



# RISK MANAGEMENT EDUCATION REQUIREMENTS

In accordance with the Chapter Management Education Certification (CMEC) Program, there are mandatory requirements for chapters to provide Risk Management Education to all members. These requirements are as follows:

- » Attendance: Every presentation must have both 85% of current members and 85% of new members present for the program to be approved. In the event that the chapter does not have a new member class, 85% of the current members must be in attendance.
- » Documentation: Upon completion of the program, the chapter's Risk Manager will submit a form on Officer Portal that will require an overview of the program, attendance information, and approval by the chapter president, chapter advisor, and a member of the National Headquarters staff before the program is considered approved and submitted. The attendance will be submitted electronically based on the chapter's roster in Officer Portal. It is recommended that the chapter takes attendance through a sign in sheet at each program to ensure accuracy of attendance prior to the electronic submission.
- » Fall Term Program: During the fall term, every chapter is required to have an educational program dedicated to Alcohol & Drug Abuse. Specific, suggested focus areas of this presentation are listed on page 3 of this document.
- » Spring Term Program: During the spring term, each chapter is required to have an education program on another risk management topic of their choosing. Approved topic areas are listed on pages 3-5 of this document.

## CHAPTER SERVICES CONSULTANT (CSC) VISIT

During his visit, the chapter's assigned Chapter Services Consultant will give one presentation to the chapter. During one of his visits, he will give the Ladder of Risk Presentation, which will count for the General Fraternity Insurance Coverage & Risk Management Policy Review program. During the other visit, he will give the Social Strengths program which will count for Sexual Violence Prevention program. The chapter must meet the attendance requirement as listed above for both of these programs (85% of current active members and 85% of current new members).

## LIABILITY INSURANCE REDUCTION OPPORTUNITY

To be eligible for a liability insurance reduction of 10%, chapters must successfully hold a minimum of six (6) presentations that cover each of the program topics in the Risk Management Education Outline during an academic year. Three (3) programs will be fulfilled through the fall and spring semester programming requirements. The three (3) additional programs may be presented at any point during the year.

Chapters that complete all six programs, submit the Risk Management Education Program forms within the same academic year, and are not currently in the high risk tier for a past risk management violation are eligible for a 10% discount on their annual liability insurance premium the following academic year. To receive credit, the following criteria must be met:

- » All programs must be completed by a qualified and knowledgeable professional in the topic area
- » All six programs must be completed during the same academic year

- » Every presentation must have both 85% of current members and 85% of new members present for the program to be approved. In the event that the chapter does not have a new member class, 85% of the current members must be in attendance.
- » Six Risk Management Education Certification forms must be completed and submitted to the Fraternity Headquarters prior to the end of the academic year in Officer Portal

*Note: Chapters that are completing these programs as a result of a violation/sanction must adhere to these same criteria to be removed from the high-risk tier.*



## RISK MANAGEMENT EDUCATION PROGRAM TOPICS

The following topics are recommended to be included as part of your risk management education. If you have an additional topic you would like to be considered to count as part of your liability insurance reduction, make sure to contact Andrea Kleekamp, Director of Health and Wellness, at [ark@phikappapsi.com](mailto:ark@phikappapsi.com) for approval. Most colleges and universities have staff members available to present on these topics. You may also utilize community organizations and resources for these requirements. If you need help identifying someone to provide a presentation to you, please contact Andrea Kleekamp, Director of Health and Wellness, at [ark@phikappapsi.com](mailto:ark@phikappapsi.com).

Alcohol & Drug Abuse - Alcohol and drug abuse programs focus on the effects of alcohol and illegal drugs. They include signs and dangers of addictive behavior. They focus on available resources to support those suffering and recovering from addiction.

Campus/community offices that could potentially present on this topic: Alcohol & Drug Education, Student Health Services, Counseling Center and/or Student Conduct

### *Potential Areas of Focus:*

- » Effects of alcohol and drugs on the body
- » Myths of alcohol and drug use
- » Alcoholism
- » Signs of abuse and addiction
- » How to talk to someone who may be suffering from substance abuse/addiction
- » Long-term impacts of substance abuse

## HAZING & FRATERNITY EDUCATION

Anti-hazing programs focus on review of policies and definitions of hazing. They identify what hazing is and how it can impact new members. These programs stress the importance of a positive new member experience and provide information on how to build this type of program.

Campus/community offices that could potentially present on this topic: Fraternity & Sorority Life and/or Student Conduct

### *Potential Areas of Focus:*

- » Phi Kappa Psi Policies, including Statement on Fraternity Education & Edict of Executive Council
- » University Policies & State Laws regarding hazing
- » NIC Statement on Hazing & Pre-Initiation Activities
- » Alternatives to hazing to build brotherhood
- » Resources for reporting hazing

## SEXUAL VIOLENCE PREVENTION

Sexual violence prevention programs explain culture and behavior that can perpetuate sexual violence. These programs focus on how to establish consent and create healthy relationships. These programs explain strategies to intervene in problematic situations and ways you can support survivors.

