



STATE OF ALABAMA DEPARTMENT OF  
**PUBLIC HEALTH**

Donald E. Williamson, MD  
State Health Officer

February 22, 2011

Dear Potential Applicant:

The Alabama Department of Public Health is pleased to announce the 2011-2012 Mini-Grant Request for Application for tobacco prevention and control projects to protect youth from the dangers of tobacco use. Results from the 2010 Alabama Youth Tobacco Survey (ALYTS) report 18.6 percent of high school students are current smokers. Compared to the 2000 ALYTS which reported 30.2 percent of high school students were current smokers, this is a 39 percent decrease since this application was made available. Half of the high school students who smoke want to quit, and additional steps to assist those teens, particularly pregnant teens, have begun. Clearly, efforts in changing the community norm of tobacco use in our cities, schools, and workplaces are working and must be continued.

Since 1998, Alabama Department of Public Health Tobacco Prevention and Control Coordinators and grantees have made progress in building local coalitions, raising awareness of the dangers of secondhand smoke, and educating communities on the importance of protecting Alabama's youth from tobacco use. It is time to expand these efforts to educating city leaders on protecting our youth from secondhand smoke, educating teens on the dangers of tobacco use, and increasing the availability of tobacco cessation resources to high school teens and youth adults.

If your organization is interested in applying for this funding please notify Betsy Cagle at (334) 206-3995 or by email [Betsy.Cagle@adph.state.al.us](mailto:Betsy.Cagle@adph.state.al.us) before March 24, 2011.

Sincerely,

A handwritten signature in blue ink, appearing to read "Betsy J. Cagle".

Betsy J. Cagle  
Youth Mini-Grant Coordinator

## **I. Overview and Purpose**

Tobacco use is the leading cause of preventable death and disease in the United States and exposure to secondhand smoke (SHS) is a preventable cause of significant morbidity and mortality. In Alabama, approximately 7,500 adults die each year from smoking and an additional 850 adults die from secondhand smoke. Approximately 10,700 children under age 18 become new daily smokers each year in Alabama. In addition, around 174,000 children under age 18 in Alabama will ultimately die prematurely from smoking. Smoking kills more people than alcohol, AIDS, car crashes, illegal drugs, murders and suicides combined, and thousands more die from other tobacco-related causes such as smokeless tobacco use and fires caused by smoking.

The Alabama Department of Public Health (ADPH) Tobacco Prevention and Control Branch is seeking qualified community-based organizations to assist in the implementation of a statewide youth tobacco prevention initiative. ADPH intends to enter into a grant agreement with qualified applicants who are knowledgeable in prevention curriculum implementation, and work with youth and the media. Approximately \$530,000 is available for this initiative to fund grants of approximately \$33,000 each. The grant agreement period is from October 1, 2011, until June 30, 2012. Requests for Application (RFA) will be evaluated and grants awarded on a competitive basis. To be eligible to receive funds, any county health department, school, local civic club, charity or not-for-profit corporation shall submit a grant application pursuant to the guidelines issued by the ADPH, with provisions for annual renewal of the grants.

Funding for this opportunity is made possible by Act No. 99-390. The Children First Trust Fund was established with revenue from the Master Settlement Agreement between states' Attorneys General and tobacco companies. Funds were extended to ADPH to reduce the consumption of all tobacco products by children. This opportunity is contingent upon final appropriation from the Alabama Legislature and approval of ADPH's Plan of Investment.

## **II. Eligible Applicants**

Organizations providing county-wide services that have a history of working successfully with youth, the media, prevention curriculum and empowering youth and adults to organize and conduct community and school activities are invited to apply for funding.

Eligible applicants must have computer, e-mail, Internet capability, and:

- Have not-for-profit 501c3 status or be a government agency.
- Be able to enter into a grant agreement with ADPH.
- Have pre-existing youth-oriented programs.
- Have the capacity to provide community-wide programming.
- Be or become a member of the Coalition for a Tobacco-Free Alabama ([www.tobaccofreealabama.net](http://www.tobaccofreealabama.net)) and a local tobacco/drug prevention coalition.

**The objective of this grant is to reduce the youth tobacco prevalence rates in our schools and communities. Successful applicants will engage the general public and youth with community presentations, policy advocacy activities, youth prevention and cessation education, and media messages to raise awareness of the dangers of tobacco use and exposure.** The National Assembly of National Voluntary Health and Social Welfare Organization's document called *The New Community Collaboration Manual* states, "The most important reason for involving youth, where youth issues are being addressed, is that it enhances the chance of success."

