

**Healthy Colleges Montana (HCM)
July 1, 2021 – June 30, 2022 Campus Participant Agreement**

The Healthy Colleges Montana Grant is to implement educational efforts on your campus in cooperation with your health promotion team and with support of the Healthy Colleges Montana project staff. Selected campuses will receive training and technical assistance to implement evidence based practices to improve the health of your campus as well as a reimbursement towards your chronic disease prevention education efforts for a total of \$5,000. By signing below, your health promotion team commits to the guidelines below from July 1, 2021- June 30, 2022.

As a participant of the 2021 – 2022 Healthy Colleges Montana (HCM), a project of the NASPA Health, Safety, and Well-being Initiatives I do hereby agree to meet the following requirements for my college or university:

1. to **meet regularly with my campus health promotion team** in order to involve students in the planning and delivery of program components, and actively pursue strengthening the campuses chronic disease prevention programs in accordance with our campus work plan;
2. to **attend and/or participate in required trainings** (including but not limited to a HCM Summer Training, the HCM Advisors Retreat, online learning community modules, campus-specific technical assistance, and other training opportunities made available). The project will financially support campuses to attend and/or participate in required trainings;
3. to **participate in a Kickoff Call** with HCM Project Staff by September 30, 2021 to discuss **assessment & evaluation strategies**, and develop an **action plan** to address chronic disease on campus using available data and input from the HCM Project Staff;
4. to **identify one to four student leaders for the project**. These student leaders are eligible for an MTUPP Scholarship. Upon naming of leader(s), campuses will be issued a minimum of \$2,000.00 (maximum of \$4,000) to be distributed to one, two, three, or four students. (e.g. \$2,000 to one student; \$1,000 each to two students; etc.) Campus advisors must identify the office (e.g. financial aid, university foundation, campus department) to receive the funds, and provide payment information and names of student scholarship recipients to NASPA. Campus advisors also agree to support student participation in leadership trainings;
5. to **participate in a site visit meeting** on your campus with HCM Project Staff by April 30, 2022 to provide campus updates and discuss action steps for the remainder of the fiscal year;
6. to **participate in an End of Year Call** with HCM Project Staff by May 31, 2022 to evaluate the year, discuss accomplishments and barriers, and wrap up reporting and budgeting items;
7. to **obtain approval from the HCM Project Staff before** spending any program funds. Additionally, use funding made available to the campus by the HCM program in a timely manner that is also consistent with funding guidelines provided to the campus by the HCM Project Staff. All invoices and reimbursements for the 2021-2022 grant cycle must be **submitted within 30 days of purchase**;
8. to **follow all required fiscal policies of my college or university** in using funding made available to the campus, advisor, and students by the HCM program;
9. to use educational materials and other promotional campaigns throughout the academic year as provided by the HCM project, using peer educators/student leaders to visibly communicate health promotion and tobacco prevention, cessation, and policy messages;

10. to **contact HCM Project Staff in a timely manner** with any changes in initiative contacts or conflicts in completing initiative requirements, and with any needs, questions, or feedback regarding the HCM project;
11. to submit reports on activities in a complete and timely manner. **Monthly reports (August 2021 – May 2022) must be submitted online** and received by the 5th of the following month. The reports must provide a description of all chronic disease prevention efforts being made on campus, and a summary of all HCM-related activities during the month.
 - *These reports are vital in sustaining our relationship with MTUPP. Failure to submit an affiliate activity report could result in suspension of all program funds and benefits. The institution will be given notification of the suspension by a letter to the Campus Advisor and his/her supervisor. Suspension will be lifted once the NASPA Health, Safety, and Well-being Initiatives office receives the completed reports. Continual failure to complete required reports will exclude the institution from the grant activities for the remainder of the grant period and will affect the institution's inclusion in future grants.*

As administrative and lead agency, the NASPA Health, Safety, and Well-being Initiatives team is responsible for the management of all aspects of Healthy Colleges Montana, including, but not limited to:

1. Provide training and technical assistance to participating institutions and hosting regional or statewide trainings;
2. Collaborate in creating initiative criteria, goals and objectives for all participating institutions and monitor the progress of all participating institutions;
3. Provide materials, electronic communication, and campaign support to promote chronic disease prevention;
4. Assist in evaluation of the program's effectiveness in delivering services and informational content and of the relationships with the participating campuses;
5. Promote peer education/student leadership as a successful means of chronic disease prevention at key conferences through displays, material dissemination, and educational programs throughout the initiative period;
6. Coordinate payments for student scholarships and for those campuses who elect to allocate project funds towards a campus advisor stipend.

Campus Name

Participating Campus Advisor

Mallory Jordan, Director of Health & Well-being Initiatives

Date

Date

This agreement is contingent upon continued funding from the Montana Department of Public Health and Human Services, Montana Tobacco Use Prevention Program (MTUPP) for the 2022 fiscal year.