



## VOLUNTEER FRESH AIR ADVOCATE AGREEMENT

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### **Volunteer Description:**

Join MSU Billings Fresh Air Advocates for an opportunity to make a difference on campus. Student Health Services is seeking dedicated individuals to help educate and advocate for the tobacco-free movement.

Volunteers that express interest and commitment to Fresh Air Advocates must have a desire to help others in the campus community. Such volunteers should understand the University's belief in a shared responsibility for maintaining compliance with the Tobacco-Free policy. These individuals will be taught about the science and need for a tobacco-free policy, local and campus statistics, specifics about MSUB's policy, and how to address non-compliance. Fresh Air Advocates are expected to serve as an *advocate* for comprehensive tobacco policies, **not** act as an agent of policy *enforcement*.

### **Volunteer Goals:**

To be able to understand and communicate the following to campus community members:

- The logic and reasoning behind MSU Billings becoming a tobacco-free campus
- The importance of a tobacco-free lifestyle for health outcomes and environmental outcomes
- Cessation options for tobacco users

### **Responsibilities:**

- To support MSUB and the health and well-being of those on campus
- To have a positive attitude and a focus on educating students, faculty, staff and visitors about the policy
- Act as a Tobacco-Free Campus Representative
- To be a role model for MSUB campus policies
- Ask questions for help if uncomfortable or in need of further direction
- To schedule volunteers shifts and to communicate with the Wellness Specialist (Christine Ditter) if a shift must be rescheduled (given at least 4-hour notice, or 8am if shift is before noon)
- To reflect upon your work in regards to your role on campus and in the community

### **Next Steps:**

Interested volunteers need to contact Christine Ditter at Student Health Services to schedule a 1-hour training prior to volunteer education shifts. It is preferable for volunteers to work in pairs but not required (volunteers without a partner will be assigned a shift with another volunteer).

### **Student Volunteers for Service Learning Class Credit:**

1. Schedule & Complete 1-hour Fresh Air Advocate Training
2. Sign MSU Billing's Release and Assumption of Risk Waiver of Liability Form
3. Sign up in partners to educate and advocate on campus (1-hour shifts). Volunteers without a partner will be paired with the Student Tobacco Prevention Specialist. Volunteer shifts run Monday-Friday; 8am – 5pm
4. For each shift to be counted toward volunteer hours, the student **must** sign in and out at the Student Health Services front desk
5. On completion of hours, the student is asked to fill out a volunteer evaluation (print/online)

### **Attendance Policy:**

All students obtaining class credit are required to arrive on time and attend ALL volunteer shifts. Students may reschedule 1 shift, under the expectations that the student gives at least 4-hours notice prior to shift (or 8am that day, if the shift occurs before noon). It is expected that the student volunteer be responsible for contacting their volunteer partner to notify them of the absence. Also, these students are expected to reschedule their shift for full credit.

Students that do not give the proper advanced notice will not be allowed to reschedule.

Students that miss their training date (without notice) will be allowed one opportunity to reschedule the training for an opportunity to continue as a volunteer for Fresh Air Advocates.

### **Punctuality Policy:**

Students that are more than 5 minutes late for their shift are considered tardy. If a volunteer is tardy they will not be counted for a full volunteer hour. Instead these individuals will be recorded for one half-hour of volunteer time. Students are allowed **one** opportunity to schedule an additional shift in order to make up volunteer time if they have been counted for less than an hour due to tardiness.

Students past 15 minutes late will not be able to record the shift towards their volunteer hours for class credit.

### **Thank you:**

We look forward to your interest in participating as a Fresh Air Advocate! Without dedicated individuals on our campus, such as yourself, we would not be able to create a healthy learning, working & living environment for everyone here at MSUB. Thank you for your commitment!

For more information or to schedule a training session:

**Christine Ditter**  
**Health Educator, Student Health Services**  
**406-657-2153**  
**[christine.ditter@msubillings.edu](mailto:christine.ditter@msubillings.edu)**