**Mandatory Requirements Scripts**

1. Introduction (Music)
2. Overview Slide
	1. “This presentation is a basic overview of knowing how to respond to situation involving: child abuse or neglect, The Clery Act, sexual assault, sexual misconduct, and Title IX.”
3. Executive Order 54 Slide
	1. “Executive order #54 was issued by Governor Scott Walker in 2011.”
	2. “Here are the requirements: employees must report child abuse and neglect.”
	3. “Contact child protective services or law enforcement and if it is an employee of the University, you must also notify Human Resources and Diversity Office.”
	4. “Along with taking the mandatory training, which can be found on the University Website.”
4. Clery Act Slide
	1. “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law, better known as the Clery Act, was enacted to help create safer University communities throughout the nation.”
	2. “The overall intent of the Clery Act is to encourage the reporting and collection of accurate campus crime data to promote crime and safety awareness and to enhance campus security.”
	3. “Here are the requirements: employees that identify as Campus Security Authorities must report incidents.”
	4. “All these crimes must be reported if they occur on campus”
	5. “Campus Security Authorities must complete the Clery Act Crime Reporting form that can be found on the University website.”
5. Sexual Assault & Sexual Harassment Slide
	1. “Any employee who sees or hears about sexual assault and sexual harassment involving a student must report the incident.”
	2. “You can find the sexual misconduct forms on the UW Whitewater website.”
	3. “More information can be found in these chapter of the University System Statute.”
6. Title IX Slide
	1. “All employees are required to report any knowledge, incident, or allegation of sexual misconduct involving a student, employee, contractor, or guest.”
	2. “Here are some examples of incidents that need to be reported:”
	3. “All employees must complete the sexual misconduct forms for sexual misconduct incidents involving employees for the UW Whitewater campus or the UW Rock campus.”
	4. “Or you may contact Human Resources or the Title IX coordinator.”
	5. “And more information can be found on the UW Whitewater website
7. Contact/Ending Slide
	1. “If you have any questions please contact your HR Department. Thank you for listening.”