



UNIVERSITY OF CENTRAL FLORIDA

FRATERNITY AND SORORITY LIFE

Student Union 154 407-823-2072 FAX 407-823-2929
Forms available online: www.greeklife.sdes.ucf.edu

DATE STAMP HERE

SOCIAL EVENT REGISTRATION FORM (SERF) for IFC & PAN

Revised 3/24/2006

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

All parties and social events ON AND OFF CAMPUS must be reported to the Fraternity and Sorority Life office 15 days prior to the event. EACH organization participating in the same event is required to turn in a separate completed SERF. Please return the completed form to the F&SL office in SU 154. NOTE: Organizations may be fined if this form is not submitted 15 days prior to the event.

Fines: \$50-first offense, \$100-second offense, \$150-third offense, and social probation-fourth offense

In order to have a COMPLETED form, all blank lines must be filled in along with the location where the social event will take place. If you have any questions please contact F&SL at 407-823-2072. This form MUST be date stamped by F&SL in SU 154 on the day it is submitted. Please keep a copy of the completed DATE STAMPED form for your records in case any discrepancies occur.

HAZARDOUS EVENT FORM: Additionally, for all ON CAMPUS events chapters must submit a Hazardous Event Form (HEF). The HEF is available on-line (F&SL website) and from Office of Student Involvement -OSI and must be submitted at least 15 days prior to an event that might possibly result in some degree of harm to persons or defacement/damage to property. This includes, but is not limited to, events with alcohol, outdoor events, events that sell food or have catered food, events that require police, Physical Plant requests, and activities that may garner more than 150 people. Please contact the OSI at 407-823-6471 for more information. Once completed, take the HEF (it must be signed by the UCF chapter advisor) to OSI in SU 208. OSI will submit the form to the other offices and obtain all other required signatures.

GUEST LISTS for all registered parties must be submitted to F&SL by Friday 5 p.m. for a Friday evening or weekend event or by 5 p.m. the day of a weekday event.

Type of Event: _____

Location of Event: _____

Date: _____ Time: from _____ until _____
Month Date Year

Participating Organizations: _____

Reminder: Each participating organization must submit a separate SERF for this event

Organization President:

Print Name / Signature Organization Phone

Organization Social Chair:

Print Name / Signature Organization Phone

Will alcohol be present (check one) yes _____ no _____ type of alcohol: byob _____ other _____

Estimated number of people that will attend the event: _____

Are you taking a bus? yes _____ no _____ Please list the BUS company and their contact information below:

Bus Company Name Phone

OFFICE USE ONLY

Approved by _____ Date Approved _____ Comments _____

FINE AMT _____ Date Due _____ Date Paid _____ Amount Paid _____ Pmt Type Circle: cash / check