## Youth Tobacco Coalition Action Plan

<table>
<thead>
<tr>
<th>Major Topic</th>
<th>Associated Tasks</th>
<th>Projected Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Introduction</strong></td>
<td></td>
<td>September 2015</td>
</tr>
<tr>
<td>a. Policy overview</td>
<td>• Intro to current work</td>
<td></td>
</tr>
<tr>
<td>b. Tobacco 101 (Tobacco Basics)</td>
<td>• Peer-to-peer tobacco education for new members</td>
<td></td>
</tr>
<tr>
<td>c. Coalition structure, member responsibilities and expectations</td>
<td>• Election of Leadership/Position Assignments</td>
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<tr>
<td>d. Connect with other youth leadership groups</td>
<td>• Begin to build a relationship and work with Walden Grove HS youth</td>
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<tr>
<td><strong>2. Policy Advocacy / Mobilize for Action</strong></td>
<td></td>
<td>September 2015 – May 2016</td>
</tr>
<tr>
<td>a. Identifying and engaging key decision-makers and stakeholders</td>
<td>• Identify new key stakeholders in your community and continue communication with previously identified</td>
<td></td>
</tr>
<tr>
<td>b. Gather support from key decision-makers and stakeholders</td>
<td>• Prepare presentation and talking points for update presentations to key decision-makers</td>
<td></td>
</tr>
<tr>
<td>c. Elevator speech(s) and presentation(s) for sharing and gaining project support</td>
<td>• Attend commission meetings and town council meetings as needed</td>
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<tr>
<td>d. Policy related print materials developed</td>
<td>• Adopt-a-Park Program</td>
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<tr>
<td></td>
<td>• Promote Park policy through various means</td>
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<td></td>
<td>• Seek media exposure through activities, written editorials, etc.</td>
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<tr>
<td></td>
<td>• Attend Pima County Youth Tobacco Collaborative Meetings</td>
<td></td>
</tr>
</tbody>
</table>
3. Park Policy Kick-off Event  
   a. Plan all aspects of a Policy kick-off event with Sahuarita Parks and Recreation and Pima County Health Department  
   b. Gather support from community members for future expansion of the park policy  

<p>| | | | |</p>
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<thead>
<tr>
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</table>
|**3. Park Policy Kick-off Event** | - 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 | **July**  
**2015 – November 2015** | **Please enter expected completion Month**  
**for each step you list.**  
**(This can be erased to give more room)** |

4. Fall Training – Tucson PCHD  
   Required  

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
</table>
|**4. Fall Training – Tucson PCHD Required** | - Attendance | **October 24th 2015** | - Transportation  
- Permission slips |

5. Great American Smoke Out (GASO)  
   Required  

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
</table>
|**5. Great American Smoke Out (GASO) Required** | - Attendance  
- Youth must debrief and write a short summary after each event. | **November 19th 2015** | **Policy kickoff event**  
**Will satisfy 1 peer-to-peer requirement** |
# Youth Tobacco Coalition Action Plan

**6. 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

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop an action plan or time table to accomplish goals</td>
<td>November 2015 – May 2016</td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Review, update, and/or create a tool(s) to gather public input on park policy</td>
<td></td>
</tr>
</tbody>
</table>

**7. 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

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review, update and prepare tobacco curriculum to be taught</td>
<td>November 2015 – April 2016</td>
</tr>
<tr>
<td>Identify 4 possible dates/opportunities to do peer-to-peer teachings (in class teach, wellness weeks, school events, Etc.)</td>
<td></td>
</tr>
<tr>
<td>Youth will debrief and write a short summary after each event only</td>
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</tr>
</tbody>
</table>

**Anza Trail Middle School – Nataly Van Alstine SY/FY 15-16**
## Youth Tobacco Coalition Action Plan

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **8. Winter Summit**  
*Age and Number Restrictions*  
Optional but strongly encouraged | - Attendance  
- Youth must debrief and write a short summary after each event. | December 2015 | - Registration packets |
| **9. Action Plan Review** | - Face-to-face meeting to discuss progress | January 2016 | - Schedule meeting with PCHD Staff |
| **10. Evaluation of Park Policy** | | January 2016 – March 2016 | - Please enter expected completion Month for each step you list.  
(This can be erased to give more room) |
| a. Effectiveness and/or areas of improvement  
b. Data analysis  
c. Record findings  
d. Create a plan for improvement and expansion of policy  
e. Share findings with decision makers and stakeholders | - 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 | | |
| **11. Through with Chew Week**  
Optional | | February 2016  
3rd week | Can be used to satisfy 1 peer-to-peer requirement |
| **12. Spring Training – Tucson Area**  
*Possible Overnight Training*  
Required | | February 2016  
20th | Transportation  
Permission slips |
### Youth Tobacco Coalition Action Plan

