

Youth Tobacco Coalition Action Plan

| Major Topic <i>Per request, tech guidance will be given by PCHD</i> | Associated Tasks | Projected Date | Please fill in the steps SWAT will take to complete the “Associated Tasks” in Column 2 |
|--|---|----------------------------------|---|
| 1. Introduction a. Policy overview b. Tobacco 101 (Tobacco Basics) c. Coalition structure, member responsibilities and expectations d. Connect with other youth leadership groups | <ul style="list-style-type: none"> • Intro to current work • Peer-to-peer tobacco education for new members • Election of Leadership/Position Assignments • Begin to build a relationship and work with Walden Grove HS youth | September 2015 | |
| 2. Policy Advocacy / Mobilize for Action a. Identifying and engaging key decision-makers and stakeholders b. Gather support from key decision-makers and stakeholders c. Elevator speech(s) and presentation(s) for sharing and gaining project support d. Policy related print materials developed | <ul style="list-style-type: none"> • Identify new key stakeholders in your community and continue communication with previously identified • Prepare presentation and talking points for update presentations to key decision-makers • Attend commission meetings and town council meetings as needed • <u>Adopt-a-Park Program</u> • Promote Park policy through various means • Seek media exposure through activities, written editorials, etc. • <i>Attend Pima County Youth Tobacco Collaborative Meetings</i> | September 2015 – May 2016 | <ul style="list-style-type: none"> • <i>Please enter expected completion Month for each step you list. (This can be erased to give more room)</i> |

Blue - Regular Program Sections

Red - State sponsored activity dates

Purple - Action Plan Review

Yellow – Fill in steps

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| <p>3. Park Policy Kick-off Event</p> <p>a. Plan all aspects of a Policy kick-off event with Sahuarita Parks and Recreation and Pima County Health Department</p> <p>b. Gather support from community members for future expansion of the park policy</p> | <ul style="list-style-type: none"> • Develop and agree on an event date, time, location, and theme • Delegate member responsibilities • Contact Sahuarita Park staff to aid in event planning • Research event ideas, vendors, costs, availability, set-up etc. • Event promotion/ invitations to decision makers and stakeholders • Develop educational print materials supporting the policy • Contact and verify vendors • Create an event schedule • Develop a tool to gather attendee input on policy and future expansion • Invite other coalitions to assist | <p>July 2015 – November 2015</p> | <ul style="list-style-type: none"> • <i>Please enter expected completion Month for each step you list. (This can be erased to give more room)</i> |
| <p>4. Fall Training – Tucson PCHD Required</p> | <ul style="list-style-type: none"> • Attendance | <p>October 24th 2015</p> | <ul style="list-style-type: none"> • Transportation • Permission slips |
| <p>5. Great American Smoke Out (GASO) Required</p> | <ul style="list-style-type: none"> • Attendance • Youth must debrief and write a short summary after each event. | <p>November 19th 2015</p> | <ul style="list-style-type: none"> • <i>Policy kickoff event</i> <u>Will satisfy 1 peer-to-peer requirement</u> |

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| <p>6. Plan for improvement</p> <ul style="list-style-type: none"> a. Determine what actions to take b. Develop SMART short and long-term goals c. Create a plan to achieve the goals | <ul style="list-style-type: none"> • Develop an action plan or time table to accomplish goals • Research • Review, update, and/or create a tool(s) to gather public input on park policy | <p>November 2015 – May 2016</p> | <ul style="list-style-type: none"> • <i>Please enter expected completion Month for each step you list.</i> <i><u>(This can be erased to give more room)</u></i> |
| <p>7. Peer-to-Peer Teachings and/or Outreach Events/Activities</p> <ul style="list-style-type: none"> a. Conducted 4 per year; must be separate from State/County sponsored events for nationally observed days b. Curriculum developed to do education | <ul style="list-style-type: none"> • Review, update and prepare tobacco curriculum to be taught • Identify 4 possible dates/opportunities to do peer-to-peer teachings (in class teach, wellness weeks, school events, Etc.) • Youth will debrief and write a short summary after each event only | <p>November 2015 – April 2016</p> | <ul style="list-style-type: none"> • <i>Please enter expected completion Month for each step you list.</i> <i><u>(This can be erased to give more room)</u></i> |

