





**Clay Warren**

April 22, 1984 - September 21, 2002

**Clay was a vivacious young man who loved life, his family, Texas Tech University, and his fraternity.**

**Tragically his life was cut short by poor risk management and decisions.**

# Clay's Bill/House Bill 2639

- Student Organization Leaders and Advisors attend annual Risk Management Training
- Leaders should report information to entire organization's membership
- Effective September 1, 2007 with the signature of Governor Rick Perry

“The goal is to make sure that everyone on campus knows there are some guidelines to follow before planning activities such as parties and trips, and - just as important - to discourage hazing, boozing and other illegal activities.”

Rep. John Smithee, R-Amarillo

# After today's State Mandated Risk Management Training, you will hopefully:

- Understand the purpose of the training, specifically the state law component
- Have a better understanding of risks associated with the topic areas
- Recognize potential risks within your organization
- Identify campus and community resources to address risks associated with the topic areas
- Obtain tools to train your organization about potential risks and develop a risk management plan that is effective for your organization

## Mandatory Topics to Cover:

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



## General Reminders:

- **Attendance**: your attendance from start to finish today is required for compliance
- **Cell Phones**: please set on silent to avoid disturbing presentations and neighbors
- **Take Notes**: if needed as it will be your duty to report back to your organization with today's information

# Alcohol and Drugs

# So What's the Big Deal?

Over 1,400 students ages 19-24 die from alcohol-related unintentional injuries including motor vehicle crashes.

More than 70,000 students ages 18-24 are victims of a sexual assault or date rape in which alcohol is involved.

About 25% of college students report academic consequences of their drinking including missing class, falling behind and doing poorly on exams.

More than 150,000 students develop an alcohol-related health problem and between 1.2 and 1.5 percent of students indicate they tried to commit suicide within the past year due to drinking or using drugs.

2.1 million students between the ages of 18-24 drove under the influence of alcohol last year.



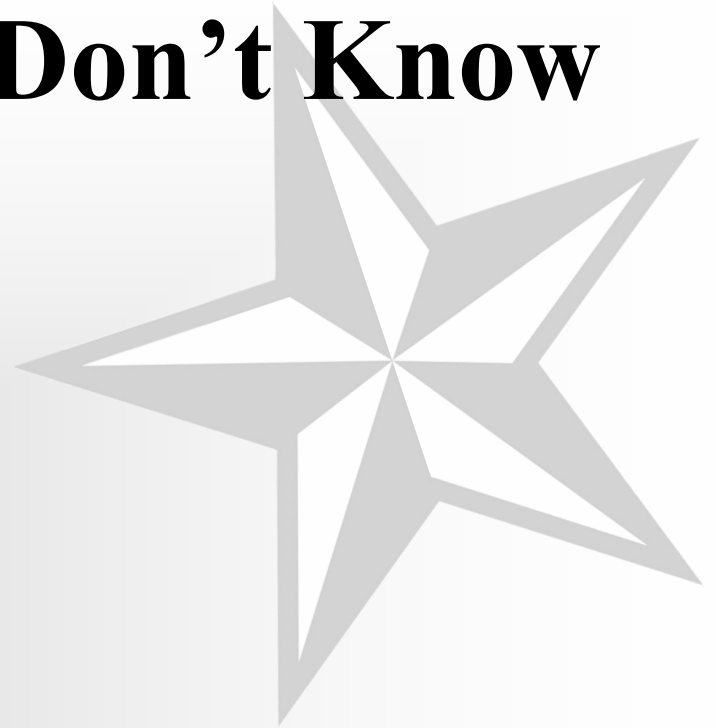
# High Risk Drinking

High-risk college student drinking includes the following:

- Underage Drinking
- Drinking and Driving or other activities where the use of alcohol is dangerous
- Drinking when health conditions or medications make use dangerous
- Binge Drinking: 5 drinks for males or 4 drinks for females

# Tell Me Something I Don't Know

- Video and Discussion



- Should you want your organization to view this video, it may be checked out for 24 hours through Student Activities.

# What is a standard drink?



One mixed drink with  
• 1.5 fl oz (44 ml)  
of 80-proof liquor  
(e.g. vodka, gin,  
scotch, bourbon,  
brandy, or rum)

What is a standard  
alcoholic drink?