<table>
<thead>
<tr>
<th>13. Kick Butts Day (KBB) – Arizona State Capital, Phoenix</th>
<th><strong>March 16th 2016</strong></th>
<th><strong>March 16th 2016</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attendance</td>
<td>• Youth permission slips</td>
<td></td>
</tr>
<tr>
<td>• Prepare (TBD)</td>
<td>• Approval for field trip/missed day</td>
<td></td>
</tr>
<tr>
<td>• Youth must debrief and write a short summary after each event.</td>
<td>• Substitute requested</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>• Face-to-face meeting to discuss progress</td>
<td>• Schedule meeting with PCHD Staff</td>
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<tr>
<td>15. Arizona Youth Advocate of the Year Award (AZYAYA) Submission</td>
<td><strong>April 2016</strong></td>
<td><strong>April 2016</strong></td>
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<tr>
<td>• Write a nomination for, your team and one for an outstanding youth</td>
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<tr>
<td>16. World No Tobacco Day (WNTD)</td>
<td><strong>May 2016</strong></td>
<td><strong>May 2016</strong></td>
</tr>
<tr>
<td>Optional but strongly encouraged</td>
<td>• Usually an all coalition event</td>
<td></td>
</tr>
<tr>
<td>• Attendance</td>
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<tr>
<td>17. Summer Conference <em>Space Limited</em> Optional but strongly encouraged</td>
<td><strong>June 8th - 11th 2016</strong></td>
<td><strong>June 8th - 11th 2016</strong></td>
</tr>
<tr>
<td>• Attendance</td>
<td>• Inform parents prior to school year ending</td>
<td></td>
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<tr>
<td></td>
<td>• Collet youth contact information</td>
<td></td>
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<tr>
<td></td>
<td>• Complete registration packet per attendee</td>
<td></td>
</tr>
</tbody>
</table>
### Youth Tobacco Coalition Action Plan

<table>
<thead>
<tr>
<th>Presentation Topic</th>
<th>Associated Tasks</th>
<th>Projected Date</th>
<th>Please fill in the steps SWAT will take to complete the “Associated Tasks” in Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Introduction for New Members</strong>&lt;br&gt;a. Policy overview&lt;br&gt;b. Tobacco 101 (Tobacco Basics)&lt;br&gt;c. Coalition structure, member responsibilities and expectations</td>
<td>• Intro to current work&lt;br&gt;• Peer-to-peer tobacco education for new members&lt;br&gt;• Election of Leadership/Position Assignments</td>
<td>September 2015</td>
<td></td>
</tr>
<tr>
<td><strong>2. Plan for improvement</strong>&lt;br&gt;a. Determine what actions to take&lt;br&gt;b. Develop SMART short and long-term goals&lt;br&gt;c. Create a plan to achieve the goals&lt;br&gt;d. Review and testing of program</td>
<td>• Develop an action plan or time table to accomplish goals&lt;br&gt;• Research&lt;br&gt;• Request needed media/content from outside sources and verify approved use&lt;br&gt;• Begin production of diversion course work (filming, script writing, placing items into delivery program,&lt;br&gt;• Complete a rough draft of diversion program and submit for review by content experts and peers</td>
<td>September 2015 – May 2016</td>
<td>• Please enter expected completion Month for each step you list. <em>(This can be erased to give more room)</em></td>
</tr>
</tbody>
</table>
### Youth Tobacco Coalition Action Plan

| 3. Fall Training – Tucson PCHD Required | • Attendance | October 24th 2015 | • Transportation  
|                                          | [ ] | | • Permission slips  
| 4. Great American Smoke Out (GASO) Required | • Attendance  
|                                          | • Youth must debrief and write a short summary after each event. | November 19th 2015 | • Assist Anza Trail with policy kickoff event or create some other event/activity/peer-peer teaching event to supplement **Can be used to satisfy 1 peer-to-peer requirement**  
| 5. Policy Advocacy / Mobilize for Action | • Identify new key stakeholders in your community  
| a. Identifying and engaging key decision-makers and stakeholders | | November 2015 – May 2016 | • [ ] Please enter expected completion Month for each step you list.  
| b. Gather support from key decision-makers and stakeholders | • Continue communication with previously identified stakeholders  
| c. Elevator speech(s) and presentation(s) for sharing and gaining project support | • Prepare presentation and talking points for update presentations to key decision-makers  
| | • Attend Pima County Youth Tobacco Collaborative Meetings | | (This can be erased to give more room)  
| 6. Winter Summit *Age and Number Restrictions* Optional but strongly encouraged | • Attendance  
| | • Youth must debrief and write a short summary after each event. | December 2015 | • Registration packets  

