

Statement of American Lung Association of Hawaii Professional Standards In Conducting Not On Tobacco (**N-O-T**) Programs

1. To insure American Lung Association of Hawaii (ALAH) professional standards and maintain quality control of the Not On Tobacco (**N-O-T**) program, the trainee or co-sponsoring organization must:
 - Meet criteria for being a **N-O-T** Facilitator. (Refer to the Facilitator Position Description.)
 - Be a non-tobacco user-- at least 6 months tobacco-free.
 - Adhere to the content and format of the program as provided by the American Lung Association of Hawaii. Should the individual trainee or co-sponsor wish to make *any* changes, approval must be sought from the ALAH prior to implementation.
 - Be trained and certified by the ALAH to lead or supervise the program. Trained, certified **N-O-T** facilitators may *not* train and certify others. Individual or co-sponsoring organization may join with a third party in conducting the **N-O-T** program only with prior written approval by the American Lung Association of Hawaii.
 - Use **N-O-T** materials *only* for conducting the authorized **N-O-T** program. Pieces of the **N-O-T** program cannot be used or adapted for use in any other program without prior written permission from ALAH.
 - **N-O-T** is a copyrighted program of the American Lung Association of Hawaii. Therefore, registered trademark and acknowledgment that it is an ALAH program must appear on any materials and promotions developed for the program.

2. The program, services and materials for ALAH are offered on a not-for-profit basis. Therefore:
 - Individuals or organizations may not offer the **N-O-T** program for profit.
 - Individuals or organizations must adhere to the agreed upon program and/or training fees charged.
 - Trained individuals or organizations must be non-profit or a company providing a health program for its employees and their families.

3. ALAH wants its programs to have solid research foundation. Therefore:
 - All research projects using **N-O-T** *must be approved* in writing by the ALAH *prior* to implementation.
 - In all cases, personal information including names and addresses of program participants must be kept confidential.

4. Trainee or cosponsor hereby indemnifies and holds harmless the ALAH from and against any claims, proceedings, lawsuits or other liabilities, costs or expenses, including legal fees, arising out of or attributable to acts, or omissions to act, of the trainee or co-sponsor.

ALAH Representative signature _____ Date _____

Trainee signature _____ Date _____

School Administrator/Agency Director _____ Date _____