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|---|--|--|---|
| 8. Winter Summit <i>*Age and Number Restrictions*</i> <u>Optional but strongly encouraged</u> | <ul style="list-style-type: none"> Attendance Youth must debrief and write a short summary after each event. | December 2015 | <ul style="list-style-type: none"> Registration packets |
| 9. Action Plan Review | <ul style="list-style-type: none"> Face-to-face meeting to discuss progress | January 2016 | <ul style="list-style-type: none"> Schedule meeting with PCHD Staff |
| 10. Evaluation of Park Policy <ol style="list-style-type: none"> Effectiveness and/or areas of improvement Data analysis Record findings Create a plan for improvement and expansion of policy Share findings with decision makers and stakeholders | <ul style="list-style-type: none"> Create a tool(s) to gather data on park policy effectiveness Gather data Conduct environmental scans/butt pickups Evaluate sign size, placement, colors, messaging Analyze data and determine pros/cons Produce a summary report on findings Update/Create presentation materials to share with decision makers and stakeholders | January 2016 – March 2016 | <ul style="list-style-type: none"> <i>Please enter expected completion Month for each step you list. (This can be erased to give more room)</i> |
| 11. Through with Chew Week <u>Optional</u> | | February 2016 3rd week | <u><i>Can be used to satisfy 1 peer-to-peer requirement</i></u> |
| 12. Spring Training –Tucson Area <i>*Possible Overnight Training*</i> <u>Required</u> | <ul style="list-style-type: none"> Attendance | February 20th 2016 | <ul style="list-style-type: none"> Transportation Permission slips |

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|---|---|---|---|
| 13. Kick Butts Day (KBB) – Arizona State Capital, Phoenix <u>Required</u> | <ul style="list-style-type: none"> • Attendance • Prepare (TBD) • Youth must debrief and write a short summary after each event. | March 16th 2016 | <ul style="list-style-type: none"> • Youth permission slips • Approval for field trip/missed day • Substitute requested |
| 14. Action Plan Review | <ul style="list-style-type: none"> • Face-to-face meeting to discuss progress | April 2016 | <ul style="list-style-type: none"> • Schedule meeting with PCHD Staff |
| 15. Arizona Youth Advocate of the Year Award (AZYAYA) Submission <u>Required</u> | <ul style="list-style-type: none"> • Write a nomination for, your team and one for an outstanding youth | April 2016 | |
| 16. World No Tobacco Day (WNTD) <u>Optional but strongly encouraged</u> | <ul style="list-style-type: none"> • Attendance | May 2016 | <ul style="list-style-type: none"> • Usually an all coalition event |
| 17. Summer Conference *Space Limited* <u>Optional but strongly encouraged</u> | <ul style="list-style-type: none"> • Attendance | June 8th - 11th 2016 | <ul style="list-style-type: none"> • Inform parents prior to school year ending • Collet youth contact information • Complete registration packet per attendee |

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Youth Tobacco Coalition Action Plan

| Presentation Topic <i>Per request, tech guidance will be given by PCHD</i> | Associated Tasks | Projected Date | Please fill in the steps SWAT will take to complete the “Associated Tasks” in Column 2 |
|--|---|----------------------------------|---|
| 1. Introduction for New Members a. Policy overview b. Tobacco 101 (Tobacco Basics) c. Coalition structure, member responsibilities and expectations | <ul style="list-style-type: none"> • Intro to current work • Peer-to-peer tobacco education for new members • Election of Leadership/Position Assignments | September 2015 | |
| 2. Plan for improvement a. Determine what actions to take b. Develop SMART short and long-term goals c. Create a plan to achieve the goals d. Review and testing of program | <ul style="list-style-type: none"> • Develop an action plan or time table to accomplish goals • Research • Request needed media/content from outside sources and verify approved use • Begin production of diversion course work (filming, script writing, placing items into delivery program, • Complete a rough draft of diversion program and submit for review by content experts and peers | September 2015 – May 2016 | <ul style="list-style-type: none"> • <i>Please enter expected completion Month for each step you list. (This can be erased to give more room)</i> |

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| 3. Fall Training – Tucson PCHD <u>Required</u> | <ul style="list-style-type: none"> • Attendance | October 24th 2015 | <ul style="list-style-type: none"> • Transportation • Permission slips |
| 4. Great American Smoke Out (GASO) <u>Required</u> | <ul style="list-style-type: none"> • Attendance • Youth must debrief and write a short summary after each event. | November 19th 2015 | <ul style="list-style-type: none"> • <i>Assist Anza Trail with policy kickoff event or create some other event/activity/peer-peer teaching event to supplement</i> <u>Can be used to satisfy 1 peer-to-peer requirement</u> |
| 5. Policy Advocacy / Mobilize for Action a. Identifying and engaging key decision-makers and stakeholders b. Gather support from key decision-makers and stakeholders c. Elevator speech(s) and presentation(s) for sharing and gaining project support | <ul style="list-style-type: none"> • Identify new key stakeholders in your community • Continue communication with previously identified stakeholders • Prepare presentation and talking points for update presentations to key decision-makers • <u>Attend Pima County Youth Tobacco Collaborative Meetings</u> | November 2015 – May 2016 | <ul style="list-style-type: none"> • <i>Please enter expected completion Month for each step you list. (This can be erased to give more room)</i> |
| 6. Winter Summit *Age and Number Restrictions* <u>Optional but strongly encouraged</u> | <ul style="list-style-type: none"> • Attendance • Youth must debrief and write a short summary after each event. | December 2015 | <ul style="list-style-type: none"> • Registration packets |

