



Checklist for Communicating a 100% Tobacco-Free Campus Policy

To students

- Post tobacco-free campus signs at all entrances of school buildings, school grounds, parking lots, athletic facilities and in vehicles.
- Place details in student handbooks and orientation guides and at student orientation meetings.
- Spread the information through campus organizations, activities and newspapers.
- Make announcements at school events.
- Place information at student health center(s).
- Educate students about tobacco cessation support resources such as www.quitlinenc.com.
- Involve student groups, particularly those associated with health-related majors.
- Include information in student newspaper articles and on school Web sites.

To faculty and staff

- Provide faculty and staff with a copy of the policy and a letter of explanation from the Board of Trustees/college president.
- Discuss the policy at faculty/staff meetings and new staff orientation.
- Include policy information at in-service training for campus faculty/staff.
- Include information in faculty/staff newsletters.
- Educate staff about tobacco cessation support programs such as www.quitlinenc.com.
- Inform potential faculty/staff of the policy in all job interviews and on all job applications.
- Involve respected campus personnel in sharing messages with staff groups.

To the public

- Include an article outlining the policy and implications of the policy in school newsletters and school or community newspapers.
- Inform alumni groups of the policy by including information in alumni publications.
- Inform community organizations that use campus facilities of the policy through language in the facility use contract.
- Announce the new policy at all athletic events, meetings, concerts and plays.