ESSAY 1:

1. In 500 words or less, describe your chapter’s top three risk management priorities and the best practices implemented at your chapter to ensure these issues are fully addressed in the pledge education program, in the member education program (e.g., chapter retreats) and within your campus community. (5 points)

The Upsilon Upsilon Chapter prides itself on its risk management policies and constantly strives to keep our brothers and the community safe. This year we did not have any violations of any form by the University or the Interfraternity Council due to our careful safety procedures and holding our brothers accountable. Our three main areas of concern when it comes to risk management are fire and life safety, party procedures, and crisis management. Through a thoughtful implementation of management procedures, we have increased our brother’s awareness of potential dangers and liabilities surrounding our chapter.

Fire & life safety is of the utmost importance when it comes to our chapter. Headed by James Danner, a board member of our house corporation, we are constantly finding ways to improve our safety system. With routine inspections by the risk manager, consul, and the Seattle Fire Department, we have been able to identify risk areas in the chapter house and make constant improvements. In the course of these inspections, we recently increased the scope of our fire suppression system in the kitchen to cover more area, as well as replace a portion of our smoke detectors with more effective models. In addition, we added electric magnetic strips on every fire door throughout the house. This is crucial in case of a fire because the doors automatically detach and block the fire from spreading. Our fire safety program continues to get better as we are seeking new areas of improvement.

Our party and social protocol follows extremely strict guidelines because we understand that the safety of our guests come first. The consul and risk manager always perform a walkthrough to ensure all security hazards are eliminated (i.e. unlocked doors and blocked passageways). We also create a funnel system using 3rd party security officers to direct people to and from the main event area and create a spread out environment. We strictly use a wrist-band policy which properly identifies those who are 21 or over and also distinguishes member’s house guests.
During the 2013-14 academic year, we conducted many social events with no violations from the University or Interfraternity Council. Our risk management procedures have been modeled by various other Greek organizations.

Our crisis management plan has been a focus for our chapter this year. In the event of an emergency, a chain of command is immediately established beginning with the consul and key brothers through an emergency contact list. Brothers are always instructed to call 911 as their initial response, and this is constantly stressed within the pledge program and at chapter meetings. In order to improve our emergency response, we have conducted alcohol and sexual awareness seminars through the University Police and Interfraternity Council and also have plans to set up new CPR educational sessions.

Through these extensive practices, we are always looking for ways to improve our safety procedures and understand the importance of campus safety.

ESSAY 2:

2. In 250 words or less, describe any innovations in risk management developed and implemented at your chapter this past year. (3 points)

During the 2013-14 academic year, our chapter developed multiple innovations in terms of risk management. As stated in the first response, our fire suppression system is constantly improving and covering more area. In addition, we have increased the strength of our smoke detectors throughout the house to detect any emergency immediately. We also increased our risk management educational programs by offering a CPR seminar and other programs facilitated by the University (i.e. alcohol & sexual awareness). The new executive team is looking to add new education programs, such as the AED certification. We are continuously researching ways to economically install a sprinkler system throughout the chapter house which would have the ability to eliminate fires instantly and thoroughly increase the safety of our environment. These plans are being developed in conjunction with our housing corporation and the Seattle Fire Department. Understanding that this is an expensive process, we are dealing with it very carefully and want to make the system as effective as possible. Recently, the housing corporation with the help of the risk manager reviewed the chapter house blueprints to develop the best solution for implementation of new safety features and removing any potential hazards.

ESSAY 3:

1. If your chapter receives a Robert E. Joseph RMF Award grant, what will you do with the grant funds? (2 points)

As stated in the second response, we are striving towards a sprinkler system throughout the entire chapter house. It will be an expensive process, and we could really use financial assistance to continue our research efforts. The housing corporation and our risk manager have put in an extensive amount of time to increase the safety of our brothers and those entering the house. Although we have been very successful with risk management over the past few years,
we understand the importance of safety and we believe that installing a sprinkler system is the next incremental improvement for the chapter house. Through this new sprinkler system our brothers can feel even more confident in the fire & life safety program.

SECTION 3: RECOMMENDATION FORMS
1. Upload the recommendation form completed and signed by your Chapter/Alumni Advisor here. Attached separately.

2. Upload the recommendation form completed and signed by your House Corporation President or Officer (if chapter has a residential facility) Attached separately.