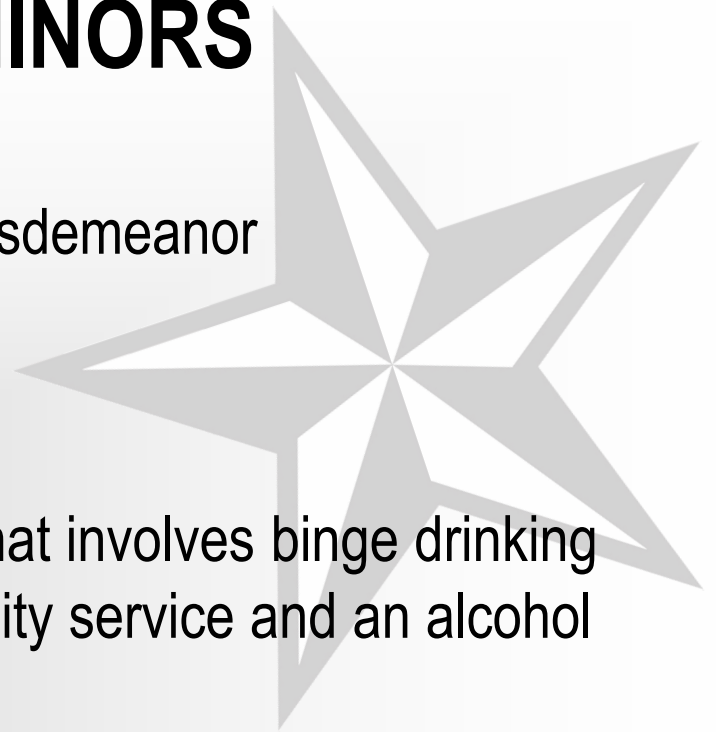
12 fl oz (355 ml) of  
beer or wine cooler



5 fl oz (148 ml)  
of wine

# PROVIDING ALCOHOL TO MINORS

- Furnishing alcohol to a minor is a Class A misdemeanor
- Punishable by a fine up to \$4,000
- and/or up to a year in jail
- Plus six months driver's license suspension
- Providing alcohol to a minor at a gathering that involves binge drinking or coerced drinking will also result in community service and an alcohol awareness course.



## DWI OFFENSES

- **Driving Under the Influence – Minors:** it is illegal for a minor to operate a motor vehicle in a public place while having any detectable amount of alcohol in the minor's system. Driving under the influence is a Class C misdemeanor, punishable by a fine up to \$500, an alcohol awareness course, community service, and driver's license suspension.
- **Driving While Intoxicated:** a person commits an offense if the person is intoxicated while operating a motor vehicle in a public place. DWI is a Class B misdemeanor, with a minimum term of confinement of 72 hours.
- **Driving While Intoxicated with an Open Container:** Section 49.04 of the Texas Penal Code also states that driving while intoxicated while the driver had an open container of alcohol in the person's immediate possession is a Class B misdemeanor, with a minimum term of confinement of six days.

## DWI OFFENSES

• **Open Container Law (Possession of Alcoholic Beverage in a Motor Vehicle):** a person commits an offense if the person knowingly possesses an open container in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked. An offense under this section is a Class C misdemeanor, punishable by a fine up to \$500.

• It is an exception if at the time of the offense the person was a passenger in:

1. the passenger area of a motor vehicle designed, maintained, or used primarily for the transportation of persons for compensation, including a bus, taxicab, or limousine; or
2. the living quarters of a motorized house coach or motorized house trailer, including a self-contained camper, a motor home, or a recreational vehicle.

## New Texas Law Effective September 1, 2011

A new law passed by the Texas Legislature in 2011 means that a **person under 21 won't be charged** by the police for possessing or consuming alcohol **if the person calls 911 because someone might have alcohol poisoning.**

This limited immunity **applies only to the first person to call for medical assistance, only if the caller re-mains on the scene** until medical assistance arrives **and cooperates with EMS and law enforcement.**

# Student Code of Conduct and Drug Use

It is Illegal to:

- use,
- manufacture,
- possession,
- sale,
- distribution
- substances defined and regulated under Chapters 481, 484, and 485 of the Texas Health and Safety Code,
- the minimum penalty shall be suspension from the institution for a specified period of time; and/or suspension of rights and privileges;

# New Trends on Drugs

- More people ages 12 and older are trying pain relievers (without prescription) than any other drug.
  - Usually obtained free by friend or relative
- First time marijuana users are going down from 3 million in 2000 to 2 million in 2006.
- Increase in first time users for prescription-type stimulants and ecstasy.
- More people are entering rehab with addictions of marijuana, methamphetamine, and other opiates.