### **III. Target Audience**

The primary audience for this grant program is 6th-12th grade youth. Secondary audiences include community youth-serving organizations, school administrators, school counselors and nurses, and community leaders such as school boards and city councils.

### **IV. Program Requirements**

**The activities of the Youth Tobacco Prevention and Control Program (YTPCP) initiative are to:**

- Educate community leaders such as school boards and city councils on the benefits of establishing or strengthening policies that reduce tobacco use and exposure for all citizens.
- Educate school administrators, counselors, and nurses on ways to help teens who are already using tobacco products to quit.
- Raise awareness and change attitudes toward youth tobacco use and exposure among youth-serving organizations.
- Empower youth and other spokespersons to conduct policy education enhancement efforts to reduce tobacco use and exposure.
- Ensure earned and paid media coverage of grant events.
- Partner at the organizational level membership through attendance and participation with the Coalition for a Tobacco-Free Alabama and local tobacco/drug prevention coalitions, committees or task forces.
- Educate youth on the dangers of tobacco use and SHS utilizing the LifeSkills Training Curriculum (Attachment H) in a classroom setting.
- Provide cessation programs for youth smokers who would like to quit.

**Requirements of the YTPCP applicants are to:**

- Hire a project coordinator and/or director who can carry out his/her responsibilities within a flexible, youth-oriented and community event driven schedule (daytime hours, some evenings and Saturdays with possible overnight travel) for at least 25 hours per week for approximately 40 weeks.
- Station staff on-site at a recognized and identifiable location. (Home offices will not be approved.)
- Have a place for staff, youth, and volunteers to meet, work, and have computer access with e-mail and Internet access.
- Implement tasks and activities outlined in Attachment G.
- Provide audit reports or the equivalent upon request.
- Be available for site visits.

## V. Budget Requirements

### Use of Funds

Funds will be used to conduct projects that support the goals and requirements outlined above. All projects must be implemented within **30 days** after the execution of the grant agreement with ADPH **unless** a later starting date is approved in the grant application.

Funds can be used for:

- Salary.
- Fringe benefits.
- Limited local mileage.
- In-state lodging, mileage, and parking for required meetings, trainings, and events.
- Postage and printing.
- Office and activity supplies.
- Awards.
- Incentives for program activities and events. (Incentive items must be pre-approved by ADPH.)
- Display, bulletin board materials, brochures, and posters.

Subcontracting professional services, such as development of advertisements or speakers, may be funded on a case-by-case basis with **prior** approval from the grantor. In addition, any budget revision **shall** be pre-approved by the grantor. Expenditures made without appropriate approval will not be reimbursed.

Funds **cannot** be used for:

- Purchase of equipment (including, but not limited to computers, fax machines, cameras, video recorders/players, overhead or slide projectors, television, microcomputers, copiers or printers, and communication devices).
- Rentals/leases for office or meeting rooms.
- **Food and refreshments of any kind, including per diem, gum and candy.**
- Purchase of gift cards
- Purchase of land.
- Construction or renovation projects.
- Utilities.
- To match other funds.
- Out-of-state travel expenses.
- Indirect costs.
- Capital improvements.

Funds cannot be used to supplant funding for programs which are already in existence or for current salaries of existing personnel. These funds are to be used to start new projects or expand existing programs with personnel costs attributed to dedicated project work.

### Match Recommendation

A match is not required. **However, greater consideration will be given to proposals that include in-kind and/or matching funds contributions.** In-kind contributions are resources that are expended or used for accomplishing activities of the grant. In-kind contributions may come from the grantee's agency, partners or other agencies, and individuals. These contributions may include, but are not limited to: personnel and volunteer services, the value of contributed space, computer equipment, furniture, utilities, communication devices, materials, supplies, and food items. Overstating or fraudulent match statements will lead to disqualification of the application or loss of the grant. If matching funds are included, **provide the source of funds.**

## VI. Evaluation and Reporting Requirements

Applicants must agree to carry out evaluation activities to monitor the implementation and impact of the project. The evaluation of this program will consist of:

- Conducting surveillance of media outlets to track tobacco use prevention and control messages in target communities.
- Reporting the number of civic meetings, presentations, and community events conducted to educate and discuss the dangers of tobacco use and exposure.
- Reporting attendance of meetings and participating in committee work groups of the Coalition for a Tobacco-Free Alabama and local drug/tobacco prevention coalitions, committees, or task forces.
- Demonstrating financial accountability by providing accurate and timely submission of monthly budget reports that follow the grant budget guidelines and plans submitted in the application.
- Reporting the number of youth served through the YEP! Student program, LifeSkills Training Curriculum and the N-O-T Program.
- If selected, participating in project evaluation and administering pre- and post-test instruments for LifeSkills Training and program activities.

