



HQ Alcohol Education and Risk Mitigation Training Proof of Completion

At the University of Arizona, we want our fraternity and sorority members to have a fun, memorable, and safe experience. Through training, education, and partnership with chapter headquarters, we provide the necessary tools chapters need to create a safe, healthy, and responsible environment that allows all members to be successful in their daily endeavors.

For social event paperwork to be submitted and events to be registered certain organizations must have their members complete an alcohol education and risk mitigation program for members facilitated by headquarters personnel, in addition to all other policies and educational requirements being met. Programs may be facilitated by UA Campus Health Service personnel team once per calendar year.

University of Arizona Social Events Policy - <https://greek.arizona.edu/fsp/social-events-policy>

This form **must** be submitted by headquarters personnel via email to LauraWester@arizona.edu and ArizonaEWA@gmail.com. Additional persons may be copied on the email. **This form will not be accepted if it is emailed by a student.**

Questions should be sent directly to Laura John, Assistant Director – Fraternity and Sorority Programs.

Fraternity/Sorority Name: _____

Semester: Fall 20_____ Spring 20_____

Headquarters Staff Member Information

Name: _____

Position: _____

Phone: _____

Email: _____

Facilitator Information

Name: _____

Position: _____

Phone: _____

Email: _____

Chapter Member who Coordinated Training

Name: _____

Position: _____

Phone: _____

Email: _____

When was the training held (date and time)?

Was the training held in person or live via zoom?

- ☐ In-Person
 - Location:
- ☐ Live Via Zoom
- ☐ Other - Please describe:

If the training was held on Zoom, how did you maintain member engagement and attention?

How many members attended? _____

Please select the option that best describes who attended:

Fall university requirement: new members (minimum)

Spring university requirement: all members

____ New member class only

____ Entire chapter

____ New member class and potential “bigs”

____ Other (please describe): _____

What percentage of the university required audience was in attendance?

- | | |
|------------------------------------|------------------------------------|
| ☐ < 25% | ☐ 81 – 90 % |
| ☐ 26 – 50% | ☐ 91 – 99 % |
| ☐ 51 – 65 % | ☐ 100 % |
| ☐ 66 – 80 % | |

What officers (executive and general/board) were in attendance?

- | | | |
|--|--|---------------------------------|
| ☐ President | ☐ Diversity, Equity, Inclusion, | ☐ Alumni |
| ☐ Vice President /Secretary | ☐ Academics/Scholarship | ☐ Other: |
| ☐ Treasurer | ☐ Service/Philanthropy | ☐ Other: |
| ☐ Recruitment | ☐ Social Chair | ☐ Other: |
| ☐ New Member Educator | ☐ Risk Manager | ☐ Other: |
| ☐ Judicial/Standards | ☐ Public Relations | ☐ Other: |

Please select the topics that were covered in your training:

- ☐ Chapter event/risk management policies and procedures
- ☐ Alcohol use and signs of overconsumption
- ☐ Drug use and signs of overdose
- ☐ Bystander intervention
- ☐ Sexual assault prevention and reporting
- ☐ Being an effective non-drinking event monitor
- ☐ How to get help and respond in different scenarios
- ☐ Other (please list):

☐ Other (please list):

☐ Other (please list):

Please provide a description of the training.

What content was covered, were members engaged, what (if any) activities were done, what was audience engagement like, were any assessments given, etc.