Center for Substance Abuse Research



# Signs of a Problem

- Failure to fulfill class work, miss work, late for class
- Sudden changes in attitude or behavior
- Use of drug culture jargon
- Secretive behavior, paranoia
- Poor hygiene
- Financial problems
- Changes in weight
- Dilated pupils
- Slurred speech
- Trouble making eye contact
- Vomiting
- Unconsciousness



# UTSA Alcohol Education, Programming & Services

*Enhancing Our Partnerships One Piece at a Time*

## Counseling Services

Individual Counseling  
Substance Abuse Screening/Assessment  
E-Chug Assessment  
E-Toke Assessment  
Counseling/Support Groups  
CURE: Student Group developing programming about sexual assault

## Athletics

Life Skills Program  
Random Drug Testing  
3-Tier Sanctioning  
Safe Harbor Program

## Campus Living Villages

Educational Programming  
Social Programming  
RA Training  
Peer Reporting  
Adjudicate Cases using EPIC

## Dean of Students

Sets policies for the University regarding alcohol and other behavioral areas.

Provides vision for student life at the University.

## Student Activities

Alcohol Awareness Week  
Safe Spring Break  
21st Birthday Postcards  
Thirsty Thursdays  
Campus Crawl  
Organization/Classroom Presentations  
Risk Management Symposium  
Peer Programming (BARR: Be A Responsible Roadrunner)  
Alcohol Poisoning Response Training  
Party on the Paseo  
Co-Coordinate Community AOD Meeting

## Police Department

Alcohol 101 Sessions  
Orientation Presentations  
Sexual Assault Prevention  
Weekly Reports on Violations

## Housing & Residence Life

Educational Programming  
Social Programming  
RA Training  
Peer Reporting  
Adjudicate Cases using EPIC

## Campus Recreation

Late Night at the Rec  
Outdoor Pursuits  
Fitness Classes

## Student Judicial Affairs

Orientation Presentations  
Adjudicate Cases using EPIC  
Administer Student Code of Conduct  
Co-Coordinate Community AOD Meeting

## Student Health Services

Alcohol Edu  
BASICS  
SHADES: Peer Education Grant  
Program educating on substance abuse and HIV

## AOD Program Group

To ensure there is ample and sufficient programming related to alcohol education in an intentional way and to achieve this through the collaboration of departments. (All Areas Listed on Sheet Participate in Group)  
Rowdy Wing Fling  
TABC College Symposium  
Promote "Be Rowdy. Be Responsible."



Excellence in Service and Programming

# Hazing



## Hazing

- Any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the section
- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

# Reporting Hazing

## Reporting hazing is the law:

- According to law, a person can commit a hazing offense not only by engaging in a hazing activity but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the **Office of Student Life** firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law. The penalty for failure to report hazing activities is a fine not to exceed \$2,000, up to 180 days in jail, or both.

## State Law

- Under state law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.
- According to the statute, a person commits a hazing offense:
  - By engaging in hazing
  - By soliciting, directing, encouraging, aiding, or attempting to aid another in hazing
  - By intentionally, knowingly, or recklessly allowing hazing to occur
- **By failing to report in writing to the Office for Student Life firsthand knowledge that a specific hazing incident is planned or has occurred.**
- **Can you agree or consent to hazing. Is it the new member's choice?**
  - The fact that a person consented to or acquiesced in a hazing activity is not a defense under the hazing law.

# Common Barriers to Changing a Hazing Culture

In order to make meaningful change, it is important to identify the key barriers to change and work on dismantling these. Common barriers to eliminating hazing include:

- Denial of the problem
- Dismissing hazing as harmless
- Silence
- Fear
- Insufficient support for victims of hazing
- Cultural norms that promote hazing as acceptable behavior

*Information adapted from [www.stophazing.org](http://www.stophazing.org)*



# Is it Hazing?

Below is a list of questions to regularly ask yourself and your members about your planned and unplanned activities.

1. If you have to ask if it's hazing, it is.
2. If in doubt, call your advisor/coach/national office. If you won't pick up the phone, you have your answer. Don't B.S. yourself.
3. If you haze, you have low self-esteem.
4. If you allow hazing to occur, you are a 'hazing enabler.'
5. Failure to stop hazing will result in death..."