**Blue - Regular Program Sections**  
**Red - State sponsored activity dates**  
**Purple - Action Plan Review**  
**Yellow – Fill in steps**
<table>
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<tr>
<th>7. Action Plan Review</th>
<th>• Face-to-face meeting to discuss progress</th>
<th>January 2016</th>
<th>• Schedule meeting with PCHD Staff</th>
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</table>
| 8. Peer-to-Peer Teachings and/or Outreach Events/Activities | • 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 | • Please enter expected completion Month for each step you list.  
(This can be erased to give more room) |
| a. Conducted 4 per year; must be separate from State/County sponsored events for nationally observed days  
| b. Curriculum developed to do education | | |
| 9. Through with Chew Week | • 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 3rd week | Can be used to satisfy 1 peer-to-peer requirement |
| Optional | | |
| 10. Spring Training –Tucson Area  
*Possible Overnight Training* | • Attendance | February 20th 2016 | • Transportation  
• Permission slips |
| Required | | |
| 11. Kick Butts Day (KBB) – Arizona State Capital, Phoenix | • Attendance  
• Prepare (TBD)  
• Youth must debrief and write a short summary after each event. | March 16th 2016 | • Youth permission slips  
• Approval for field trip/missed day  
• Substitute requested |
<p>| Required | | | |</p>
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<tr>
<td>Summer Conference</td>
<td>Attendance</td>
<td>June 8th -11th 2016</td>
<td>Inform parents prior to school year ending, Collet youth contact information, Complete registration packet per attendee</td>
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Blue - Regular Program Sections  Red - State sponsored activity dates  Purple - Action Plan Review  Yellow – Fill in steps
## Youth Tobacco Coalition Action Plan

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<th>Projected Date</th>
<th>Please fill in the steps SWAT will take to complete the “Associated Tasks” in Column 2</th>
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</table>
| **1. Introduction to Policy Grant**  
   a. Coalitions/Coalition-building  
   b. Run an effective meeting  
   c. Group decision-making | • 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 | • Begin thinking about/identifying tobacco issues in your community | **September 2015** | • 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** | • Attendance | **October 24th 2015** | • Plan for: Transportation permission slips |
| **Great American Smoke out (GASO)** | • Attendance | **November 19th 2015** | • **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 | • Identify key stakeholders in your community  
   • Identify a minimum of 3 tobacco issues/potential policy areas in your community | **September – December 2015** | • **Assist Anza Trail with policy kickoff event at North Santa Cruz Park** |

*Review Date: ________*
# Youth Tobacco Coalition Action Plan

<table>
<thead>
<tr>
<th>Event</th>
<th>Attendance Date</th>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Summit</td>
<td>December 2015</td>
<td>- Plan for: Registration packets</td>
</tr>
<tr>
<td>Optional but strongly encouraged</td>
<td></td>
<td><em>Attendance Restrictions</em></td>
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<tr>
<td></td>
<td></td>
<td>a. Investigate your school/community</td>
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<td>b. Tools: surveys/ focus groups/ observation (visual assessment)</td>
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<td>c. Building consensus</td>
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<td>d. Prioritizing</td>
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<td></td>
<td></td>
<td>- Develop tools needed for school/community needs assessment</td>
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<td>- Implement needs assessment activities</td>
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<td>- Choose policy priority area based on needs assessment findings.</td>
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<td></td>
<td></td>
<td>*Review Date:________</td>
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<tr>
<td></td>
<td></td>
<td>Spring Training – Tucson Area Required</td>
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<td></td>
<td>- Plan for: Transportation Permission slips</td>
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<td></td>
<td>Kick Butts Day – AZ Capital, PHX Required</td>
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<td>- Plan for: Youth permission slips Approval for field trip/missed day Substitute requested</td>
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<td></td>
<td></td>
<td>5. Plan for improvement</td>
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<tr>
<td></td>
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<td>a. Determine what actions to take</td>
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<td>b. Develop short and long-term goals</td>
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<td>c. Create a plan to achieve the goals</td>
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<td></td>
<td></td>
<td>d. Engage key decision-makers</td>
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<tr>
<td></td>
<td></td>
<td>- Develop action plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Identify and engage key stakeholders</td>
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<td></td>
<td></td>
<td>- World No Tobacco Day (WNTD) May 2015</td>
</tr>
</tbody>
</table>

**Blue - Regular Program Sections**  | **Red - State sponsored activity dates**  | **Yellow – Fill in additional step**
# Youth Tobacco Coalition Action Plan

<table>
<thead>
<tr>
<th>Summer Conference</th>
<th>Attendance</th>
<th>June 8(^{th}) - 11(^{th}) 2016</th>
<th>Inform parents prior to school year ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional but strongly encouraged</td>
<td>• Attendance</td>
<td>• Inform parents prior to school year ending</td>
<td></td>
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<tr>
<td>Space Limited</td>
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<td>• Inform parents prior to school year ending</td>
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<td></td>
<td>• Complete registration packet per attendee</td>
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<td></td>
<td>• <em>Start of this process at beginning of next program year (if ready)</em>.</td>
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</tbody>
</table>

## 6. Mobilize for action

- a. Developing powerful messages
- b. Creating effective letters, press releases, and presentations
- c. Run an effective meeting
- d. Engage the media

**New Program Year**

- **July 2016**
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.

When agreement is signed, please contact gregory.rivera@pima.gov to schedule pick up.
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

When agreement is signed, please contact gregory.rivera@pima.gov to schedule pick up.