

Truth Initiative®
Tobacco-Free College
Program:
A Guide For Policy
Implementation and
Enforcement



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OVERVIEW OF TRUTH INITIATIVE TOBACCO-FREE COLLEGE PROGRAM

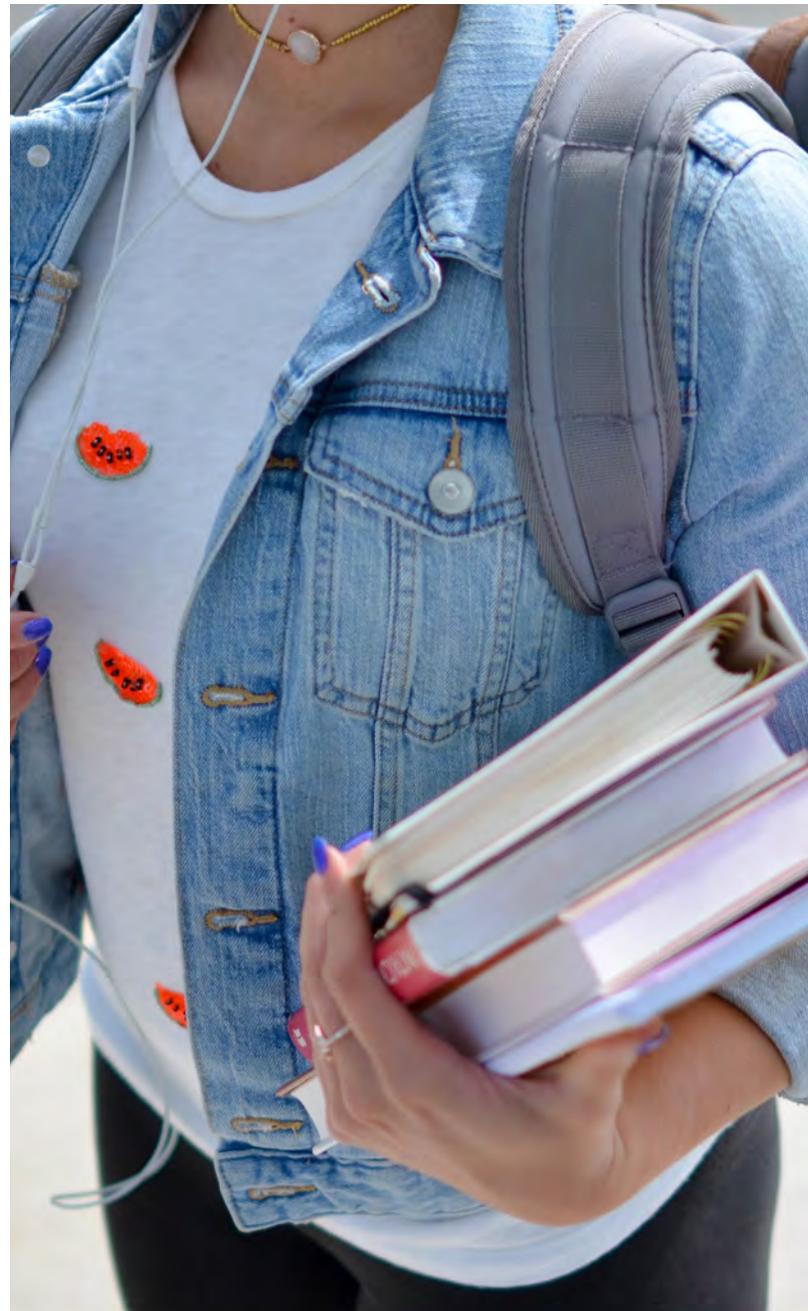
Truth Initiative is America's largest nonprofit public health organization dedicated to making tobacco use a thing of the past. We speak, seek and spread the truth about tobacco through education, tobacco control research, policy studies and community activism and engagement.

Our college initiatives work to reduce the prevalence of tobacco use and secondhand smoke exposure among students, faculty and staff and raise awareness of tobacco issues on campus communities across the country. With **99 percent of smokers starting before age 26**, college campuses are critical to preventing young adults from starting tobacco use, aiding current smokers in quitting and reducing exposure to secondhand smoke for all.

Support for comprehensive smoke- or tobacco-free policies on college campuses has skyrocketed in recent years. The number of colleges and universities with 100 percent smoke- or tobacco-free policies has dramatically increased from just 446 campuses in 2010 to 2,064 campuses in 2017.