Effectiveness will be determined by an assessment of the statement of work activities accomplished (Attachment G as documented in Attachment I). A progress report is required every month on the tasks accomplished for each activity. This report will describe any success or results, youth leaders involved, community and civic participation in local events, media contacts and coverage, increased awareness, presentations, cooperation and collaboration between community agencies, and obstacles or barriers to the activity.

The reporting system is detailed in Attachment I. It includes a monthly progress report of activities (Form 2011 -1), a monthly finance report (Form 2011 -2) with proper financial documentation, monthly employee time sheets (Form 2011-3), a presentation/meeting/activity participation form (Form 2011-4) and the LifeSkills Recording Sheet. News clippings, press releases, education packets, and products developed are encouraged to be included in the monthly progress report to better demonstrate accomplishments and to facilitate the sharing of best practices. Training on using these forms will be provided at the grantee orientation meeting to be held October 4, 2011

The number of participants is determined by attendance rosters indicating an unduplicated count of those attending the meetings. Attendance rosters of all meetings, classes, presentations, forums, etc., will be maintained by the grantee. Total unduplicated counts of students and adults participating will be documented on the participation form and submitted with each progress report.

Financial accountability is provided by submission of a monthly report detailing expenditures and supported by check stubs, copies of receipts of items, services purchased, and purchase approvals where required.

The grant will be paid in installments every three months. **Payment is made on a reimbursement basis**, reflective of the amount spent by the grantee during the preceding three months. This total will come from the monthly finance reports.

## VII. Administration Requirements

### Deadline for Submission

Applications must be postmarked no later than **Friday, April 29, 2011**. If you wish to hand deliver an application or send it via express courier, it must be received in the Tobacco Prevention and Control Branch office by **4:00 p.m. Tuesday, May 3, 2011**. *To ensure timely delivery, it is suggested that an express courier be used. All applications postmarked or received by hand after this date will not be accepted.*

Mail completed applications to:

Betsy Cagle  
Youth Mini-Grant Coordinator  
Tobacco Prevention and Control  
Alabama Department of Public Health  
P. O. Box 303017  
Montgomery, Alabama 36130-3017

If using express courier, use physical address:

Betsy Cagle  
Youth Mini-Grant Coordinator  
Tobacco Prevention and Control  
Alabama Department of Public Health  
RSA Tower, Suite 1270  
201 Monroe Street  
Montgomery, Alabama 36104

### Technical Assistance

Applicants requiring technical assistance may e-mail inquiries to [Betsy.Cagle@adph.state.al.us](mailto:Betsy.Cagle@adph.state.al.us). E-mail correspondence is preferred. However, if Internet access is unavailable, fax inquiries to (334) 206-0318 or call (334) 206-3995. While staff is not available to assist in the actual writing of the application, assistance is available for comment on work plans, outlines, drafts, and to answer specific questions about the grant process. **Electronic copies of Attachments A, B, and C are available upon request.**

### RFA Terms and Conditions

ADPH reserves the right to:

- Alter, amend, or modify provisions of this RFA.
- Adjust or correct cost figures with the concurrence of applicant if an error exists and can be documented to the satisfaction of ADPH.
- Negotiate with applicants responding to this RFA to serve the best interests of ADPH and the State of Alabama.
- Modify the detail specifications should none of the applications received meet all of the stated requirements.
- Begin grant agreement negotiations with the next qualified applicant(s) in order to serve and realize the best interest of the state if ADPH is unsuccessful in negotiating a grant agreement with the selected applicant within an acceptable time frame.

### Project Duration and Start Date

Applicants will be notified in writing of a selected/non-selected application by August 1, 2011. The selected applicants will enter into a grant agreement with ADPH for the project period, October 1, 2011, through June 30, 2012.

### Grantee Training

There will be a mandatory grantee training for those organizations that are chosen to be grantees on **Tuesday, October 4, 2011**. The Tobacco Prevention and Control Branch will outline program requirements in the workshop. The agenda will include reviews of the YEP! curriculum, LifeSkills Training and the N-O-T Program, as well as a question and answer session for budgetary, progress reporting, and evaluation questions. Each recipient of a grant award must send a representative to participate in the

training. Additional mandatory training meetings will be scheduled as needed to coincide with required attendance at quarterly Coalition for Tobacco Free Alabama meetings.