3. Upload the recommendation form completed and signed by your Greek Advisor here. Attached separately.

4. Upload the recommendation form completed and signed by your Grand Praetor here. Attached separately.

5. Upload the recommendation form completed and signed by your Grand Trustee here. Attached separately.
Chapter: Upsilon Upsilon  
School: Univ. of Washington (Seattle)  

1. Did the chapter remain free of any disciplinary action taken by the college/university/interfraternity council/Sigma Chi Headquarters?  
   - YES  - NO  

2. Did the chapter receive an award or recognition that the committee should be aware of regarding risk management? If so, please specify.  
   - YES  - NO  

3. Did the chapter sponsor an educational risk management event/seminar this year? If so, please note the topic and audience.  
   - YES  - NO  

4. Do you believe the chapter's risk management actions are supportive of Sigma Chi's mission statement/Jordan Standard and are a credit to the Greek system?  
   - YES  - NO  

5. Is the chapter in compliance with all university regulations and policies?  
   - YES  - NO  

6. Do you recommend this chapter for the RMF Award?  
   - YES  - NO  

7. Do you know of any risk management issues this chapter needs to address?  
   If so, please specify.  
   - YES  - NO  

If you wish to elaborate on any of your answers, please explain in a separate document and include when submitting by email, fax, or mail.  

Signature:  
Name (print): Michael DePuydt  
Title: Chapter Advisor  

Contact information  
Phone: (425) 443-2111  
Email: Senderra@aol.com  

This form must be submitted by May 1, 2014 to the Risk Management Foundation.  
E-mail: RMF@sigmachi.org (subject line: [Chapter name], 2013-14 RMF Award Rec)  
Fax: 847-869-4906, Attn: RMF Award  
Mail: Risk Management Foundation (RMF Award)  
1714 Hinman Ave  
Evanston, IL 60201
2013-14
Robert E. Joseph RMF Award
Recommendation Form

House Corporation President or Officer (if chapter has a residential facility)

Chapter: **Upsilon Upsilon**

School: **University of Washington**

1. Did the chapter remain free of any disciplinary action taken by the college/university/interfraternity council/Sigma Chi Headquarters?
   - [ ] Yes
   - [x] No

2. Did the chapter receive an award or recognition that the committee should be aware of regarding risk management? If so, please specify.
   - [ ] Yes
   - [x] No

3. Did the chapter sponsor an educational risk management event/seminar this year? If so, please note the topic and audience.
   - [x] Yes
   - [ ] No

4. Do you believe the chapter's risk management actions are supportive of Sigma Chi's mission statement/Jordan Standard and are a credit to the Greek system?
   - [x] Yes
   - [ ] No

5. Is the chapter in compliance with all university regulations and policies?
   - [ ] Yes
   - [x] No

6. Do you recommend this chapter for the RMF Award?
   - [x] Yes
   - [ ] No

7. Do you know of any risk management issues this chapter needs to address? If so, please specify.
   - [x] Yes
   - [ ] No

If you wish to elaborate on any of your answers, please explain in a separate document and include when submitting by email, fax, or mail.

Signature: [Signature]

Date: 4-30-2014

Name (print): **DOUGLAS A. LUETJEN**

Title: **President, Building Association**

Contact information

Phone: 206.224.8061

Email: dluetjen@karrtuttle.com

This form must be submitted by May 1, 2014 to the Risk Management Foundation.

E-mail: RMF@sigmachi.org (subject line: [Chapter name], 2013-14 RMF Award Rec)

Fax: 847-869-4906, Attn: RMF Award

Mail: Risk Management Foundation (RMF Award)

1714 Hinman Ave

Evanston, IL 60201
2013-14
Robert E. Joseph RMF Award
Recommendation Form
Greek Advisor

Chapter: Upsilon Upsilon

School: University of Washington

1. Did the chapter remain free of any disciplinary action taken by the college/university/interfraternity council/Sigma Chi Headquarters? YES NO

2. Did the chapter receive an award or recognition that the committee should be aware of regarding risk management? If so, please specify. YES NO

3. Did the chapter sponsor an educational risk management event/seminar this year? If so, please note the topic and audience. YES NO

4. Do you believe the chapter’s risk management actions are supportive of Sigma Chi’s mission statement/Jordan Standard and are a credit to the Greek system? YES NO

5. Is the chapter in compliance with all university regulations and policies? YES NO

6. Do you recommend this chapter for the RMF Award? YES NO

7. Do you know of any risk management issues this chapter needs to address? If so, please specify. YES NO

If you wish to elaborate on any of your answers, please explain in a separate document and include when submitting by email, fax, or mail.

Signature: [Signature] Date: 9/30/14

Name (print): James J. Kehrmann

Title: Assistant Director Fraternity & Sorority Life

Contact information

Phone: 206.685-9605

Email: JKEHRMANN@uw.edu

This form must be submitted by May 1, 2014 to the Risk Management Foundation.
E-mail: RMF@sigmachi.org (subject line: [Chapter name], 2013-14 RMF Award Rec)
Fax: 847-869-4906, Attn: RMF Award
Mail: Risk Management Foundation (RMF Award)
1714 Hinman Ave
Evanston, IL 60201
Sigma Chi Fraternity  
Risk Management Foundation (RMF Award)  
1714 Hinman Avenue  
Evanston, IL 60201

Dear RMF Award Committee:

Please let this letter serve as supplemental support for the Upsilon Upsilon Chapter’s application for the Robert E. Joseph RMF Award.