Since 2015, Truth Initiative has awarded funding to 135 historically black colleges and universities and community colleges to advocate for, adopt and implement a 100 percent smoke- or tobacco-free policy. In 2017, Truth Initiative expanded the program to all minority-serving institutions and community colleges. These institutions largely serve students who are at the highest risk of becoming smokers, including racial and ethnic minorities and low-income students.

Grantees receive technical assistance through webinars, learning communities and one-on-one consultations throughout the grant period. Grants support efforts to engage and mobilize the student population and create support among faculty, staff and administration with the goal of adopting and implementing a 100 percent smoke- or tobacco-free policy at minority-serving institutions or community colleges. The policy must be collegewide, affecting all campuses.



99% of smokers start smoking before age 26.

WHAT IS A 100 PERCENT SMOKE- OR TOBACCO-FREE CAMPUS POLICY?

A **100 percent tobacco-free policy** prohibits the use of any tobacco product, including, but not limited to: cigarettes, cigars, cigarillos, small cigars, pipes, hookah, smokeless tobacco (otherwise known as dip, chew, snuff, spit and snus) and other smokeless products. It can also include nicotine delivery devices such as electronic cigarettes.

The primary concern of a tobacco-free policy is overall health, sanitation and the environment.

A comprehensive tobacco-free policy may also address tobacco sales, marketing, sponsorship and investments.

A **100 percent smoke-free policy** is one that prohibits the use of smoke-producing tobacco, such as cigarettes, cigars, cigarillos, small cigars, pipes and hookah. It can also include nicotine delivery devices such as electronic cigarettes. **The primary concern of a smoke-free policy is secondhand smoke.**

A 100 percent smoke-free policy is one that prohibits the use of smoke-producing tobacco, such as cigarettes, cigars, cigarillos, small cigars, pipes and hookah.

With either policy, smoking and/or the use of smokeless tobacco products are strictly prohibited in all indoor and on all outdoor campus property, including parking lots, facilities and vehicles, whether owned, rented or leased. Designated smoking areas on campus are prohibited. **The policy applies to all students, faculty, staff and other persons on campus**, regardless of the purpose for the visit.

Truth Initiative recognizes and honors the fact that tobacco may have a sacred cultural place in American Indian life. Tobacco used for **sacred, ceremonial or traditional purposes** may be exempt from policies.



POLICY IMPLEMENTATION

HOW TO GET STARTED

Campus leaders — students, staff and administrators — form a task force and develop a step-by-step plan for achieving a campus policy.

The plan includes reaching out to campus groups like the health and wellness program, creating a coalition or sub-committee to assist with tasks, such as drafting a policy recommendation like the [model policy provided by the Americans for Non-Smokers' Rights Foundation](#) (sample policies from grantee institutions are included on [page 11](#)) and identifying culturally-appropriate resources for quitting smoking.

At the beginning of the effort, it is critical to **gather data** to assess the campus community and consider possible oppositions to going tobacco-free (refer to [page 13](#) for an environmental scan and survey that can help with this assessment).

There will be those who don't believe that tobacco use is an issue on their campus. **The assessment results will give you valuable insights** — and often show that most people support a policy change. The assessment findings will also help you educate the community by revealing facts, such as [the types of tobacco products that are most commonly used by college students](#).

DEVELOP A PLAN

Develop an implementation plan to roll out and celebrate the new policy. A plan may include events and activities to help raise awareness and educate members of the campus community.

Activities might include tabling to encourage students to sign a smoke-free pledge, smoke-free poetry readings or tobacco-free themed sports tournaments. It is also a good idea for the task force to host town hall meetings where members of the community can learn about the benefits of a tobacco-free campus.



An implementation plan may include events and activities to help raise awareness and educate members of the campus community, such as:

- > tabling to encourage students to sign a smoke-free pledge
- > smoke-free poetry readings or tobacco-free themed sports tournaments
- > town hall meetings

TIPS FOR IMPLEMENTATION

1. The road to successful implementation starts with an **informed community**. It is key to be sure that your campus community is aware of the policy change in advance.
2. Secure campus **influencers** and organizations as public supporters of the policy.
3. Invite partners and members of the **local community** to participate in celebrating policy implementation.
4. On the effective date of the new policy, make sure that **signage** is in place and **ashcans** have been removed from campus.
5. It is important to make sure that a plan for offering **quit-smoking resources** is prepared, and that those who wish to quit smoking have easy access to the resources offered (which can include quit kits, counseling, referral to a partners' services, etc.).
6. Include the new policy requirements in staff and student **handbooks** and in all **vendor contracts**.
7. Enlist supporters to hand out **flyers** that remind people about the new policy and include quit-smoking support information.
8. Ask all **school employees** for help with enforcement, including politely asking violators to take tobacco off campus (refer to [page 28](#) for an example of what to say to help with compliance).
9. Have a clear **message** as to why the policy was put in place and how the campus community benefits from a smoke- and tobacco-free environment.
10. After some time has passed, **evaluate** the effectiveness of the policy and see what adjustments can be made in your enforcement and education efforts.



