



**TOOLKIT
for
COLLEGE
ADMINISTRATORS**

Green Dot Toolkit for Administrators

Dear Campus Administrator,

Thank you for your commitment to a safer campus for all students, staff and faculty. Your support of Green Dot and violence prevention efforts across campus is an vital ingredient to ensuring that fewer members of the campus community experience sexual assault, partner violence and stalking.

This toolkit outlines several ways you can integrate Green Dot into your administrative role in concrete and manageable ways. We understand that your life is incredibly busy and your role on campus is demanding. For that reason (among others) we appreciate your willingness to support our efforts to prevent violence, improve safety and thereby improve the quality of education and campus experience for all students. In an attempt to minimize the burden of adding more to your already full plate, we have compiled this toolkit in the hopes of offering suggestions, some simple and some more involved, so that you can contribute to a safer campus community in whatever capacity makes sense for you.

It is our goal to spread Green Dots across campus and for as many people as possible to be involved, in small and big ways. What exactly is a green dot? A green dot represents any moment, big or small, that either directly or indirectly helps reduce the prevalence of violence on campus. You can spread green dots by using your influence and leadership role to model and demonstrate a commitment to a safe campus.

Thank you!

Proactive Green Dots for Administrators

Everyday Green Dots

- Change your e-mail signature line to include a statement like:
 - ▶ Proud to be a Green Dot Supporter
 - ▶ “No one has to do everything, everyone has to do something.” What’s your Green Dot
- Hang a Green Dot poster or any other prevention message in your office.
- Add links to campus prevention efforts and direct service resources on any website you have access to.
- Send a mass e-mail to your contact list with a simple message like:
 - ▶ “Campus safety is important to me. I’m going to do my part to prevent sexual assault, partner violence and stalking on our campus.”
 - ▶ Wear a Green Dot pin or carry a Green Dot coffee mug or water bottle and be willing to explain Green Dot and your personal commitment to violence prevention to anyone who asks.

Department Faculty and Staff Trainings

Provide or support annual training opportunities for all faculty and/or staff under your supervision on issues of sexual assault, partner violence, stalking intervention and prevention. Attend these trainings with them.

Ensure faculty in your department are adequately trained on:

- Recognizing concerning behaviors that could constitute or lead to sexual assault, partner violence or stalking.
- Risk factors associated with campus violence.

- Acknowledging their own role and contribution to prevention efforts and barriers that can make participation or intervening difficult.
- Campus resources for students, staff and faculty who have been impacted by sexual assault, partner violence, and stalking.
- Effective ways to intervene when faced with high risk behaviors.
- Effective ways to support, encourage and engage students to become successful pro-social bystanders.
- Manageable ways to integrate positive messages about prevention into classrooms and their role on campus.

Say It Out Loud

Integrate Green Dot and/or prevention language into public speeches, staff or faculty meetings, public relations and conversations with students. If you're not comfortable speaking publicly about violence prevention, invite and host local or national experts how can contribute to the campus buzz to mobilize around violence prevention.

Have conversations with students, faculty and staff that you intersect with about:

- The importance of prevention efforts.
- What makes it hard to speak up when they see concerning behaviors.
- Your personal commitment to contributing to prevention efforts.
- What bystander actions feel manageable to them.

Acknowledge institutional commitment to sexual assault, partner violence and stalking intervention and prevention through press releases, campus PSAs, websites and social media outlets.

Communicate to the campus community, community at large, alumni and parents that violence will be effectively addressed and prevented on this campus. Highlight strategic plan and implementation measures.

Recognize

Offer support and recognition for staff and faculty members who contribute to Green Dot and other prevention efforts on campus.

Policies

Ensure strong campus policies are in place to recognize and respond to sexual assault, partner violence, stalking and harassment, impacting students, faculty and staff. Develop concrete action steps for departmental enforcement of campus policies.

Develop policies that:

- Enforce disciplinary measures for individuals who commit violence
- Adhere to federal, state, and local statutes and reporting requirements.
- Demonstrate an intolerance of all forms of violence
- Reflect an expectation of compassion, social cohesion, respect and nonviolence for all members of the campus community
- Encourage active bystander behaviors and behaviors that build a sense of community
- Integrate violence prevention and bystander intervention education into curricular and non-curricular activities throughout campus (impacting students, faculty and staff)
- Provide comprehensive training (for students, faculty and staff) on recognizing perpetrator behaviors, victim response, dynamics of sexual assault, partner violence, and stalking, bystander strategies, campus law enforcement, misconduct codes, health and counseling services, and federal/state statutes
- Create a coordinated, victim-centered response between campus, community and law enforcement resources that offer the options of:
 - ▶ Anonymous reporting
 - ▶ Law enforcement involvement
 - ▶ Judicial/disciplinary board actions
 - ▶ Forensic/medical care

- ▶ Emergency contraception
- ▶ Academic/housing accommodations
- ▶ Follow-up counseling, support, and advocacy
- Integrate screening for sexual assault, partner violence and stalking into patient history protocols and comprehensive training of medical professionals for swift and compassionate response and resource provisions.
- Create and codify amnesty policies for underage drinking for victims who report sexual assault.

Ensure that policies are effectively distributed and easily accessible to all members of the campus community.

Funding

Be sure that sexual assault, partner violence, and stalking prevention efforts are adequately funded. Support requests and proposals that generate funds for prevention efforts and evaluation to test the impact of prevention strategies.

Tell Others

Communicate the importance of these issues to staff, colleagues, students and administrators in other departments. Post prevention and bystander information in your office or department.

Model effective bystander behavior, a strong commitment to a safe campus and your own contributions via public relations and workplace conversations.

Strategic Plan

Incorporate sexual assault, partner violence and stalking prevention efforts into your department's annual and long-term strategic plan, with measurable outcomes for success. Ensure that the plan is effectively distributed and implemented by staff and faculty.

Organize a Team

Create a team of staff, faculty and students who will oversee prevention efforts that will supplement Green Dot trainings and educational elements. Empower a leader to coordinate prevention efforts in your department.

Build Buy-in

Use your influence to engage other administrators, staff, faculty and students to support and participate in prevention efforts.

Attend campus Green Dot or other prevention events. Model your support by showing up and even volunteering or speaking.

Collaboration

Promote cooperation among different professionals, departments and campus resources. Develop a multidisciplinary taskforce on campus or in your department to address sexual assault, partner violence and stalking prevention and response services that includes high-level campus administrators, faculty, student leaders, and community partners. If one already exists, participate or encourage and support staff and faculty that you supervise to contribute in meaningful ways.

Assessment

Work with staff, faculty and students to conduct campus or department-wide climate and prevention impact assessments, examining factors such as:

- To what extent to students, faculty and staff feel welcome, cared about and a part of campus life?
- To what extent are campus policies regarding sexual assault, partner violence and stalking implemented? How are students, faculty and staff held accountable?
- Is the campus or department accepting of diversity? How are values around acceptance communicated and reinforced?

- What incidents of sexual assault, partner violence or stalking have occurred in the past several years? How satisfied were students, faculty, staff and administrators how they were addressed?
- What steps are in place to educate students, faculty and staff about sexual assault, partner violence and stalking? Who are they equipped to prevent and respond? What is the level of bystander efficacy in each group?
- Is there collaboration between students, faculty and staff on the issue of violence and prevention? How well are these collaborations working?
- What are the campus's policies for responding to sexual assault, partner violence and stalking?

Portions adapted from:

- Newfoundland Labrador, Canada, Department of Education
- American College Health Association. "Shifting the paradigm: Primary prevention of sexual violence." *Retrieved from* (2008).