this event, I (we) will be present for the duration of the event and will be available to assist University officials in resolving any issues or problems associated with the event.

**Note: Submitting this form does not signify approval of the event. You must wait for notification from the Office of Student Activities and Leadership Development for official approval.

Host Signature: ___________________________________________ Date: ____________
Host Signature: ___________________________________________ Date: ____________
Host Signature: ___________________________________________ Date: ____________

Submit this form to: The Office of Student Activities & Leadership Development, Usdan First Floor
Due by 1:00pm on Monday (with event needs) or by 1:00pm on Wednesday (no needs)
HOSTING & STAFFING YOUR EVENT
As Host you are assuming responsibility, thus liability – even at a non-alcoholic party.

As Host you agree to be present and available to address any issues for the duration of your event.

You need to delegate members of your group to staff doors, check IDs, and track capacity. Consider shifts throughout your event.

Door managers should be prepared to call Public Safety in the case of any type of emergency.

Designate a host or a floater to check in with people working the party.

Do not let anyone bring alcohol into the venue. Ask them to throw it away, leave it outside, or not come into the venue. Keep a garbage can at the point of entry for people to dispose of their containers.
SAFETY

• Make sure you know who is in your party.
• Many thefts and assaults occur at social events each year. Knowing who is at your event and ensuring that they are Wesleyan students and invited guests only helps to prevent these from occurring.
• If your event is in a Residential space ask all residents lock their doors and windows.
• Know the venue: Organizers need to know the vulnerable points of entry and what areas need to be watched and/or staffed.
EVENT STAFF

You may request Event Staff on your Social Event Registration Form. Requesting Event Staff does not guarantee any will be assigned to your event.

There is no fee to have Event Staff work your event. Event Staff are students paid by the Office of Student Activities to assist with working social events sponsored by students & student organizations.

Event Staff members are available to help staff the event. They can:

- Check IDs at the door
- Redirect others to proper entrances/exits
- Secure areas not used for main entrances/exits
- Call Public Safety if needed
- Ask people to dispose of containers

They do not:

- Accept/ take money for entry fee
- “Host” the party
- Replenish snacks/ drinks
STUDENT RESPONSIBILITY & LIABILITY

Frequently, a small private event is planned and then many more guests show up through word of mouth. If Public Safety arrives and the event is not registered and over capacity guidelines, the event will be shut down. Planning for a small event, but ending up with a large one is not an adequate excuse and the residents of the location will be held accountable.

If this should occur, students should:

• Not wait for Public Safety to show up, but call and let Public Safety know that the situation occurred and request their assistance to clear the party.
• Not hesitate to call Public Safety when problems occur because students can do everything right when planning and managing a party, but things can still go wrong.
WESLEYAN PUBLIC SAFETY AND MIDDLETOWN POLICE DEPARTMENT
PUBLIC SAFETY PARTY CHECKS

When Public Safety arrives, please do the following:
Have someone at the door meet Public Safety officers.

They will look for:

• IDs being checked at the door
• IDs being held for non-Wesleyan guests
• Confirming capacity is not being exceeded

If the event is registered as one where alcohol is being served, they will:

• Check that alcohol is not being left unattended
• Check that hands are being stamped/wrist banded or marked in some way for over/under age of 21
• Will make note if food is present
LOUD NOISE/LOUD MUSIC

Students/living areas who receive two loud noise complaints will be referred to the SJB.

If a loud noise complaint is called in:

• Public Safety will determine if the noise/music is loud;
• Will ask to speak to the organizers/event host(s);
• Will give people one warning and with a second warning, will shut down the party.
INTOXICATED PEOPLE

Students frequently “front load” – drinking heavily before they go out. Even if you’re not serving alcohol at your party, you need to be aware of this.

• If someone at your party is intoxicated or becomes intoxicated you always want to err on the side of safety – call Public Safety (PS). The PS policy for a medical emergency involving alcohol or drugs is that they treat the situation as a life safety issue, with PS’s concern being the physical and mental well-being of the person.

• Once that is done, PS will follow up, and if a violation of the Code of Non-Academic Conduct has been determined, the person is NOT referred to the SJB but to the Dean of Students Office for the appropriate follow-up as long as the student cooperates and agrees to be evaluated and treated at the Health Center or ER.

• If the student refuses to cooperate with getting the evaluation and being treated, then the situation will be treated as a judicial matter and referred to the Dean of Students.
MIDDLETOWN POLICE DEPARTMENT (MPD)

Over the last several years, the MPD has started paying much closer attention to alcohol and other drug use at Wesleyan.