POLICY ENFORCEMENT

With more than 2,000 U.S. colleges with a 100 percent tobacco- or smoke-free policy, enforcement approaches vary. Regardless of the approach, the policy should include enforcement language and the date the policy takes effect. The department or group responsible for enforcement should be clearly designated in the policy. Enforcement will be more successful if you have the responsible parties' buy-in, provide training to staff and update campus citation with enforcement codes.

Enforcement can be further detailed in an implementation plan that includes steps to communicate the policy to campus members and the public, a plan to help campus members quit tobacco use and an assessment on policy awareness and effectiveness.

ENFORCEMENT OPTIONS

PUNITIVE APPROACH USING FINES OR CITATIONS

Some colleges choose to enforce a tobacco-free policy by issuing monetary fines.* Fines can be set as the same amount per violation (e.g., a \$25 fine per violation) or a tiered system based on the number of violations (e.g., a written warning for the first violation, followed by a \$25 fine for the second violation and a \$50 fine for the third violation). There is no magic number to the fine amount. In general, fines range from \$25 to \$75 per violation. Some colleges waive the fine if the violator participates in a quit-smoking program or online training about the policy.

Other colleges elect to write the policy into the student code of conduct and personnel procedures. The standard protocol for a policy violation should apply. For example, after a student or staff member receives multiple written citations for policy violations, they may meet with the dean of students or human resources director for disciplinary action that could range from community service to disciplinary probation.

More than 2,000 U.S. colleges have a 100% tobacco- or smoke-free policy.

**A note to California colleges: Under state law, public colleges and universities can determine if they want to fine violators and, if so, the amount of the fine, which is not to exceed \$100. The law stipulates that all funds collected must be used to support the campus tobacco-free policy, but the college can decide how the funds are allocated.*

SOCIAL NORMS APPROACH TO PROMOTE COMPLIANCE

Colleges may choose to take a non-punitive approach to promote policy compliance with a focus on education and culture change.

For example, **some colleges have had success with paid or volunteer student ambassador programs.** Student ambassadors are trained to approach violators with scripted techniques to inform about the policy, ask for cooperation in observing it and refer those interested in quitting to the appropriate resources. Training often includes how to respond to confrontational situations and document and report violations. In addition to training, student ambassadors may distribute policy reminder cards with quit-smoking resources.

Colleges may also choose to allow **campus members to report violations through an online form** to collect information on where and when campus members are using tobacco. This provides the college with information about smoking hotspots.

POLICY SUSTAINABILITY

The best way to ensure that a new smoke- or tobacco-free policy continues to be effective is to plan and improve your capacity for sustainability. Many factors contribute to the ongoing success of a smoke- or tobacco-free campus initiative.

ASSESS

Take time to reflect on the initiative's progress.

What resources will you continue to have? Who are your partners? What are their roles and responsibilities? What efforts have been most effective? Which efforts or elements are indispensable? Once you have a clear picture of what has worked on campus, identify measures to continue to work on and/or new strategies to enact. Consider elements or tasks for a partner to take on.

FUNDING

Funding can be a major determinant of the work the sustainability team can execute, and there are options of other funding resources you might seek out. For instance, you can try looking to the Substance Abuse and Mental Health Services Administration, BlueCross/BlueShield, state and local tobacco control programs, the local health department and medical associations or other community organizations whose goals may align, or overlap, with yours. You might choose to participate in National Kick Butts Day, for which the sponsoring organization, Campaign for Tobacco-Free Kids, offers grants. The American Heart and American Lung Associations often have tobacco programming and a vast number of local offices that may be willing to help. While a single organization may not provide continuous funding, they may consider sponsoring specific events or activities on campus.

Consider in-kind materials or resources from local businesses, who could also benefit from the heightened brand/company visibility and exposure you could provide. Reaching out to other organizations or businesses can help you to expand your task force membership and connect with the community to find champions and supporters both on and off campus.

“One of our grantees utilized a psychology class to design and conduct campuswide assessments on tobacco knowledge, attitudes and behaviors.”

CAPACITY AND PARTNERSHIPS

Consider what tasks can be delegated to others and assess existing resources available on campus. Are there programs and students that could help? For example, one of our grantees utilized a psychology class to design and conduct campuswide assessments on tobacco knowledge, attitudes and behaviors. Can you offer internships, work studies or credit hours for student involvement? You might also consider merging with an existing group on campus that focuses on health and wellness. Perhaps there is an opportunity to partner with a service-learning class.