Will Keim, Ph.D., "The Power of Caring"

# Making Change

Help others to:

- Notice hazing.
- Interpret hazing as a problem.
- Recognize a responsibility to change it.
- Acquire the skills needed to take action.
- Take action!
- Realize that the most effective way to educate about hazing is to begin by drawing attention to hazing and helping others interpret hazing as a problem.
- Publicize hazing policies to your membership.
- Analyze organizational events for policy compliance and safety.
- Share with members the consequences of hazing.



*Elizabeth J. Allan, [www.stophazing.org](http://www.stophazing.org)*

# Transforming our Practices

- Don't divide your membership into categories
- Review planned activities with a trusted advisor
- Tell people outside your group what you will be doing and where
- Have retreats & activities that don't divide or poke fun

# When You Suspect Hazing

When you suspect a friend has been hazed

- What do you do?
- What actions should you take?
- Who do you tell?
- Are you scared?
- Do you care?



# Setting Expectations for Others

- Be Concise
- Be Clear
- Develop Firm Vision for Group or Task
- Gain Cooperation or Understanding
- Address Hot Topics with a Structured Process



Student Judicial Affairs has changed their name!

Their office is now

**Student Conduct and Community Standards**

Please call our office with any questions at  
458-4720

or visit their office  
University Center 2.02.18



# Sexual Harassment & Assault



# Terms

- **Sexual Abuse:**

is the forcing of undesired sexual acts by one person upon another. Does not exist in Texas law.

- **Sexual Assault:**

a statutory offense that provides that it is a crime to knowingly cause another person to engage in an unwanted sexual act by ...

# Terms

- **Stalking:**

a person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct, including following the other person, that:

- (1) the actor knows or reasonably believes the other person will regard as threatening:
  - (A) bodily injury or death for the other person;
  - (B) bodily injury or death for a member of the other person's family or household; or
  - (C) that an offense will be committed against the other person's property;

## Terms

- **Harassment:**

a person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, he:

- (1) initiates communication by telephone, in writing, or by electronic communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene;
- (2) threatens, by telephone, in writing, or by electronic communication, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of his family or household, or his property;
- (3) conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
- (4) causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
- (5) makes a telephone call and intentionally fails to hang up or disengage the connection;
- (6) knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or
- (7) sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

# Why It Occurs

## Sexual Assault:

- Occurs most commonly among women in late adolescence and early adulthood
- Can occur to both men and women
- Is about power, control.. Usually not sex
- May involve the use of alcohol
- Focus on their own wants and needs, disregarding and disrespecting the wants and needs of their victims.
- Only 6% reported to police



# Why It Occurs

## Stalking:

- Usually occurs by known person
- Usually by current or former partner
- Might start as annoying, can escalate.
- Threats should be taken seriously.
- 4 out of 5 stalking victims are women.
- Unwanted phone calls, texts, emails, spying

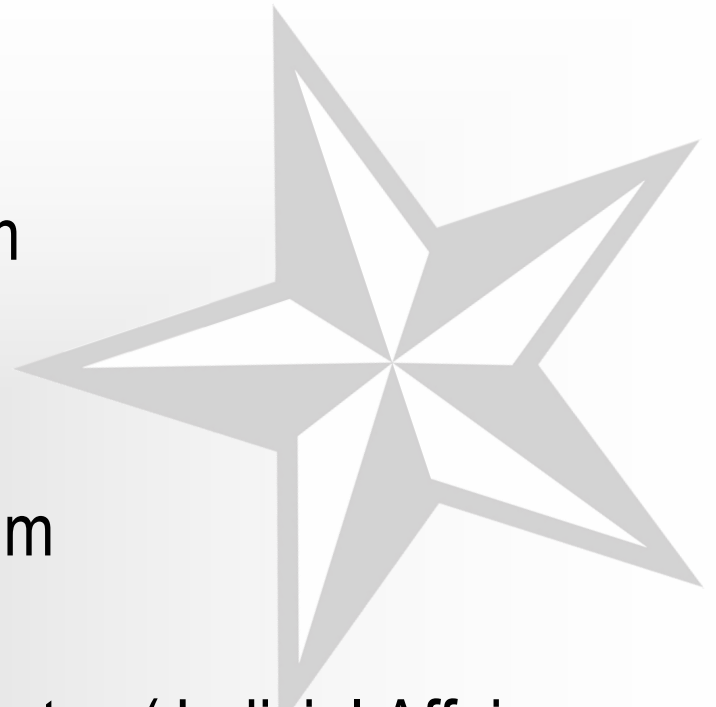


# Why It Occurs

- Bullying
- Domination, manipulation, humiliation
- Seen as the best way to relate to others
- Often display high aggression, high impulsivity, a low level of empathy, low self esteem and a limited ability to work cooperatively with others.
- Can occur in person, electronically (Internet)