During the current 2013-2014 academic year, the Upsilon Upsilon Chapter has appeared before the Interfraternity Council (IFC) Standards Board on only one occasion, a decrease from four such appearances last academic year. During their only hearing, the chapter was found responsible for co-hosting an event at which a minor was cited for possession of alcohol. The chapter received a written reprimand.

The Upsilon Upsilon Chapter hosted one risk management event during the academic year. The alcohol safety and risk management workshop was facilitated by a University of Washington Police Department (UWPD) patrol officer. The event was hosted at the chapter facility and attended by 98 of the chapter’s 120 members.

The chapter is currently in full compliance with all standards and policies set forth by both the IFC and the Office of Fraternity & Sorority Life (OFSL). Former chapter president Jack Yates is currently a member of the IFC Standards Board and communicates with our office frequently about progress the chapter is making in a number of operational areas – including risk management practices and policies.

I recommend the Upsilon Upsilon chapter for the RMF Award with no reservations.

Should you need any additional information, please do not hesitate to contact me using the information listed below.

Interfraternally,

James J. Ehrmann  
Assistant Director  
jehrmann@uw.edu

Husky Union Building (HUB), Room 236 Box 352238, Seattle, WA 98195  
206.543.1810 fax 206.685.9006 ofsl@uw.edu www.uwgreeks.com
2013-14
Robert E. Joseph RMF Award
Recommendation Form

Grand Praetor

Chapter: Upsilon Upsilon
School: Univ. of Washington, Seattle

1. Did the chapter remain free of any disciplinary action taken by the college/university/interfraternity council/Sigma Chi Headquarters? YES NO

2. Did the chapter receive an award or recognition that the committee should be aware of regarding risk management? If so, please specify. YES NO

3. Did the chapter sponsor an educational risk management event/seminar this year? If so, please note the topic and audience. YES NO

4. Do you believe the chapter’s risk management actions are supportive of Sigma Chi’s mission statement/Jordan Standard and are a credit to the Greek system? YES NO

5. Is the chapter in compliance with all university regulations and policies? YES NO

6. Do you recommend this chapter for the RMF Award? YES NO

7. Do you know of any risk management issues this chapter needs to address? If so, please specify. YES NO

If you wish to elaborate on any of your answers, please explain in a separate document and include when submitting by email, fax, or mail.

Signature: [Sign Here] Date: 4/30/14

Name (print): Dan Mathewson
Title: Grand Praetor

Contact information

Phone: 206 612 2126
Email: sevenlites@gmail.com

This form must be submitted by May 1, 2014 to the Risk Management Foundation.
E-mail: RMF@sigmachi.org (subject line: [Chapter name], 2013-14 RMF Award Rec)
Fax: 847-869-4906, Attn: RMF Award
Mail: Risk Management Foundation (RMF Award)
1714 Hinman Ave
Evanston, IL 60201
2013-14
Robert E. Joseph RMF Award
Recommendation Form
Grand Trustee

Chapter: Upsilon Upsilon
School: University of Washington

1. Did the chapter remain free of any disciplinary action taken by the college/university/interfraternity council/Sigma Chi Headquarters?
   - Yes [ ] No [ ]

2. Did the chapter receive an award or recognition that the committee should be aware of regarding risk management? If so, please specify.
   - Yes [ ] No [ ]

3. Did the chapter sponsor an educational risk management event/seminar this year? If so, please note the topic and audience.
   - Yes [ ] No [ ]

4. Do you believe the chapter’s risk management actions are supportive of Sigma Chi’s mission statement/Jordan Standard and are a credit to the Greek system?
   - Yes [ ] No [ ]

5. Is the chapter in compliance with all university regulations and policies?
   - Yes [ ] No [ ]

6. Do you recommend this chapter for the RMF Award?
   - Yes [ ] No [ ]

7. Do you know of any risk management issues this chapter needs to address? If so, please specify.
   - Yes [ ] No [ ]

If you wish to elaborate on any of your answers, please explain in a separate document and include when submitting by email, fax, or mail.

Signature: [Signature]
Date: [Date]

Name (print): Richard Thompson
Title: Grand Trustee

Contact information
Phone: 505.401.7974
Email: rich.thompson@sigmachi.com

This form must be submitted by May 1, 2014 to the Risk Management Foundation.
E-mail: RMF@sigmachi.org (subject line: [Chapter name], 2013-14 RMF Award Rec)
Fax: 847-869-4906, Attn: RMF Award
Mail: Risk Management Foundation (RMF Award)
1714 Hinman Ave
Evanston, IL 60201