



Sample Letter to Staff

Dear Staff:

On *[date]*, *[name of campus]* adopted a 100% Tobacco-Free Campus policy, to go into effect *[date]*. This policy prohibits all tobacco use by everyone, everywhere on campus, at all times – including school events. A copy of the new policy is attached.

The *[name of campus]* administration adopted this policy for three reasons:

1. Support efforts to reduce tobacco use.

Tobacco use is the single leading cause of preventable death and disease in our state and nation. However, despite successful efforts to decrease tobacco use among our state's youth, 18-24 year olds are the only demographic group where tobacco use rates are actually rising. By introducing these common-sense measures, our school is helping reduce serious health consequences of tobacco use among young people while also preparing students for the reality of an increasingly tobacco-free workplace.

2. Provide a safe campus for students, visitors and staff.

We have an obligation to provide a safe learning and work environment for students and staff. Exposure to secondhand smoke can trigger an asthma attack or exacerbate respiratory problems. Students and faculty are consistently reporting having to walk through clusters of students, staff and visitors smoking outside, near building entrances. This practice places others at risk and does not meet the standard of a safe environment.

3. Promote a cleaner campus.

Discarded smoking materials litter school grounds, parking lots, vehicles, and stadiums. Cleaning or replacing items damaged by smoke and discarding smoking materials is costly. Decreasing tobacco use on campus will mean a cleaner environment for students, staff and school visitors.



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There are numerous resources to help tobacco users prepare for the policy. Students and staff who use tobacco may want to take advantage of 1-800-QUIT-NOW, a free tobacco quitline that uses expert support to assist in quitting tobacco use. Or, they can visit www.quitlinenc.com for more information. In addition, the state health plan offers free over-the-counter generic nicotine patches to members.

Over the next few months, we will be placing signs promoting the new policy on all school campuses, and making announcements at school-sponsored events. If you have questions or comments about the policy, or want more information on these programs or services, please call the student health center at [###-####].

Thank you for your support.

Sincerely,
School President