It is important to keep in mind that you may have allies in unconventional places. Tobacco is not only a public health issue — it is also a social justice issue. It disproportionately impacts racial and ethnic minorities, low-income populations, the LGBTQ community and individuals with mental health conditions, who have all been exploited by the tobacco industry. Additionally, cigarettes are the most littered item in the world, making tobacco an important environmental issue.

However your task force decides to move forward, be sure to craft a plan and document it. This guide includes a sustainability planning template included on [page 19](#), which includes sections to help you think through the various areas you may want to focus. Your team may not choose to address every subject area, but you should consider the template a working document that you continue to update, revise and assess as your initiative continues.

CASE STUDIES

Many colleges and universities have implemented smoke- and tobacco-free policies with the help of Truth Initiative. Below are examples of how grantees of the Truth Initiative Tobacco-Free College Program have passed policies. These case studies have been compiled with information provided by the institutions.

SHAW UNIVERSITY

Shaw University, in Raleigh, North Carolina, is one of the oldest HBCUs in the nation. Founded in 1865, Shaw has a student enrollment of about 1,800 and 100 employees.

The project had the **support of Shaw's president and continued to be supported through shifts in administration.** With the director of the counseling center as the leader, the university built a diverse task force that involved student leadership in the initiative. The task force worked closely with the vice president of student affairs and the student activities coordinator to secure student support.

The project began in late spring 2015 and the new policy passed in August 2016. The team worked to educate the campus about the dangers of tobacco using creative channels and messaging.

It utilized **social media** for peer-to-peer education and promotion, made sure to have a presence at large **campus events** and collaborated with different departments across campus, such as the athletic department, to help spread the word. The task force also hosted **seminars** featuring demonstrations of quit-smoking tools, and gave out **quit journals** to motivate and educate those trying to quit. It also provided **quit kits** with DVDs, nicotine gum, patches and reading materials, recognizing that some individuals may respond better to certain methods than others.

To help ensure awareness of the new smoke-free policy, which no longer supports designated smoking areas, Shaw's task force **purchased new signs** displayed in front of the main building by the student union and in front of several campus



[CASE STUDY: SHAW UNIVERSITY]

The team worked to educate the campus about the dangers of tobacco using creative channels and messaging. It utilized social media for peer-to-peer education and promotion.

buildings, including on satellite campuses. The task force observed some student resistance when it enacted the policy, and administrators questioned if it was worth the effort. In response, the task force stressed the importance of protecting the **health of the community** and highlighted that the policy would be an **asset for recruitment and retention.**

Shaw University's smoke-free policy does not have punitive repercussions for smoking. Any policy violation is treated like other offenses, as enumerated in the student code of conduct, and handled by student judicial services. Administrators are responsible for monitoring staff compliance. The task force continues to promote the policy and focus on shifting the culture of smoking on campus.

CUYAHOGA COMMUNITY COLLEGE

Cuyahoga Community College, in Cleveland, Ohio, serves more than 55,000 credit and non-credit student annually with just over 4,000 employees. It is the state's first community college and has become widely known as Tri-C, since its opening in 1963.

Led by the director of health and wellness and the joint faculty senate chairperson, the move to become 100 percent tobacco-free had the support of the college president and the president's cabinet. With their help, the director secured the support and **buy-in of all administrative leadership** to become tobacco-free. The director also met with all **union leadership** and got their approval on the project as well. From there, she formed an **advisory board** and a tobacco-free **task force** made up of various groups, including smokers and nonsmokers, union and non-union, administration, finance and students.

The task force was a collaborative group that provided the boots on the ground and did the work to get things done. The advisory board acted as a governing body to vet major decisions regarding policy, branding and messaging.

Planning began in March 2015 and it took a couple of months to build the task force, which worked to educate the campus community about the issue of tobacco and write a new policy. After close to a year of work, in May 2016, Tri-C's 100 percent tobacco-free policy was presented to the board. The board passed the policy and it went into effect in the fall of that same year. The tobacco-free task force began to implement the new policy in August 2016.

The task force conducted a **survey** of the campus community to assess the attitudes and perceptions of a tobacco-free policy. To educate the campus and help implement the new policy, the task force made presentations about the initiative, named "**Breath Free Tri-C**," to the president's council and cabinet. It also hosted town hall meetings open to staff and students on all four Cuyahoga campuses between February and March 2016. Each campus also participated in the **American Cancer Society Great American Smoke-Out** that year, with free **quit kits** and activities like lung capacity tests.