## What To Do

- Let person know you believe them
- Develop paper trail
- Network of support
- Report to the Police, protects victim
- Seek professional counseling
- Launch campus resources/ advocates (Judicial Affairs, Counseling)- no contact order
- Protective/ Restraining Order



# Firearms, Weapons, General Safety



# In Event of a Fire

- Always have a plan.
- Fire alarm means evacuate building.
- Help others if necessary.
- Have a meeting place.
- Call in the exact location of the fire.
- 210.458.4911

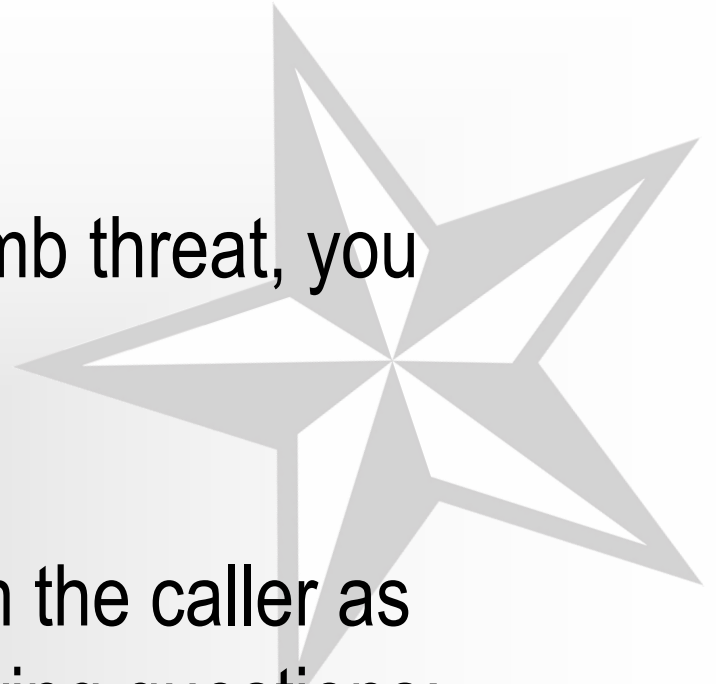


# Weapons

- “A person commits an offense if the person intentionally, knowingly, or recklessly possesses or going with a firearm, illegal knife, club, or ***prohibited weapon*** listed in Section 46.05(a):
- (1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution;...

# Bomb Threat

- you receive a telephoned bomb threat, you should do the following:
- Get as much information from the caller as possible. Try to ask the following questions:



# Bomb Threat

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?



# Bomb Threat

- Keep the caller on the line and record everything that is said.
- Notify the police as soon as possible.



# General Health Safety

- Be Cautious of Your Health and Others
- Wash Hands
- If You Are Not Feeling Well, Visit Student Health Services
- Potlucks: Have Cards that Note What is in Food (Allergies), Be Aware You are Taking Own Risk if Food Made at Home

# Travel



# Student Travel Website

University of Texas at San Antonio - Vice President of Student Affairs Web Site - Windows Internet Explorer

UTSA The University of Texas at San Antonio

## Student Affairs

[News and Events](#)

[Tuition and Fees](#)

[Programs and Services](#)

[Student Ombudsperson](#)

[Calendar- Events, etc.](#)

[Giving to Student Affairs](#)

[Contact Us](#)

[Student Affairs Emergency Guidelines](#)

### Welcome to Student Affairs!

The Division of Student Affairs at UTSA provides a wide variety of quality programs and services designed to support student success and enrich learning and living experiences. We are committed to helping students reach their educational, personal, and professional aspirations. We also strive to help students develop leadership skills and engage them in our campus and the greater community.

Student Affairs offers and administers the services of Admissions, Financial Aid and Enrollment Services, Registrar, Student Life, Student Services, and Athletics. We urge students to explore the many opportunities to make the most of campus and community life and learning.

