



Complete Your Education...Get Involved!
State Mandated Risk Management Training
Record of Organization Compliance
Return to Office of Student Activities (UC 1.210 or DB 1.302)
by November 1

Compliance Instructions

1. 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.)
2. Review Resource Materials available on the State Mandated Risk Management Training Site.
3. Prepare outline/agenda for training your organization.
4. Present Risk Management Training to organization and record member attendance.
5. Complete the Record of Organization Compliance Form.
6. Attach attendance sheet, outline/agenda and other resources utilized in training your organization by November 1.
7. Once all of these are met and recorded by the Office of Student Activities, your organization will be in compliance and eligible to register in November for the Spring semester.



Should you have questions about this process, please contact:

Kelsey Bratcher
Assistant Director for Risk Education, Alcohol and Drug Programs
kelsey.bratcher@utsa.edu
210.458.4160



Complete Your Education...Get Involved!
State Mandated Risk Management Training
Record of Organization Compliance
Return to Office of Student Activities (UC 1.210 or DB 1.302)
by November 1

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 _____
 (Training By the Organization (NOT State Mandated Training in September))

Person(s) who presented Risk Management Training for Organization

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

- Attach a list of those in attendance for the Training (Name, Signature, Banner).
- 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 in September 2010.

- 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