[CASE STUDY: CUYAHOGA COMMUNITY COLLEGE]

The task force planned a communications strategy and marketing plan for the project leading up to the official implementation.

The task force planned a **communications strategy and marketing plan** for the project leading up to the official implementation. There was an initial rollout with the messaging "Our Tobacco-Free College Coming Fall 2016." The task force created posters, signs and decals that were placed in high traffic areas across all campus building locations to increase policy awareness and provide information about the policy and what it meant, as well as the benefits of quitting. Signage about designated smoking areas and ashtray receptacles were also removed from campuses.

The college also created a "**Breath Free Tri-C**" **website** to support the project and provide more detailed information. The website contains information on the quit-smoking resources available to students, faculty and staff. Additionally, four members of the tobacco-free task force were trained as facilitators for the **American Lung Association's Freedom From Smoking®** program. The task force used the third year of the project to focus heavily on campus quitting efforts.

There are no punitive repercussions for smoking or using tobacco products on campus. The college instead opted to focus on heightening awareness and encouraging ownership of the policy and its enforcement. For example, instead of “No Smoking” signs, the policy signs read “Thank you for respecting our tobacco-free campus.” Any disciplinary action regarding policy violations will follow the college’s policy for student and staff code of conduct violations.

The Tri-C team conducted a **pre-observational assessment** of where people were smoking and will conduct a follow-up assessment to measure any changes and progress. They will also do a follow-up survey with the campus population about the newly enacted policy.

SAMPLE POLICIES

[Morgan State University Smoke/Tobacco-Free Campus Policy](#)

[Mineral Area College Tobacco-Free Administrative Procedure](#)

[Southern University System Tobacco-Free Policy](#)

ADDITIONAL RESOURCES

EXAMPLE PROGRAM WEBSITES AND FAQs

[Jamestown Community College](#)

[University of Kentucky](#)

[California State University, North Ridge](#)

[Cuyahoga Community College](#)

[Heartland Community College](#)

[Mineral Area College](#)

[University of Santa Cruz](#)

JOURNAL ARTICLES ON POLICY COMPLIANCE

[The carrot and the stick? Strategies to improve compliance with college campus tobacco policies](#)

[A Tobacco-Free Campus Ambassador Program and Policy Compliance](#)

ENVIRONMENTAL SCAN AND SURVEYS

[Environmental scan and surveys](#)

(See Appendix I on page 13)

SUSTAINABILITY PLANNING TEMPLATE

[Sustainability planning template](#)

(See Appendix II on page 19)

EXAMPLE SIGNAGE AND ENFORCEMENT CARDS

[Example signage and enforcement cards](#)

(See Appendix III on page 25)

EXAMPLE ENFORCEMENT SCRIPTS

[Example enforcement scripts](#)

(See Appendix IV on page 27)

ACKNOWLEDGEMENTS

The HBCU Core Team

HBCU Steering Committee

African American Tobacco Control Leadership Council (AATCLC)

American Nonsmokers' Rights Foundation

Campaign for Tobacco-Free Kids

Delta Sigma Theta Sorority Inc.

Louisiana Campaign for Tobacco Free Living

National African American Tobacco Prevention Network (NAATPN)

Tobacco-Free College Campus Initiative

U.S. Department of Health and Human Services (Office of the Surgeon General and Office of the Asst. Secretary for Health the National Pan-Hellenic Council)

Community College Advisory Team

Former Surgeon General Dr. Regina Benjamin (Champion of The HBCU Program)

For more information on the Truth Initiative Tobacco-Free College Program, visit truthinitiative.org



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 @truthinitiative

APPENDIX I: ENVIRONMENTAL SCAN AND SURVEYS

d. Investing in tobacco companies?

Yes No Unsure Comments: _____

Date collected: _____ *Source:* _____

e. Tobacco company sponsorships of events?

Yes No Unsure Comments: _____

Date collected: _____ *Source:* _____

f. Tobacco company participation in campus career fairs & other recruitment activities?

Yes No Unsure Comments: _____

Date collected: _____ *Source:* _____

Campus Environmental Scan

Key Resources:

- Personal observations—walk through campus and note what you see.
- Key informants interviews with personnel from Health Services, Facilities, & Campus Security.

40. Are there “no smoking” or “no tobacco” signs posted around campus?

Comments: _____

a. Campus buildings Yes No _____

b. Dorms Yes No _____

c. University centers Yes No _____

d. Campus store Yes No _____

e. Gymnasium Yes No _____

f. Library Yes No _____

g. Bookstore Yes No _____

h. Eateries Yes No _____

i. Bars Yes No _____

j. Athletic fields/arenas? Yes No _____

k. Other: _____

41. Does the placement of these signs align with your current campus policy?

Yes No Comments: _____

APPENDIX I: ENVIRONMENTAL SCAN AND SURVEYS

42. Have you seen ashcans:

a. Right outside doors? Yes No _____

b. 1-5 ft. from doors? Yes No _____

43. Does the placement of ashcans align with your current campus policy?

Yes No Comments: _____

44. Are there designated smoking shelters on campus? If so, how many and where are they located (proximity to buildings).