Google™ Custom Search

### Quick Links

- [What Does it Cost?](#)
- [Catalogs—Courses and info](#)
- [Student Information Bulletin](#)
- [Student Travel](#)
- [Student Toolbox—Resources](#)

Internet 100%



# The University of Texas at San Antonio

Student Travel Authorization must be submitted if ALL of the following are met:

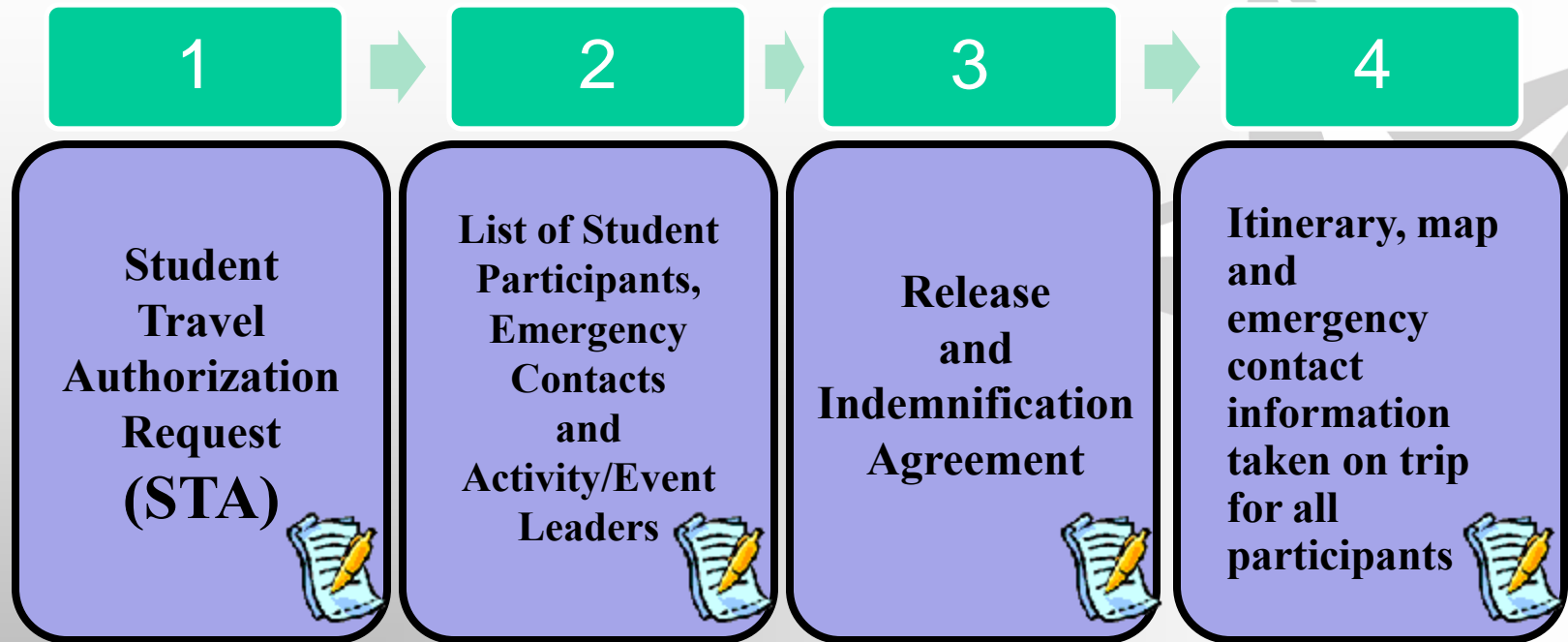
- Activity or event is planned by university faculty or staff
- University is funding or, through potential reimbursement request, may be funding activity or event
- Activity or event is approved by the appropriate university administrators
- Activity or event occurs more than twenty-five (25) miles from the applicable university campus AND
- One of the following conditions is also met:
  - Travel to activity or event is funded and undertaken using a vehicle owned, leased or rented by the university including other modes of transportation; OR
  - Attendance at the activity or event is required by a registered or sponsored student organization.



