



Risk Management Education Expectations

Below is an overview of risk management education expectations for all Phi Kappa Psi chapters and colonies.

- » 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 the Phi Psi Portal that will require an overview of the program, attendance signature list, 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 requirement is checked by the status of members on the roster on the Phi Psi Portal on the date of the presentation.
- » Risk Management Programs: The approved topic areas are listed on pages 2-5 of this document.

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.
- » All presentations 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 Phi Psi Portal.

High Risk Insurance Tier Reduction

Chapters who are in the High Risk Insurance Tier for the 2019-2020 academic year are for one of the following reasons: a.) the chapter has failed to complete the two (2) required risk management education programs during the last academic year and/or b.) the chapter received a risk management violation during the last academic year.

To reduce the chapter's insurance tier from High Risk to Normal, the following criteria must be met along with not having any Risk Management Violations:

- » 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 Phi Psi Portal.



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 Brian Kochheiser, Director of Chapter Services & Standards, at btk@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 Brian Kochheiser, Director of Chapter Services & Standards, at btk@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



General Fraternity Insurance Coverage & Risk Management Policy Review

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

Headquarters Staff, Chapter Advisor, or even your campus Greek Advisor can present on this topic

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

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)

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



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 another 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 office