Yes No Locations: _____

45. Is there litter caused by cigarettes, cartons or wrappers on campus?

Yes No

46. What are the costs of removal of butts on campus? _____

(Ask the Maintenance and Landscape personnel or your Environmental Health & Safety Committee)

Date collected: _____ *Source:* _____

Experts recommend completing questions 46-48 multiple times, on different days of the week, times of day and year, as the results can vary. Responses from three separate observations can be noted below. Attach additional pages as necessary.

47. Where do people smoke on campus when the weather is nice?

Observation #1 Date: _____

Notes: _____

Observation #2 Date: _____

Notes: _____

Observation #3 Date: _____

Notes: _____

APPENDIX I: ENVIRONMENTAL SCAN AND SURVEYS

48. Where do people smoke on campus when the weather is bad?

Observation #1 Date: _____

Notes: _____

Observation #2 Date: _____

Notes: _____

Observation #3 Date: _____

Notes: _____

49. Are there particular areas where litter is common? Where?

Observation #1 Date: _____

Notes: _____

Observation #2 Date: _____

Notes: _____

Observation #3 Date: _____

Notes: _____

You may also consider conducting a litter butt cleanup to quantify how much litter is produced by cigarette butts on campus. See the "[Campus Cigarette Butt Clean-up Guide](#)" for more details on how to plan and implement a clean-up event on your campus.

Please plan to share the results of this problem analysis worksheet with your local campus task force.

APPENDIX I: ENVIRONMENTAL SCAN AND SURVEYS

Sample Student Survey

You are invited to take part in a survey conducted by (*insert survey sponsors*). In this survey we hope to learn about views on tobacco and secondhand smoke. Your participation in this survey is completely voluntary and confidential. No personal information will be collected or reported so feel free to answer honestly. Your participation will help shape college policy on smoking and tobacco.

1. Your gender: Male Female

2. Status (primary): Student Staff Faculty

3. College Level:
 Freshman Senior
 Sophomore Graduate
 Junior Not applicable (employee)

4. Secondhand smoke is smoke from someone else's cigarette, cigar, or pipe that you breathe. How often would you say you are exposed to secondhand smoke on campus?
 A few times a day
 Every day
 A few times a week
 A few times a month
 Less than that or never

5. Would you say secondhand smoke on campus typically bothers you a lot, a little, or not at all?
 A lot
 A little
 Not at all

6. Have you experienced any immediate health effects from secondhand smoke on campus, such as coughing, wheezing, asthma attack or allergic reaction?
 Yes
 No

APPENDIX I: ENVIRONMENTAL SCAN AND SURVEYS

7. Do you agree or disagree with the following statement: It is okay for colleges to prohibit smoking on campus if that is necessary to keep secondhand smoke away from other students and staff.
- Strongly agree
 - Somewhat agree
 - Somewhat disagree
 - Strongly disagree
8. Would you support or oppose (*Insert campus name*) becoming tobacco-free if quit smoking services are promoted?
- Strongly support
 - Somewhat support
 - Somewhat oppose
 - Strongly oppose
9. Do you agree or disagree with the following statement: Other things being equal, I would choose a "smoke-free" college over a college that allows smoking on campus.
- Strongly agree
 - Somewhat agree
 - Somewhat disagree
 - Strongly disagree
10. During the past 30 days, how often did you use:
- | | Not at all | Hardly ever | Some Days | Every day |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Cigarettes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Other smoking products
(e.g., hookah, cigars, pipes) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Smokeless Tobacco (e.g., chew) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Vaporized nicotine products
(e.g., e-cigarettes) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

APPENDIX I: ENVIRONMENTAL SCAN AND SURVEYS

11. If you currently smoke cigarettes, use smokeless tobacco products or use vaporized nicotine products, do you use on campus?
- Yes
 - No
12. If you currently smoke cigarettes, use smokeless tobacco products, or use vaporized nicotine products, would you like to quit?
- Yes
 - No
 - Maybe
13. Have you heard of the *(Insert State Name)* Tobacco Quit Line (1-800-QUIT-NOW)?
- Yes
 - No
14. Please share any additional comments you have regarding secondhand smoke or becoming a tobacco-free campus:
15. How do you like to receive information and/or updates about campus initiatives (check all that apply)?
- Facebook
 - Twitter
 - Email list-serves
 - Text message
 - Other: _____

Thank you for taking the time to complete this survey. If you are interested in getting involved with *(insert campus name)*'s tobacco-free campus initiative, please contact *(insert contact information)* for more information.