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| 7. Action Plan Review | <ul style="list-style-type: none"> Face-to-face meeting to discuss progress | January 2016 | <ul style="list-style-type: none"> Schedule meeting with PCHD Staff |
| 8. Peer-to-Peer Teachings and/or Outreach Events/Activities a. Conducted 4 per year; must be separate from State/County sponsored events for nationally observed days b. Curriculum developed to do education | <ul style="list-style-type: none"> Review, update and prepare tobacco curriculum to be taught Identify 4 possible dates/opportunities to do peer-to-peer teachings (in class teach, wellness weeks, school events, Etc.) Youth will debrief and write a short summary after each event only | February 2016 – April 2016 | <ul style="list-style-type: none"> <i>Please enter expected completion Month for each step you list. (This can be erased to give more room)</i> |
| 9. Through with Chew Week <u>Optional</u> | | February 2016 3rd week | <u>Can be used to satisfy 1 peer-to-peer requirement</u> |
| 10. Spring Training –Tucson Area *Possible Overnight Training* <u>Required</u> | <ul style="list-style-type: none"> Attendance | February 20th 2016 | <ul style="list-style-type: none"> Transportation Permission slips |
| 11. Kick Butts Day (KBB) – Arizona State Capital, Phoenix <u>Required</u> | <ul style="list-style-type: none"> Attendance Prepare (TBD) Youth must debrief and write a short summary after each event. | March 16th 2016 | <ul style="list-style-type: none"> Youth permission slips Approval for field trip/missed day Substitute requested |

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|--|--|--|---|
| 12. Action Plan Review | <ul style="list-style-type: none"> Face-to-face meeting to discuss progress | April 2016 | <ul style="list-style-type: none"> Schedule meeting with PCHD Staff |
| 13. Arizona Youth Advocate of the Year Award (AZYAYA) Submission Required | <ul style="list-style-type: none"> Write a nomination for, your team and one for an outstanding youth | April 2016 | |
| 14. World No Tobacco Day (WNTD) Optional but strongly encouraged | <ul style="list-style-type: none"> Attendance | May 2016 | <ul style="list-style-type: none"> Usually an all coalition event |
| 15. Summer Conference *Space Limited* Optional but strongly encouraged | <ul style="list-style-type: none"> Attendance | June 8th -11th 2016 | <ul style="list-style-type: none"> Inform parents prior to school year ending Collet youth contact information Complete registration packet per attendee |

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Youth Tobacco Coalition Action Plan

| Presentation Topic <i>The start of each section will be taught by PCHD</i> | Associated Tasks | Projected Date | Please fill in the steps SWAT will take to complete the “Associated Tasks” in Column 2 |
|---|---|--------------------------------------|--|
| 1. Introduction to Policy Grant a. Coalitions/ Coalition- building b. Run an effective meeting c. Group decision-making | <ul style="list-style-type: none"> Decide on group structure. Practice group decision-making | September 2015 | |
| 2. Tobacco Basics a. Tobacco and youth b. Healthy People 2020 objectives c. Tobacco in your community | <ul style="list-style-type: none"> Begin thinking about/ identifying tobacco issues in your community | September 2015 | <ul style="list-style-type: none"> Tobacco 101 training – PCHD Peer-to-peer curriculum/presentation development Assist Anza Trail with policy kickoff event at North Santa Cruz Park |
| Fall Training – Tucson PCHD Required | <ul style="list-style-type: none"> Attendance | October 24th 2015 | <ul style="list-style-type: none"> Plan for: Transportation Permission slips |
| Great American Smoke out (GASO) | <ul style="list-style-type: none"> Attendance | November 19th 2015 | <ul style="list-style-type: none"> Assist Anza Trail with policy kickoff event at North Santa Cruz Park |
| 3. Policy Advocacy a. What does it mean? b. How to change policy c. Identifying key decision-makers | <ul style="list-style-type: none"> Identify key stakeholders in your community Identify a minimum of 3 tobacco issues/ potential policy areas in your community <p>*Review Date: _____</p> | September – December 2015 | <ul style="list-style-type: none"> Assist Anza Trail with policy kickoff event at North Santa Cruz Park |

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Yellow – Fill in additional step