Activities or events that may be covered under this policy include the following:

- Course related field trips
- Research trips organized by a faculty member
- Campus Recreation programs
- Registered or sponsored student organization trips
- Conferences and meetings where students are serving as university representatives
- Travel for summer camps or college preparatory programs when transportation has been planned and funded by the university

# Student Travel



STA Must Be Submitted 10 Working Days /2 Weeks Prior to Trip for Approvals

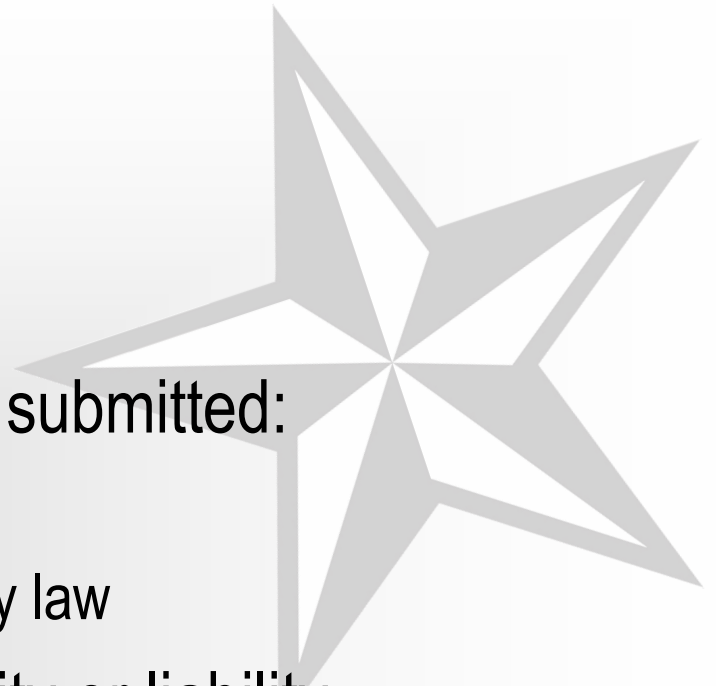
[www.utsa.edu/students/travel](http://www.utsa.edu/students/travel)

# Safe Driving Practices

- Use of rented vehicles:
  - Newer
  - More likely to be reliable than personal vehicles
  - \$\$\$ (must account for prior to trip)
- If university assists with rentals:
  - Drivers must be employees or student employees
  - Valid driver's license
  - Driver's Record Check (3-year history) annually
  - Complete university driver's training course annually

# Safe Driving Practices

- Use of personal vehicle
  - STRONGLY DISCOURAGED
  - May use when the following is submitted:
    - Valid Driver's License
    - Minimum insurance coverage by law
  - UTSA assumes no responsibility or liability
- 12 & 15 passenger vans may NOT be used in any transportation covered by the policy



# Safe Driving Practices

- Drivers
  - Must take 30 minute break for every 4 hours of driving
  - Not drive more than 10 hours in a day
  - May not drive between hours of 11pm and 6am
    - Unless due to emergencies
    - Unforeseen circumstances

# Safe Driving Practices

- Be aware of weather conditions
- Be aware of traffic (comply with all traffic laws)
- Have a co-pilot in charge of navigation, radio, A/C, phone calls, etc.
- Be aware of vehicle condition
- Do NOT transport, consume or possess alcohol or illegal substances
  - Do not go to establishments for purposes of consuming alcohol or using illegal substances

# Emergency Preparation and Response

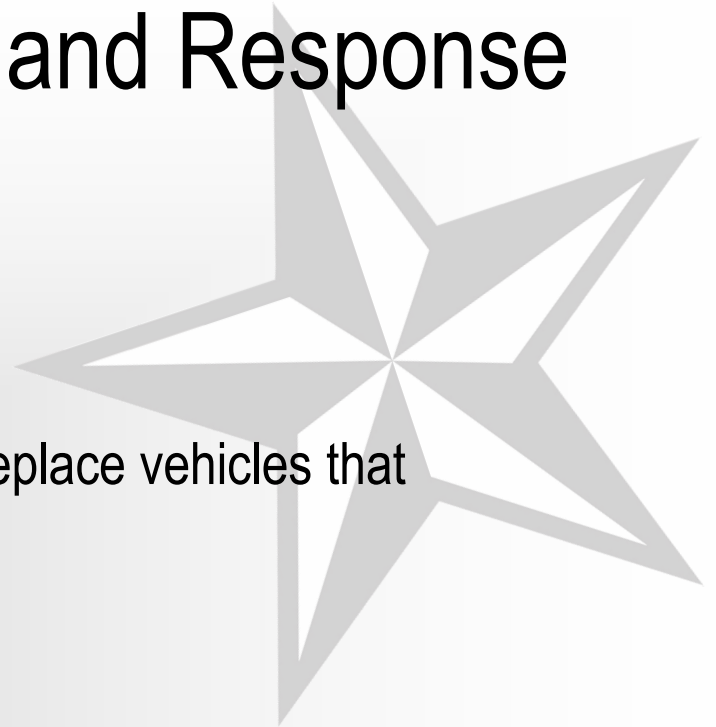
- Prior to trip
  - Have an action plan ready
    - Have approving administrator's cell/home number
  - May want to look up locations and #'s for nearby hospitals
  - Have emergency contact list with you (already on STA, so obtain a copy)
  - Be aware of participant medical needs
  - Ask participants to bring with them medical insurance cards\*\*

