



# **Alcohol Skills Training Program Chapter Preparation Guide**

The Alcohol Skills Training Program (ASTP) is coming to your chapter! As the vp: programming/director of DG Dialogues, you will serve as the chapter contact for this program. In the following guide, you will find information about the program, the responsibilities of you and your chapter, as well as other important information. We urge you to read this entire document and use it as a guide for preparation!

## **WHAT IS ASTP?**

The Alcohol Skills Training Program (ASTP) is unlike most alcohol programs because it acknowledges that college students drink. Rather than trying to impose abstinence on college students, it recognizes that any steps toward risk reduction are in the right direction. ASTP aims to educate students about alcohol-related behaviors while increasing their interest in critically examining their drinking patterns and eventually implementing the skills they learn. ASTP is a program that collegiate members of other fraternities and sororities have praised as the most effective and impactful alcohol education program they have experienced.

## **HOW WAS MY CHAPTER SELECTED?**

All Delta Gamma chapters will receive ASTP every four years in a rotation. ASTP is one of the many educational programs that is delivered to chapters on a scheduled, rotational basis. Delta Gamma continues to be committed to providing our collegiate members with unparalleled educational opportunities and resources. When a chapter receives ASTP, it will count as the chapter's social responsibility program for DG Dialogues.

## **WHO SHOULD ATTEND ASTP?**

Delta Gamma's goal is for all collegiate members to participate in ASTP, with every chapter having 100% attendance for their presentation. ASTP is an anchored event. New members are expected to attend and will count in the roster total. Provided along with this chapter preparation guide is the Act with Intention: Health and Well-Being Series Terms and Conditions which will further outline chapter attendance expectations. Please note, that chapters may be fined if attendance falls below 80%.

## **CAN ADVISERS, HOUSE DIRECTORS, OR FRATERNITY/SORORITY ADVISERS ATTEND?**

This program is meant to be a conversation shared only between the chapter members and trained facilitators. To encourage open dialogue and honest reflection, we ask that advisers, house directors and other members of the fraternity/sorority community do not attend the presentation.

## **HOW LONG IS THE PROGRAM?**

The workshop will last for approximately 90 minutes. Your facilitators are prepared to facilitate all the activities in that allotted time. Members will complete a short pre-work module before attending the in-person program. Members will complete a short pre-work module in The Pursuit LMS before attending the in-person program. They must complete the participation assessment at the end of the course to receive credit.

### **WHO WILL FACILITATE THE PROGRAM?**

Delta Gamma has selected a team of trained facilitators to help bring ASTP to our chapters. The facilitation team consists of higher education professionals, staff from other fraternity and sorority headquarters and Delta Gamma alumnae. The chapter will be informed of their facilitator through an introduction email. It is possible that a member of Executive Offices staff will join the call solely as a technology coordinator.

### **WHAT IS THE COST/EXPENSE FOR MY CHAPTER?**

The Delta Gamma Foundation will generously cover all facilitator travel and lodging costs associated with ASTP. The chapter is responsible for arranging transportation for facilitators to and from the airport, unless a rental vehicle is needed or being utilized by your facilitator. If guest lodging is available in the chapter house, it is expected to be offered to female facilitators. All expenses incurred securing a room or AV equipment is a chapter cost. All optional food and drink expenses are chapter cost and are detailed later in this document.

### **WHAT IS THE TIME/DATE FOR ASTP?**

You will be responsible for working with your assigned facilitators to select a date and time that is mutually agreed upon for the program. You must work with your facilitators' availability to set the date and time of the workshop. Once a date is confirmed, please notify the chapter of the program date and share that the program will last two hours. When you have agreed upon a date, please add it to your Anchorbase calendar. When deciding date preferences, please consult your Anchorbase calendar and your university calendar to ensure that you are not recommending a date over a university break or during another significant chapter or campus event.

### **WHERE WILL THE WORKSHOP TAKE PLACE, AND WILL I NEED ANY EQUIPMENT?**

Once your program is scheduled, the chapter will need to reserve a room with a LCD projector and a screen for a PowerPoint presentation. An ideal location is a room like a lecture hall. The presentation may be held in a chapter house if all members can be seated comfortably. The space must be large enough to accommodate all chapter members in chairs. When reserving your space, plan for an additional half an hour at the beginning of the reservation to account for event setup time. Any expense incurred in securing AV equipment or a room is a chapter cost.

