



SIGMA CHI FRATERNITY AND THE RISK MANAGEMENT FOUNDATION



THIRD PARTY VENDOR CHECKLIST

As a standard of membership, every Sigma Chi chapter is required to abide by ECR 6.02-i-4, which states:

All U.S. undergraduate chapters are required to provide proof of a minimum of \$5,000,000 general liability coverage naming Sigma Chi Fraternity/Corporation as additional insured. Canadian chapters are required to provide proof of a minimum of \$1,000,000 Canadian general liability coverage. General liability insurance policy coverages for all chapters must include host liquor liability coverage and hired/non-owned auto coverage. All local groups must provide proof of general liability insurance, consistent with the requirements listed above, naming Sigma Chi Fraternity/Corporation as additional insured before they are duly installed as a chapter of Sigma Chi.

THE CHAPTER CONSUL:

Your chapter will be in compliance with the risk management policies of Sigma Chi Fraternity and the Risk Management Foundation if you hire a "third party vendor" to serve alcohol at your functions WHEN you can document the following checklist items.

THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

2. Be properly insured in compliance with ECR 6.02-i-4, evidenced by a properly completed certificate of insurance prepared by the vendor's insurance provider.

The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."

The certificate of insurance must name as additional insured (at a minimum) the local chapter of Sigma Chi Fraternity hiring the vendor as well as Sigma Chi International Fraternity.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - A. Checking identification cards upon entry;
 - B. Not serving minors;
 - C. Not serving individuals who appear to be intoxicated;
 - D. Maintaining absolute control of ALL alcoholic containers present;
 - E. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter).
 - F. Removing all alcohol from the premises.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER CONSUL AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by both the chapter consul and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Sigma Chi Fraternity and the Risk Management Foundation.

Chapter Consul's Signature & Date

Vendor's Signature, Company & Date