ID CHECKER INSTRUCTIONS

This form is due in the Fraternity and Sorority Life office two (2) prior to the event.

If multiple chapters are participating each chapter must complete this form separately.

Event Information:

Chapter Name: ________________________ Other Participating Chapter(s): ____________
Date of Event: ___/___/_______ Chapter President Name: ________________________

Responsibilities of ID Checkers:

1. Legibly record all of the required information for each member and guest on the Fraternity and Sorority Life Guest List Sign-in form.

2. Persons not on the Guest List submitted to Fraternity and Sorority Life at the time of registration are not permitted to enter the function. No guests or members may be added on the guest list after submitted to Fraternity and Sorority Life.

3. Members and guests are not permitted to leave the function and return with additional quantities of alcohol.

4. Initial each person that signed into the function.

5. Sign this form to indicate that you have read and understand the responsibilities of working as a ID Checker at the party entrance.

6. Not allow any guest under the age of 18 to enter the event.

7. Follow and additional policies of your local/national organization.

8. Only accept valid forms of identification: A state or federal ID card that has BOTH date of birth and photograph. Members and guests under 21 must provide a valid UTA Student ID before being admitted.

Printed name of ID Checker __________________________ Signature of ID Checker __________________________ Initials __________________________

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