

eCHECKUP TO GO Ad-hoc Committee**December 20, 2012****Program Implementation Recommendations**

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M. Alcantara, R. Iñiguez, B. Scogin and K. Yarmo met to follow up from the December 6th meeting. The following recommendations were developed to implement eCHECKUP TO GO ALCOHOL on the Fresno State campus.

Target Group: all new undergraduate students (freshmen and transfer) entering Fresno State in the Fall 2013 semester

Purpose: As one component to a comprehensive alcohol, tobacco and other drug program, participation in the eCHECKUP TO GO assessment will enable Fresno State to reach students, before they start their academic careers, and encourage them to assess their own risk for alcohol abuse, educate them on alcohol safety tips, as well as give them strategies for student success.

Level of Mandate: “soft mandate” whereby students will be told about the requirement to complete eCHECKUP TO GO however it will not impact their ability to register for classes

Implementation Steps:

1. A letter will be sent to both the new student and parent/guardian by the President of the University in either late spring or early summer notifying them of the eCHECKUP TO GO requirement, along with a link to translated letters in Spanish and Hmong for those non-English speaking parents. This letter will also refer parents to a link that gives them suggestions on how to talk to their college students about alcohol safety.
2. New students will be given a reminder about the eCHECKUP TO GO requirement at Dog Days in the form of a pen as well as a banner on stage at the SSU.
3. New students checking into University Courtyard will be given another reminder in the form of:
 - a. A key chain for their new dorm keys with one side reminding them of eCHECKUP TO GO and the other side giving them the signs of alcohol poisoning/overdose with a phone number to campus police
 - b. A reminder leaflet at the Information Fair
 - c. Reminder table tents placed on tables during their first meal at the RDH
4. Send a reminder email to new students who have not completed eCHECKUP TO GO.
5. Added as of 1/30/13: invite same group of students to take the eCHECKUP TO GO assessment six months later to assess any changes in behavior. Furnish them with opportunity to win prize raffle.

Timeline:

1. Late spring/early summer – letter from President to go out to all new students and parents/guardians about eCHECKUP TO GO requirement
2. Dog Days – pens distributed as well as banner posted
3. University Courtyard Move In Day – distribution of key chain in all dorm rooms
4. First Meal in RDH – placement of table tents
5. University Courtyard Information Fair – distribution of reminder leaflets
6. Monday, August 19th – reminder email to go out to students who have not yet completed eCHECKUP TO GO survey
7. Friday, August 23rd – deadline by which students will be required to complete eCHECKUP TO GO survey
8. Added as of 1/30/13: February 23rd – deadline by which students will be re-invited to complete eCHECKUP TO GO survey

Content of Letter from President:

1. Use wording that eCHECKUP TO GO survey is required.
2. Discuss philosophy of University, the University's alcohol policy as well as the fact that alcohol safety is Fresno State's priority.

Next Steps:

1. Purchase eCHECKUP TO GO survey from SDSU.
2. Tailor eCHECKUP TO GO to Fresno State.
3. Confirm exact dates of activities such as Dog Days, University Courtyard move-in day, Housing Information Fair, date of first meal at RDH.
4. Obtain commitment from new University President to sign letter.
5. Draft letter from President.
6. Translate letter into Spanish and Hmong.
7. Identify website or create pdf that gives parents tips on how to talk with their college-aged kids about alcohol safety.
8. Purchase and create artwork for pens, banner and key chains.
9. Draft email reminder to student.
10. Contact University Communications to identify email merge program to send reminder to students about eCHECKUP TO GO.
11. Added as of 1/30/13: identify incentive prize raffle for six month follow-up, draft follow up email or letter to students inviting them to complete eCHECKUP TO GO survey.