



Steps To Policy Change

Conduct a policy assessment.

Get a copy of your existing campus tobacco-use policy and study it closely. Find out more about your campus policy by conducting a policy assessment.

Find and educate allies.

Once you have completed the policy assessment, share the results with other likely allies. These may include members of the Student Government Association, Faculty Senate and other organizations, along with Student Health professionals, student organizations and others. Community partners such as business owners, clergy and community health officials are potential allies.

You can also circulate a petition on your campus and at businesses and other public venues. A petition can help underscore what statewide polling already shows - that the public overwhelmingly supports comprehensive tobacco policies.

Get a model tobacco policy.

- State law allows private colleges and community colleges to pass 100% tobacco-free campus policies. A comprehensive 100% tobacco-free campus policy should:
 - apply to all students, faculty, staff, visitors and contract workers.
 - apply on all campus grounds, vehicles, buildings and events.
 - have a defined start date, ideally 6-12 months from the date of passage.
 - outline implementation procedures for encouraging 100% TFC compliance.
 - outline consequences for staff non-compliance.
 - address resources for how to quit for students and staff.

[A sample 100% Tobacco-Free Campus policy is available here.](#)

- State law allows UNC system institutions to prohibit tobacco use within 100 linear feet of campus buildings. A comprehensive perimeter policy should:
 - apply to all students, faculty, staff, visitors and contract workers.
 - apply on all campus grounds, vehicles, buildings and events.
 - have a defined start date, ideally 6-12 months from the date of passage.
 - outline implementation procedures for encouraging 100% TFC compliance.
 - outline consequences for staff non-compliance.
 - address resources for how to quit for students and staff.

[A sample 100 ft perimeter policy for UNC system institutions is available here.](#)



Steps To Policy Change

Prepare for a Board of Trustees meeting.

Once you have the model of your own draft policy, meet with members of the school administration to educate them about the benefits of a strengthened tobacco policy. It's important to stress that this policy is something students, staff and faculty support.

Also, you should meet individually with members of the Board of Trustees to educate them about the policy and to determine their willingness to support the policy. If a member is particularly supportive in this conversation, ask him/her to sponsor the measure.

Become familiar with the Board of Trustees' procedure for adopting campus policies. Allies on the Board and within the administration can help provide background into board procedures and can help you gauge the level of board support. Timing is crucial so this must be done in advance of the school board meeting.

Before the meeting, identify your spokespeople – students can be especially powerful advocates. Contact your community supporters to get them to attend the board presentation in support of the policy.

Present the policy proposal to the Board of Trustees.

Make your presentation to the board concise with a mixture of factual data and personal stories. If allowed, highlight brief positive statements from different stakeholders such as students, faculty, staff and health professionals.

In your presentation, thank board members for the work they have already done to promote campus health initiatives.

One technique is to frame your board presentation as an opportunity to answer the arguments of those vocally opposed to the policy. For instance, if concerns about compliance have been raised, explain how easy policy implementation can be when it is communicated clearly and regularly.