APPENDIX II: SUSTAINABILITY PLANNING TEMPLATE

SMOKE/TOBACCO-FREE POLICY SUSTAINABILITY PLAN

Program Summary:

[Provide a brief overview of your program and overall goals.]

Current Funding Sources:

[List the current funding source(s) for this program along with expiration date(s).]

Program Elements to be Sustained:

[List the program elements that your team has decided to continue.]

Resources:

[List any partners or other resources devoted to the program.]

Time Frame: [Enter the period of time over which the sustainability activities listed below will be implemented.]

The sustainability team will coordinate and communicate by _____ (holding a weekly meeting, monthly meeting, etc.)

APPENDIX II: SUSTAINABILITY PLANNING TEMPLATE

ENVIRONMENTAL SUPPORT (CREATING A SUPPORTIVE CLIMATE FOR YOUR PROGRAM.)

Objective(s): [Write an objective that will enable you to increase sustainability capacity in this area. The objective should be SMART. You may need more than one objective.]

Action steps to achieve objectives: [Be very specific and include important sub-steps. Anyone should be able to pick up this document and understand what needs to happen to reach your objective.]	Who will do the work? [Who is/are the responsible party/parties? Who will ultimately ensure the work gets finished?]	What does success look like? [How will you track progress on the completion of each step? How will you know it's time to move on to the next step?]	What non-financial resources are needed for this step? Where will they come from? [Data, staff time, volunteers, etc.]	Due date [Enter a specific date by which the activity must be completed.]
1.				
2.				
3.				
4.				
5.				
6.				

APPENDIX II: SUSTAINABILITY PLANNING TEMPLATE

FINANCIAL STABILITY (ESTABLISHING A CONSISTENT FINANCIAL BASE FOR YOUR PROGRAM.)

Objective(s): [Write an objective that will enable you to increase sustainability capacity in this area. The objective should be SMART. You may need more than one objective.]

Action steps to achieve objectives: [Be very specific and include important sub-steps. Anyone should be able to pick up this document and understand what needs to happen to reach your objective.]	Who will do the work? [Who is/are the responsible party/parties? Who will ultimately ensure the work gets finished?]	What does success look like? [How will you track progress on the completion of each step? How will you know it's time to move on to the next step?]	What non-financial resources are needed for this step? Where will they come from? [Data, staff time, volunteers, etc.]	Due date [Enter a specific date by which the activity must be completed.]
1.				
2.				
3.				
4.				
5.				
6.				

APPENDIX II: SUSTAINABILITY PLANNING TEMPLATE

PARTNERSHIPS (FORGING CONNECTIONS WITH PROGRAM STAKEHOLDERS.)

Objective(s): [Write an objective that will enable you to increase sustainability capacity in this area. The objective should be SMART. You may need more than one objective.]

Action steps to achieve objectives: [Be very specific and include important sub-steps. Anyone should be able to pick up this document and understand what needs to happen to reach your objective.]	Who will do the work? [Who is/are the responsible party/parties? Who will ultimately ensure the work gets finished?]	What does success look like? [How will you track progress on the completion of each step? How will you know it's time to move on to the next step?]	What non-financial resources are needed for this step? Where will they come from? [Data, staff time, volunteers, etc.]	Due date [Enter a specific date by which the activity must be completed.]
1.				
2.				
3.				
4.				
5.				
6.				

APPENDIX II: SUSTAINABILITY PLANNING TEMPLATE

ORGANIZATIONAL CAPACITY

(BUILDING THE INTERNAL SUPPORT AND RESOURCES NEEDED FOR YOUR PROGRAM AND ITS ACTIVITIES.)

Action steps to achieve objectives: [Be very specific and include important sub-steps. Anyone should be able to pick up this document and understand what needs to happen to reach your objective.]	Who will do the work? [Who is/are the responsible party/parties? Who will ultimately ensure the work gets finished?]	What does success look like? [How will you track progress on the completion of each step? How will you know it's time to move on to the next step?]	What non-financial resources are needed for this step? Where will they come from? [Data, staff time, volunteers, etc.]	Due date [Enter a specific date by which the activity must be completed.]
1.				
2.				
3.				
4.				
5.				
6.				

APPENDIX II: SUSTAINABILITY PLANNING TEMPLATE

COMMUNICATIONS (COMMUNICATING WITH STAKEHOLDERS AND THE PUBLIC ABOUT YOUR PROGRAM.)