If your chapter is larger than 175-200 members, you will need to have two separate times to offer the program. The facilitator will deliver 2 programs in total.

### **WILL ANY MATERIALS BE REQUIRED?**

The facilitator is responsible for providing the program presentation as their facilitation guide. The chapter will be expected to print out one BAC/BAL Chart for each member attending. This will be shared with you by your facilitator.

### **WHAT HAPPENS IF WE NEED TO RESCHEDULE/CANCEL THIS EVENT?**

If the chapter needs to reschedule this event, please work with your facilitator to find a new date that is mutually agreed upon. Once you have found a new date, please update your Anchorbase calendar. Should you have to cancel the workshop, your chapter may receive a fine covering the entire cost of the program to reimburse the Foundation.

Cancellation fees are outlined in the Act with Intention: Health& Well-Being Series Terms & Conditions document. We are so excited to be partnering with your chapter to help us “Do Good” for our communities, campuses and members!

Should you have any questions regarding the scheduling and preparation for ASTP, please feel free to reach out to Kollin Fitzpatrick, assistant director for health & well-being at [kollin.fitzpatrick@deltagamma.org](mailto:kollin.fitzpatrick@deltagamma.org).

## **Recommended Planning Timeline**

### **Two months prior to the ASTP (or as soon as possible):**

- Contact your facilitator (by email or phone) to finalize the date and time of the presentation. Ensure the date and time selected work for your facilitators and does not conflict with chapter or campus events.
- Reserve space for ASTP.
  - Refer to reservation specifications above.
- Reserve equipment for the program.
  - In order to successfully facilitate the curriculum, the facilitator will need access to a computer, LCD Projector and projector screen.

### **One month before the program (or as soon as possible):**

- Contact your facilitator (by email or phone) to discuss travel logistics and confirm date, time, and location of the program. Give your facilitator your contact information so that they may reach you on the day of the program. If applicable, ask your facilitator if they will need transportation from the airport or train station, and if they do, coordinate that for them. Depending on the distance, the facilitator may be renting a vehicle.
- Ensure that your chapter’s “[Campus Resource Worksheet for Collegiate Chapters](#)” is up to date.
- Remind your chapter members that they must complete the Pre-work module for ASTP and complete the participation assessment at the end.

### **One Week before the program:**

- Make sure you have contact information for your ASTP facilitator for emergency purposes.
- Send reminder to the chapter that promotes the program positively, remind members to bring a pen/pencil and introduce your facilitators. Also remind members that the Pre-Work module must be completed to attend.
- OPTIONAL: Order or purchase food/snacks. If you would like to get your facilitator a gift, such as a coffee mug representing your campus or chapter, that is encouraged. These would be chapter expenses.

### **Day of ASTP:**

- Meet your facilitator at least one hour prior to program start to help set up the room.
- If applicable, pick up your facilitator and bring them to campus.
- Be prepared to serve as the on-site coordinator for this event:
  - Take attendance at the beginning and end of the presentation. For the chapter to receive attendance credit, each member must complete the assessment at the end of the program.
  - Remind all participants that no cell phones or electronic devices are allowed during the program's duration. Please follow proper protocol if you see a chapter member or new member using electronic devices for non-emergency reasons.
  - Let participants know where the restrooms are.
  - Make sure all participants behave respectfully and return promptly after breaks.
  - Introduce and welcome the facilitator at the beginning of the program.
  - Thank the facilitator at the end of the program before chapter members are dismissed.

### **After ASTP:**

Within ONE WEEK of receiving the ASTP:

- Send a "Thank You" note to your facilitator for helping you "Do Good" for our communities, campuses and members.

### **TIPS FOR SUCCESS**

What can chapter officers do to ensure a successful ASTP?

- Remind members that the program takes two hours to help them plan adequately and eliminate any surprises during the program.
- Provide food OR let them know to eat beforehand. When members are hungry they are less likely to positively participate.
- Set expectations with CMT that they need to be great examples regarding participation
- It's especially important to have all the needed equipment arranged and tested, such as a projector and computer.
- Provide detailed information to the facilitators on where to go and how to get to the location, including parking. Unfamiliar campuses can be very difficult to navigate, even with GPS.