MPD has:

• Arrested minors being in possession of alcohol
• Arrested students for using fake IDs to procure alcohol off campus
• Asked students for an ID when they were in possession of alcohol on campus
• Arrested students for open container law violations in Middletown and on campus
• Received a list of the registered parties/events on campus on a weekly basis
Students have a responsibility to cooperate with Public Safety Officers. Doing so quickly and respectfully will prevent escalation of any situation.

Situations that would be easy to resolve become much more complicated and serious when students give false information and refuse to cooperate.

Students also have a responsibility to cooperate with MPD. If you don’t agree, it doesn’t give you the right to ignore their request/instructions. You can follow up with a MPD Supervisor at a later time or file a civilian complaint.
Bystander Intervention
First, we must notice that a harmful or potentially harmful event is occurring or about to occur.

We then need to interpret the event as a problem worthy of intervention and feel a responsibility to act.

Most, importantly, we need the skills to intervene effectively and safely.
SOLUTIONS TO BYSTANDER BARRIERS

Direct: direct interaction with either involved party
ex: “Hey what are you doing?” “Are you ok?”

Distract: focuses on diversion, think of a way to distract the people involved in the situation

Delegate: ask someone else to help in the situation (AC, another RA, support person on campus) someone else may be better suited or you may need support
INTERVENTION STRATEGIES

Having a strategy or two on hand for intervening makes speaking up easier. Here are some strategies you can use.

"I" STATEMENTS:
Three parts:
1) state your feelings
2) name the behavior
3) state how you want the person to respond. Focuses on your feelings rather than criticizing the other person.

HUMOR:
Reduces the tension of an intervention and makes it easier for the person to hear you. Do not undermine what you say with too much humor. Funny doesn’t mean unimportant.

"BRING IT HOME”:
Prevents someone from distancing himself from the impact of his actions. EXAMPLE: "I hope no one ever talks about you like that." Prevents him from dehumanizing his targets as well. EXAMPLE: "What if someone said your girlfriend deserved to be raped, or called your mother a whore?"

"WE’RE FRIENDS, RIGHT...”:
Reframes the intervention as caring and non-critical. EXAMPLE: "Hey, Roger. As your friend, I’ve gotta tell you that the centerfolds hanging in your locker are killing your rep with the ladies. Do yourself a favor and take them down."
**STAGES OF CONFRONTATION**

1. **Express concern and caring**
   - Show interested in the person and how they are doing, either in general or in relation to your area of concern. This establishes a helpful tone. Pick an appropriate time and place to create optimal conditions for the discussion.

2. **Share the basis of your concern with specifics**
   - Let the person know what you have noticed and describe it in detail. For example, rather than saying, "I think you have a drinking problem," you could say, "I've noticed that you've been out partying a few nights this week and slept through your morning class."

3. **Share how it makes you and others feel**
   - State your concern in the form of an "I" statement. For example, "I know that it is important to you to do well in classes this semester, and I was concerned that you might be getting behind in your work." It is very important to tell the person how their actions/behaviors make you feel.

4. **Ask the other person if they understand your point of view**
   - This is a chance to listen and hear how the person is responding to your feedback.

5. **Brainstorm what can be done**
   - Consider alternatives to the behavior and go over them together, including possible consequences for the behavior. Make sure to solicit ideas from the person you are confronting.

6. **Offer support of change**
   - Let the person know that you are willing to help, and give examples of how you might do this. Suggest or impose consequences if necessary.

7. **Have a plan for follow-up**
   - Let the person know that you plan to follow up with them and that you should both plan to discuss and evaluate if the behavior has changed.
ADDITIONAL RESOURCES
**FUNDING RESOURCES**

The Student Program Fund (SPF), sponsored by Student Activities and Leadership Development, exists to assist students and student organizations in funding cultural, educational, and social events.

- This fund will help offset programmatic costs (food, facility reservation, set-up fees, speaker fees, outside vendor fees, etc.) incurred by WSA student organizations.
- More information can be obtained at [www.wesleyan.edu/sald](http://www.wesleyan.edu/sald)
SOCIAL EVENT MANAGEMENT ITEMS

The Office of Student Activities and Leadership Development has the following items that can be checked out to help you host your social event:

- Cash box
- People counters
- Hand stamps
- Wristbands

Requests can be made on the social event form or by contacting SALD at x2143 or x2467
QUESTIONS?

If you have additional questions, you can contact the following offices for assistance:

Office of Student Activities and Leadership Development (located in the Usdan University Center) x2143 or x2467

Public Safety x2345

Dean of Students Office x2775
HOST TRAINING TEST

To complete your Host Training class, you must take the Host Training test in the Test section on Moodle.

A score of 17 out of 20 is required to officially be host trained.

Note: Host training must be completed each academic year.