Action steps to achieve objectives: [Be very specific and include important sub-steps. Anyone should be able to pick up this document and understand what needs to happen to reach your objective.]	Who will do the work? [Who is/are the responsible party/parties? Who will ultimately ensure the work gets finished?]	What does success look like? [How will you track progress on the completion of each step? How will you know it's time to move on to the next step?]	What non-financial resources are needed for this step? Where will they come from? [Data, staff time, volunteers, etc.]	Due date [Enter a specific date by which the activity must be completed.]
1.				
2.				
3.				
4.				
5.				
6.				

APPENDIX III: EXAMPLE SIGNAGE AND ENFORCEMENT CARDS



**WELCOME TO OUR
TOBACCO FREE
CAMPUS**

Campus policy prohibits the use of tobacco products including all electronic smoking devices.

Thank You for your cooperation.

Need Help Quitting Smoking?

Students: Visit Student Health
Faculty & Staff: Visit Human Resources
Or call
1800-QUIT-NOW

Smoking and the use of tobacco products is prohibited within roof of buildings




**CONCORDIA COLLEGE
ALABAMA**

**TOBACCO FREE
CAMPUS**

Welcome to our

SMOKE FREE

TOBACCO FREE

VAPOR FREE

Campus




**Share
The
AIR**




Tougaloo College campus is smoke-free, both indoors and outdoors.

Tobacco use remains the single largest preventable cause of death and disease in the United States. Cigarette smoking kills more than 480,000 Americans each year, with more than 41,000 of these deaths from exposure to secondhand smoke.

Thank you for not smoking!

**TOUGALOO
COLLEGE**

For more information about How to Quit Smoking in Mississippi, please visit www.quitlinems.com or call (1-800-QUIT-NOW).




Starting July 1, smoking and smokeless tobacco are **prohibited** at SWIC by Illinois law.

swic.edu/tobaccofree

APPENDIX III: EXAMPLE SIGNAGE AND ENFORCEMENT CARDS

Breathe easy.
Welcome to our tobacco-free campus.

 *INITIATIVE FOR A HEALTHY WORKING AND LEARNING ENVIRONMENT* 

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Welcome to our Tobacco-Free Campus

Celebrate.
We are now a tobacco-free campus.

 *INITIATIVE FOR A HEALTHY WORKING AND LEARNING ENVIRONMENT* 

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

SHAW UNIVERSITY
1865

Tobacco-free Campus

For better health, smoking and use of tobacco products and electronic smoking devices is prohibited at all HCTC Campus locations.



 *INITIATIVE FOR A HEALTHY WORKING AND LEARNING ENVIRONMENT*

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

SHAW UNIVERSITY
1865

TOBACCO FREE CAMPUS

Shaw University is committed to the health of our community! Shaw University is a tobacco free campus. Smoking is not permitted anywhere on campus.

APPENDIX IV: EXAMPLE ENFORCEMENT SCRIPTS



For the health of our community,
Mineral Area College properties are
TOBACCO-FREE,
indoors and outdoors.

**Here's how you can help achieve
compliance with this policy.**



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APPENDIX IV: EXAMPLE ENFORCEMENT SCRIPTS

You see a person using tobacco products on college property. What do you do?

Response: “Hello, my name is _____, and I am an (employee, student) here at Mineral Area College. Are you aware that we are now a tobacco-free campus, meaning that tobacco products, including smokeless tobacco and e-cigarettes, are prohibited on our grounds? You can check out the policy and learn about cessation options at www.mineralarea.edu under General Information. I appreciate your help in keeping our campus tobacco-free.”

Or you can say: “MAC is a tobacco-free environment, we appreciate your support in following this policy.” You can then hand them a pre-printed card with a similar statement on it. (Cards are available through the human resources office or campus police.)

What if they say: “Where am I allowed to smoke?”

Response: “MAC became a tobacco-free campus on August 1, 2015, meaning all of Mineral Area College property is tobacco-free. This policy is meant to promote better health for our students, faculty and staff. If you are interested in quitting smoking you can check out the cessation courses offered through your local health department or you can call 1-800-QUIT-NOW.”

You see a person using tobacco products on college property. What do you do?

Response: “Hello, my name is _____, and I am an (employee, student) here at Mineral Area College. Are you aware that we are now a tobacco-free campus, meaning that tobacco products, including smokeless tobacco and e-cigarettes, are prohibited on our grounds? You can check out the policy and learn about cessation options at www.mineralarea.edu under General Information. I appreciate your help in keeping our campus tobacco-free.”

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