



Complete Your Education...Get Involved!
**State Mandated Risk Management Training
Record of Organization Compliance**

Compliance Instructions

- Two Student Leaders from each organization attend and record attendance at Risk Management Training offered by the Office of Student Activities.
(Students may only represent up to two organizations each academic year for this training.)
- Review Resource Materials available on the State Mandated Risk Management Training Site.
- Prepare outline/agenda for training your organization.
- Present Risk Management Training to organization and record member attendance.
- Complete the Record of Organization Compliance Form.
- Attach attendance sheet, outline/agenda and other resources utilized in training your organization by October 7, 2011 or March 9, 2012.
- Once all of these are met and recorded by the Office of Student Activities, your organization will be in compliance and eligible to register. Registration for the spring semester begins November 1 and April 1 for fall.



Should you have questions about this process, please contact:

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State Mandated Risk Management Training 2011-2012
Record of Organization Compliance

Return to Office of Student Activities (UC 1.210 or DB 1.302) by
Friday, October 7 (for Fall Training)
Friday, March 9 (for Spring Training)

Organization Name _____

Contact Name _____ Contact Banner _____

Contact Email _____ Contact Phone _____

Total Number of Members in Organization _____

Total Number of Advisors for Organization _____

Date(s) of Risk Management Training for Organization Members _____
(Training by the Organization Leaders (NOT State Mandated Training facilitated by Student Activities))

Person(s) who presented Risk Management Training for Organization

Please summarize the manner of how the Risk Management information was shared with the organization: _____

- o Attach a list of those in attendance for the Training (Name, Signature, Banner).
o Attach the Outline and other supplemental materials used for the training/report.

With our signatures below, we indicate that our organization members have been educated on the following Risk Management Topics with the information that was provided to us at the State Mandated Risk Management Training provided by the Office of Student Activities.

- Alcohol
• Drugs
• Hazing
• Sexual Abuse/Harassment
• Fire and Other Safety Issues
• Travel
• Behavior at Organizational Sponsored Events

Organization Representative Signature _____ Date _____ Organization Representative Printed Name _____

Organization Advisor Signature _____ Date _____ Organization Advisor Printed Name _____

Office Use Only
Attendance Signature List Attached: _____ Agenda/Outline Attached: _____
Date/Timestamp/Initials: _____