Campus/community offices that could potentially present on this topic: Sexual Violence Prevention Services, Community Rape Crisis Center, Student Health Services and/or Title IX Office

### *Potential Areas of Focus:*

- » Consent
- » Characteristics of healthy and unhealthy relationships
- » Facts and statistics about sexual assault
- » Creating healthy, safe environments and events
- » Resources for reporting sexual assault
- » Role of bystanders in sexual violence prevention
- » Role of masculinity and socialization in sexual violence
- » Understanding and avoiding sexism (e.g. party themes)

## MEN'S HEALTH

Men's health program focus on common health concerns affecting men. These programs include information on preventative care and available campus resources. These programs focus on reducing the stigma of men seeking help and work to establish a supportive chapter environment where individual health is a priority.

Campus/community offices that could potentially present on this topic include: Student Health Services, Counseling Center and/or Health Education

### *Potential Areas of Focus:*

- » Mental Health Concerns
- » Sexual Health & Sexually Transmitted Infections (STIs)
- » Healthy habits - Eating, Sleeping, Living Environments & Physical Fitness
- » Resources for preventative care
- » How to talk to someone when you have concerns about their health and well-being

## FIRE PREVENTION PROGRAM

Fire prevention programs focus on creating a safe chapter environment. Often, these programs will include demonstrations and activities to learn proper procedures for incidents.

Campus/community office that could potentially present on this topic include: Fire Marshal and/or Local Fire Department

*Potential Areas of Focus:*

- » Fire drill at facility and review of evacuation procedures
- » Fire prevention policies and procedures for the facility
- » Fire escape tips
- » Usage of fire extinguishers
- » Common fire hazards

## GENERAL FRATERNITY INSURANCE COVERAGE & RISK MANAGEMENT POLICY REVIEW

Policy programs focus on a review of the current policy and expectations.

Campus/community office that could potentially present on this topic include: Headquarters Staff and/or Chapter Advisor

*Potential Areas of Focus:*

- » Review and discussion of fraternity's general risk management policy
- » Review of general insurance policy, including, coverage limitations, exclusions, cost and named insured
- » Explanation of Risk Management Committee and role they play in the organization
- » Role each member plays in risk management and prevention
- » Educational opportunities for risk management education

## CRIMINAL LIABILITY & BASIC LEGAL CONCEPTS

Criminal liability and basic legal concepts focus on the legal aspects of organizational membership and activity. They explain how individual decisions and policy violations can have a legal repercussion for both the chapter and individual, as well as the long-term impacts.

Campus/community office that could potentially present on this topic include: Student Legal Services, Local District Attorney, Local Attorney

*Potential Areas of Focus:*

- » Criminal Liability associated with a fraternity
- » Legal Concerns/Issues around Alcohol - Organizational & Personal
- » Legal Concerns around Hazing
- » Legal Concerns around Sexual Assault
- » Current Legal Issues, including social event accidents and death
- » Chapter officer/member liability for chapter actions



# RISK MANAGEMENT EDUCATION PROGRAM PLANNING & CONSIDERATIONS

To ensure a successful chapter risk management program, including an education component, a chapter officer should be responsible for coordination of the program. This can become the main focus for the Risk Manager, VGP, or other appropriate officer. A component of this program is coordinating presentations.

Before scheduling a presentation, it can be helpful to spend some time thinking about why an educational program might be most beneficial. Spend some time as a committee and/or executive board considering the following questions:

- » What are current issues with our members? In our Greek community? On our campus?
- » What types of programs do our members respond best to?
- » What program would help to make our chapter a healthier, safer organization?

When contacting a presenter, there will be some logistics to consider and arrange. Make sure you have the following information available for your presenter:

- » Who is going to be in attendance?  
*Share how many members should be in attendance. You do not need an exact count. Providing a range for a presenter allows them to determine appropriate format and activities.*
- » What program are you looking for?  
*Share the general topic you are looking for the presenter to cover. If the office has “pre-packaged” presentations, mention the specific presentation you believe would work in your request. If you are looking for the presentation to focus on a specific issue or aspect of the topic, mention this. If you find there is a presentation type that works well for your chapter (e.g. interactive, small group discussions, etc.), share this with your presenter.*
- » When do you want this presentation?  
*Identify a preferred date and time for your presentation. If there are some additional dates that are options, share these, as well. When requesting the presentation, you should either ask the presenter how long their program takes and/or provide a desired length of time. It is recommended that all presentations are at least 45 minutes long.*
- » Where will this presentation be?  
*Provide a meeting location to the presenter. Make sure the presenter is comfortable in this space. Ask about the need for technology, and secure this if needed. If your chapter facility/regular chapter meeting room won't work, reserve another space on-campus.*
- » Why are you doing all this?  
*Explain the Risk Management Education program requirements and/or if this is part of another requirement (e.g. sanction). Indicate what you hope your members will gain from this presentation which may include points from your initial planning discussions.*



As a presenter will be a guest of the organization, it's also important to be professional and accommodating. Presenters should be contacted a minimum of two weeks prior to the presentation, although the ideal scheduling would be four to six weeks out. Prior to the presenter's arrival, assign a member to be the presenter's host. This member should greet the presenter and get them anything they might need and stay with them throughout their time with the chapter. If you are eating a meal prior to the presentation, invite the presenter to join. Following the presentation, send a thank you card (can email, but not ideal) to the individual.

In your officer notebook and/or files, make sure to provide an assessment of the presentation. Write what went well and anything that did not. Make note if you would recommend utilizing this office/presenter, and include contact information for future officers.