Note: Please do not include identifying information of the students harmed or accused of harm on this form.

Student Organization: Checklist for Disclosures of Sex and Gender-Based Harassment
As a student leader of a University of Oregon student organization, it can be confusing to determine your next steps after someone reports that they were harmed by one of your members. You have the option to complete this form and use it as a guide to help ensure that you support all parties involved. It is not your role, as a student leader, to investigate and determine if someone perpetrated harm. It is your role to seek support and resources, encourage others to seek support and resources, and act within the values of your student organization.

Student Organization Name: ____________________________________________________________

Student Leader(s) of Organization: ________________________________________________________

In my role as leadership of a student organization,
☐ I explained to the disclosing party that I do not have the resources to do an investigation or formally hold anyone accountable, but that I can refer them to a confidential advocate so that they can understand their options.

☐ I only spoke with those that I absolutely needed to about this concern and made it clear that this information should be kept private when possible.

☐ I will cultivate a culture of care in my student organization, and that means discouraging rumors about this situation and asking all who have actual knowledge of it to respect the privacy of the students involved by seeking support from confidential offices (Care and Advocacy Program and University Counseling Services).

Consultation and Accountability options:
☐ I consulted with the Care and Advocacy Program (541-346-3216) to help assess for risk and to understand my options for response as a student leader.
☐ I consulted with our student organization advisors (example: National Organization staff, faculty advisors, Fraternity and Sorority Life staff, etc.) in a deidentified way (in order to maintain privacy and preserve reporting options for the survivor).
☐ The student accused of the harming behavior was referred to the Respondent Support Services Coordinator in the Office of the Dean of Students and requested to complete a reflective educational workshop.

Resources provided to the parties involved:
☐ I asked the student who is reporting harm whether they wanted to be connected with a confidential advocate in the Care and Advocacy Program (safe.uoregon.edu) by calling the 24-hr SAFE hotline on the back of my student ID (541-346-7288).
☐ I asked the student who is reporting harm whether they wanted to be connected with the Title IX coordinator in order to provide a formal report to the University of Oregon.
   • The student expressed that they did not want to move forward with a formal report to the Title IX coordinator.
   • The student expressed that they did want to connect with the Title IX Coordinator and I helped facilitate that process by reporting to: _________________________________
☐ I asked the student who has been accused of the harming behavior if they wanted to be connected to a confidential support staff in the Office of the Dean of Students by calling 541-346-3216 and asking to speak with the Respondent Support Services Coordinator.

Care and Advocacy Program
Office of the Dean of Students
Oregon Hall 185

Updated 10/2022