1) Each chapter has a Risk Management Chair and/or Social Chair with a written description of the position responsibilities and expectations.
   • The duties of this position include educating people on the following topics: hazing, alcohol abuse/awareness, date rape awareness, eating disorder prevention, and liability. The Risk Management Chair and/or Social Chair work with the HWHA program, Campus Health, and GAMMA Co-Chairs on these issues.
   • For an idea of how to include this pre-existing position description, see sample CAT documentation: http://arizonagreek.orgsync.com/standards

2) Each chapter complies with all University, governing council, and Inter/National policies (which includes federal, state, and local laws).
   • Review policies and calendar for due dates
   • Contact your organization’s governing council
   • Include people on listservs so that everyone is receiving updates/information
   • Don’t host unregistered events (with alcohol or philanthropy)
   • Educate your members on the various policies
   • Review the chapter new member program/calendar for any potential issues
   • Create a strong internal judicial system for your chapter to deal with problems before they become larger issues

3) Each chapter attends the Risk Management/Social Chair/GAMMA meetings.
   • Look for meetings dates and time on the FSP calendar
   • If Risk Management/Social chair can’t attend make sure to have a chapter representative present at the meeting
   • Be prompt for this meeting.
   • If sending a representative, ensure they pass on all the information to the President and or Risk Management/Social Chair.
   • Include extra people so that everyone receives the information from the Risk Management/Social Chair/GAMMA meetings

4) Each chapter submits to the Greek Life Office a copy of the Inter/National risk management policies and manual yearly.
   • Sometimes this can be found in the President’s manual
   • Sometimes this can be obtained from your national headquarters website or contact your headquarter for the policy and manual
   • Look for the deadline on the Weekly President’s email, at President’s Forum, or ask your chapter liaison.
   • Submit on TIME for full points

5) Each chapter documents the education to the entire membership of the UA and Inter/national policies in regards to Risk Management and Hazing. (Chapters who submit
   • Plan ahead and put this on your calendar well in advance
   • Inform chapter membership well in advance of the date of this meeting
   • Take attendance or keep a sign-in sheet to document how many members attend
The Standards of Excellence
Health & Wellness Resource Guide

- Contact chapter liaison for any clarification on the UA policy
- Look on your national headquarters website, refer to President’s manual, or contact your advisor for your national policies and ask for any clarification.

6) Each chapter educates the entire chapter yearly on the use and misuse of alcohol and drugs.
   - Attend GAMMA meetings and contact GAMMA chair for more information or clarification on policy
   - Review your organization’s and UA’s alcohol policy
   - Use your HWHA for educating your chapter on responsible alcohol use, what to do in an emergency, and whom to contact
   - Utilize your HWHA to develop ideas with the resources he/she has to offer for the chapter
   - Contact the FSP Graduate Assistant, Campus Health’s Health Promotion Division, or other local agencies for assistance in developing presentations on this topic.

- Resources
  - FSP website: Health section
  - http://www.jhu.edu/health/factsheet_quiz.html
  - http://www.sadd.org/
  - http://www.health.arizona.edu/

7) Each chapter submits a signed copy of the Events with Alcohol Education Form each semester.
   - Look for the deadline on the Weekly President’s email, at President’s Forum, or ask your chapter liaison.
   - Attend GAMMA meetings to receive the information your chapter needs to review
   - Submit on TIME for full points

8) Each chapter that hosts events with alcohol will have on file their Certificate of Insurance identifying the University as an additional insured.
   - Look for the deadline on the Weekly President’s email, at President’s Forum, or ask your chapter liaison.
   - Contact your national headquarters and or advisor for a copy of the certificate of insurance
   - Submit on TIME for full points
   - Make sure the University is on the certificate as an additional insured before submitting

9) Each chapter will participate in the Hunter White Greek Health Advocates Program, attends the mandatory retreat in the beginning of the semester, participates in 3 health-related events per semester (including one of which a percentage of your chapter needs to participate in as well) and host three health education presentations on their own each semester.
   - Mandatory retreat is every Fall within the first 3 weeks of school
   - Look for retreat date and time on the Weekly President’s email, at first President’s Forum, or the FSP calendar
   - Meetings dates and time are on the FSP calendar, on the Weekly President’s email, and announced at President’s forum.
The Standards of Excellence
Health & Wellness Resource Guide

• Select an active chapter member (NOT a new member) to serve as HWHA and FULLY participate in the program. (They will received all the information and supplies needed to host 3 health education meetings)
  o HWHA should be a year-long position.
  o HWHA can be joined with another pre-existing position such as Risk Management. There is no need to create an additional position if your chapter already has a similar position.
  o Please contact the FSP Graduate Assistant overseeing the HWHA program in the first month of the semester so that the assigned Health Advocate knows his/her role and when the meetings are, since the time changes every semester.

• If you can’t have a member FULLY participate in the HWHA program:
  o Elect a chapter member that will be responsible for conducting the presentations i.e this can be your current Risk Management Chair)
  o And that can at least attend the retreat
  o Contact the FSP Graduate Assistant, Campus Health’s Health Promotion Division, Students Health groups, or community agencies for assistance in developing presentations

• Resources
  o FSP website: Health Wellness section
  o http://www.jhu.edu/health/index.html
  o http://www.sadd.org/
  o http://4collegewomen.org/
  o http://www.youngmensclinic.org/infertility.php
  o http://www.thewellspring.com/flex/articles/2430/personal-wellness.cfm
  o http://www.cdc.gov/education/college/default.html

(BONUS)Chapter members beyond the president, social chair and health advocate are TIPS trained.
  - Contact your chapter liaison if you’re interested in training your executive board or other chapter members
  - Look for TIPS training dates on FSP calendar.
  - Plan ahead to figure out which TIPS training works best

(BONUS) Chapter participated in NHPW / Alcohol Awareness Week/Safe Spring Break Events/Drug Awareness Week
  - These are week long events that take place once per year. They are location on the calendar and will be advertised through your council, weekly emails etc.
  - You can contact your HWHA for details about NHPW

(BONUS).Chapter participated in the Campus Health BASICS Program
  • Contact Lynn Reyes from Campus Heath if interested in participating in the program
  • Program can be used as for internal chapter standards violations