# Emergency Preparation and Response

- Prior to trip
  - Not required but possibly having someone certified in First Aid/CPR w/AED-Adult
  - Have first aid kit ready
  - Make sure vehicle(s) are in good condition
  - Also may want to look up possible vehicle repair locations
  - Drivers review safe driver presentation

# Emergency Preparation and Response

- During trip
  - Rental Vehicle emergency
    - Most rental places have ability to replace vehicles that breakdown
    - Have their 1-800 number on cell
  - Personal Vehicle emergency
    - Look up vehicle repair locations
    - Must be repaired at personal expense



# Emergency Preparation and Response

- During trip
  - Medical Emergency/Accident
    - TAKE CARE OF EMERGENCY SITUATION FIRST
      - Call Emergency personnel
      - Assist as needed
    - Notify approving administrator
      - This would be whomever first approved trip
      - They will handle notifications of other UTSA personnel
- After trip
  - Conduct review of trip with approving administrator

# Emergency Preparation and Response

- **\*\*Special Events Insurance Coverage**
  - Only for students without current medical insurance
  - For approved trips only
  - OPTIONAL
  - \$2 per person per day
- **Best practice**
  - Even though not required, please consider this option for those without medical insurance

# Behavior



# What to Consider

- Who do I Represent?
  - Myself
  - My family
  - My organization
  - My school



# Building and Losing Reputations

- What are some ways of building a good reputation around campus?
- What's an easy way to lose a good reputation?

# Think About It

- What can we do as leaders to not only set a good example for our organizations, but the student body as a whole?
  - On campus
  - Off campus neighborhoods, be a good neighbor
  - Meetings
  - Socials
  - Tailgating
  - Athletic Events

# Completing Compliance



# Now What?

- Pair Up with Other Member Who Attended Training
- Review SMRMT Website Resources
- Prepare a Training Using Today's Information to Educate Members
- Fill Out Compliance Form and Obtain Signatures From Those Present at Your Organization Training

# Now What?

- Review Current Policies and Risk Management for Organization
- Prepare/Update Risk Management Policy/Expectations for Organization
- Ensure Organization Members Have Access to Policy/Expectations
- Follow Your Policy/Expectations
- Continue Educating Your Membership



*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*  
*Friday, October 7 (for Fall Training)*

### **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.
- 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.



Should you have questions about this process, please contact:

Kelsey Bratcher  
Associate Director for Risk Education and Campus Programs  
kelsey.bratcher@utsa.edu  
210.458.4160



# The University of Texas at San Antonio



*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*  
*Friday, October 7 (for Fall 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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 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: \_\_\_\_\_



# Compliance Tips

- Fill Out Form Completely
- Attach Attendance List to Form
- Attach Outline of Your Meeting
- DO NOT Submit My Presentation as Your Outline or Additional Materials
- Submit Any Additional Resources, Outlines, Materials You Used





## **Kelsey N. Bratcher**

Associate Director of Student Activities  
Risk Education and Campus Programs

210.458.4160

[kelsey.bratcher@utsa.edu](mailto:kelsey.bratcher@utsa.edu)

[barr@utsa.edu](mailto:barr@utsa.edu)

[utsa.edu/sa](http://utsa.edu/sa)

[utsa.edu/sa/barr](http://utsa.edu/sa/barr)

[facebook.com/BeRowdyUTSA](https://www.facebook.com/BeRowdyUTSA)

[#UTSABARR](https://twitter.com/UTSABARR)