Youth Tobacco Coalition Action Plan

| | | | |
|---|---|--------------------------------------|--|
| Winter Summit <u>Optional but strongly encouraged</u> *Attendance Restrictions* | <ul style="list-style-type: none"> Attendance | December 2015 | <ul style="list-style-type: none"> Plan for: Registration packets |
| 4. Needs assessment a. Investigate your school/community b. Tools: surveys/ focus groups/ observation (visual assessment) c. Building consensus d. Prioritizing | <ul style="list-style-type: none"> Develop tools needed for school/community needs assessment Implement needs assessment activities Choose policy priority area based on needs assessment findings. *Review Date:_____ | January – March 2016 | <ul style="list-style-type: none"> Assist Anza Trail with current policy activities; Data collection, Outreach education, Letters to the editor, Public speaking, Soliciting community support, Etc. |
| Spring Training –Tucson Area <u>Required</u> | <ul style="list-style-type: none"> Attendance | February 20th 2016 | <ul style="list-style-type: none"> Plan for: Transportation Permission slips |
| Kick Butts Day – AZ Capital, PHX <u>Required</u> | <ul style="list-style-type: none"> Attendance | March 16th 2016 | <ul style="list-style-type: none"> Plan for: Youth permission slips Approval for field trip/missed day Substitute requested |
| 5. Plan for improvement a. Determine what actions to take b. Develop short and long-term goals c. Create a plan to achieve the goals d. Engage key decision-makers | <ul style="list-style-type: none"> Develop action plan Identify and engage key stakeholders | March - May 2016 | |
| World No Tobacco Day (WNTD) | | May 2015 | <ul style="list-style-type: none"> Usually an all coalition event |

Blue - Regular Program Sections

Red - State sponsored activity dates

Yellow – Fill in additional step

Youth Tobacco Coalition Action Plan

| | | | |
|--|--|--|---|
| <p>Summer Conference <u>Optional but strongly encouraged</u> Space Limited</p> | <ul style="list-style-type: none"> • Attendance | <p>June 8th -11th 2016</p> | <ul style="list-style-type: none"> • Inform parents prior to school year ending • Collet youth contact information • Complete registration packet per attendee |
| <p>6. Mobilize for action</p> <ol style="list-style-type: none"> Developing powerful messages Creating effective letters, press releases, and presentations Run an effective meeting Engage the media | | <p><u>July</u> <u>2016</u></p> <p><u>New Program</u> <u>Year</u></p> | <ul style="list-style-type: none"> • *Start of this process at beginning of next program year (if ready)*. |

Blue - Regular Program Sections

Red - State sponsored activity dates

Yellow – Fill in additional step

Youth Tobacco Prevention and Leadership Program **Participation Agreement**

Program Duration

July 1, 2015 – June 30, 2016

Compensation

One stipend in the amount of \$1,000.00 will be paid per school for the 2015 -2016 school year. Stipends will be disbursed at the end of the school year after work has been completed and payment will be sent directly to the participating employee by Pima County's Finance Department.

Operational funding

Operational funding of \$1,000 will be available to each coalition once the Youth Advisor and the Pima County Youth Prevention Program Coordinator have developed and established an agreed upon action plan for the program period. **Depending on district need/want, funds may be fully or partially disbursed to the district or held by Pima County Health Department's Tobacco and Chronic Disease Program for use by the participating Tobacco Youth Coalition.** A portion of these funds will be designated for required activities/expenses outlined by Pima County. The remaining sum of operational monies is discretionary but can **only** be used for costs incurred while completing work outlined in the action plan. School district procurement policies need to be followed, check with your district for proper request and fund usage protocols.

Minimum Requirements:

1. Maintain a minimum of 5 youth participants.
2. Hold a minimum of two meetings per month.
3. Develop and establish an agreed upon action plan with the Pima County Youth Prevention Program Coordinator.
4. Follow the action plan set forth and communicate any problems and/or barriers to the Pima County Youth Prevention Program Coordinator.
5. Review the action plan quarterly with the Pima County Youth Prevention Program Coordinator to ensure sufficient progress is being made and for approval of any adjustments that need to be made.

**The action plan is a fluid document and may be readjusted as needed but must be agreed upon by both the Youth Advisor and the Pima County Youth Prevention Program Coordinator.*

**The agreed upon action plan will be attached to this agreement once developed and established.*

Youth Tobacco Prevention and Leadership Program Participation Agreement

By signing this agreement, I _____ understand that if I do not complete the minimum requirements established in this agreement, I will not receive any portion of compensation. I also understand that if I do not adhere to the agreed upon action plan set forth by myself and the Pima County Youth Prevention Program Coordinator, my participation in the program will be terminated.

School Name (Printed)

Youth Advisor Name (Print)

Youth Advisor Signature / Date

Youth Advisor Email Address

Youth Advisor Phone

Principal's Name (Printed)

Principal's Signature / Date

Principal's Email Address

Principal's Phone