

Health Events

- Keep track of and find out about upcoming events (web search, contacts, etc)
- Spearhead health event planning
- Creates events to promote health days on campus.
- Create health events boxes for events. Keep events box stocked with brochures and supplies as needed for each event
- When planning an event, be creative!
- Create a health events outline so future PHEs can refer to your event for ideas.
- Write a summary of the event and put it in the Health Events notebook.
- Coordinate events
- Coordinate staffing (PHEs) for events. If you are in charge of an event, inform other PHE's so they can sign up for a time slots. It is not one person's total responsibility to do the event alone – that is what the group is for. The facilitator may want to a) write a detailed e-mail explaining what will be occurring at the event and the activities PHEs are responsible for and b) help with the training session for the event at an OIT PHE meeting so the PHE's have a better idea what to do when they are at the event.
- Coordinate staffing (PHEs) for events and record health events in blue notebook
- Have one attention grabbing activity or object at each health event session

Marketing:

- Responsible for getting the OIT PHE name out to the campus
- Creating/marketing items for fund raising*.
- Be very creative.
- Promote our programs – SHC and PHE programs
- Health promoting poster campaigns.
- Coordinate development of products that publicize both OIT PHE and health information topics
- Serve as liaison with residence halls, Greek system, ASOIT club
- Coordinate short information presentations
- Develop bulletin board program for check out
- Maintain electronic health education list serve on website
- Coordinate fund raising* activities or projects
- Work on networking (RAs, ASOIT, etc.)

*Fundraising will be primarily for PHEs to attend regional BG conference.

Presentations

- Create presentations and maintains the materials in the presentation boxes.
- Make new presentations or new games and activities for the current presentations.
- Inform faculty, clubs, etc. re: presentations available
- Give presentations
- Presentation Evaluation Forms
- Revise and update presentations
- Coordinate handout development and Frequently Asked Questions sheets for each presentation
- Maintain folder with background material on presentation topics for each box for people to read and familiarize themselves
- Coordinate presentation development efforts (alcohol and women's health)
- Check accuracy of existing information

Recruitment

- One of the most important tasks in the OIT PHE program – making sure that there are future Peer Health Educators; most active during the Fall and Winter quarters; coordinate the efforts of the group to recruit vibrant and enthusiastic new members.
- Distribute PHE applications
- Get the word out
- Create a recruitment poster
- Assist in reviewing applications/ interview processes
- Train PHE's in interviewing procedures
- Help determine acceptance procedures