



RISK MANAGEMENT AFFIDAVIT GUIDE

This document was created to assist the chapter president and risk management chairman in completing the necessary steps associated with the bi-annual Risk Management Affidavit procedure. Following the simple steps below will help all members and Phikeias understand the governance and risk management expectations of being a member of Phi Delta Theta.

1. Print this entire document
2. At your next chapter meeting read verbatim the following:
 - a. Risk Management Polices
 - b. Section 135 of *The Code*
 - c. The first four paragraphs of the Risk Management Affidavit
3. Circulate the Risk Management Affidavit for every member to list their bond number (or list as Phikeia), sign, and date
4. The Risk Management Affidavit is the member and chapter's legal agreement that they understand the risk management policies of the Fraternity. This form must be completed every semester in the Fall and Winter Reports. **Failing to submit the report will increase the chapter's insurance bill for the next year.** The form must be signed by every member of the chapter. Chapter officers must sign in the appropriate area, including the chapter advisory board chairman.
 - a. The **Risk Management Affidavit** is available for download on the Fraternity's website in the Members tab dropdown, Resources>Chapter Officers>Risk Management/Social.
 - b. The completed form can be directly uploaded within the Fall Report when prompted or sent in beforehand via email to Insurance and Safety Coordinator Melanie Clayton at melanie@phideltatheta.org. Submission should be a photocopy of the completed document.
5. After the chapter meeting, post the Risk Management Polices as well as the excerpt from *The Code* within the chapter facility for at least two weeks
6. At an Executive Committee meeting, the chapter president shall review the attached crisis management plan

RESOURCES

- Risk Management Affidavit
- Risk Management Polices
- Section 135 of *The Code*
- Crisis management plan
- Phikeia Education Facilitators Guide:
phideltatheta.org/resources/phikeia_education_facilitators_guide.pdf