### **VIII. Application Content and Format**

Please provide the following information in the order listed:

#### 1. Application Cover Page (Attachment A)

This form must be completed and attached as the cover sheet for your application. **(Electronic copy available upon request)**

#### 2. Abstract

Write a brief description or summary of your proposed project from a “why-who-what-when-where-how” point of view.

#### 3. Problem and Needs Assessment

Describe the problem to be resolved by the proposed project. Include city or county census data, school demographic information, poverty levels, free or reduced lunch enrollment, and PRIDE data (particularly cigarette and all tobacco use of the last 30 days for grade 6 and the combined grades 9 through 12) for the county or cities where grant will be conducted. Some of this data can be accessed at [www.city-data.com](http://www.city-data.com). Provide information about the youth tobacco use problem in the proposed target communities.

#### 4. Organizational Structure and Capabilities

Describe your agency in terms of mission, youth services, target population, administration and operational structure within which the project will function. Identify the project director and/or project coordinator. Attach resumes and job description(s) (in appendices) which indicate the qualifications and experience of any key staff person. Describe the hours of work and schedule planned for accomplishing the tasks in the grant. Describe any technical expertise of the project director/coordinator, including experience with educating youth and decision makers on policy and related tobacco use and exposure issues, public speaking, and media activities. Describe the impact of your organization’s current youth-oriented programs.

#### 5. Youth Training and Education

Describe how the Youth Empowerment Program (YEP!) fits into your agency’s mission and how you plan to recruit youth into the program. Describe existing high school youth mentoring programs or drug prevention programs. Describe how the YEP! curriculum will be incorporated into the project and identify the high school youth or youth groups involved. Identify methods to recruit high school youth into the program and how they will share leadership of the project. Describe how the high school youth will be actively involved in events, presentations, meetings, and activities. Describe how you plan to implement LifeSkills Training among at least 250 sixth graders. Identify the schools in which LifeSkills Training will be implemented and identify who will teach the LifeSkills Training classes. Identify prevention curriculums that are currently being implemented in the schools. Describe how you plan to implement the N-O-T Program. Identify the curriculum setting (i.e. high school, GED program, Job Corps, community college, etc.) and identify who will facilitate the sessions.

## 6. Project Implementation

Describe the project setting and the total number of students you plan to reach. Describe plans for conducting school surveillance, reviewing school and city tobacco policies for targeted community, and a school board/city council presentation. Describe plans for conducting at least six presentations and speaking engagements with community leader groups and youth-serving organizations on youth tobacco use and exposure including one presentation to community leaders about the benefits of increasing excise tax on tobacco products. Describe the plans for implementing at least six community events with displays, including events around four of the national smoking/tobacco awareness days and two other community events. Describe plans for disseminating teen cessation materials to school staff to at least 50 percent of high schools in target cities. Be sure to include a completed copy of Attachment B (**electronic copy available upon request**) with your application (example provided in Attachment E).

## 7. Media Plan

Include at least eight earned and two paid media activities in the work plan and timeline. Describe when you plan to obtain earned print media coverage (editorials, news releases, interviews, press releases, talk shows) and which media outlet(s) will cover your activities or events. Identify the name of the contact for each media outlet. Describe when paid media (billboard, posters, placards, flyers, newspaper ads) will be used. Describe plans for media activities with youth around four of the five following events: Red Ribbon Week, Great American Smoke-Out, Through with Chew Week, Kick Butts Day and World No Tobacco Day.

## 8. Coalition Participation/Collaboration

Describe your agency's participation in any local or state tobacco use prevention, youth mentoring, health council, or similar coalition. Indicate any collaboration and coordination among organizations and agencies with your organization in proposing this grant project. Describe any advocacy training or work your local coalition has completed in the area of youth tobacco prevention and preventing exposure to secondhand smoke. (Attachment D provides contacts for coalitions.)

## 9. Budget

Provide a **budget narrative** (example provided in Attachment) that provides a detailed justification of how each line item supports the project as outlined in the budget summary. Complete Attachment C (**electronic copy available upon request**) using the corresponding sample found in Attachment F.

## 10. Evaluation

Describe your understanding of the reporting requirements found in Section VI, Evaluation and Reporting Requirements, and state who is responsible for gathering the required data.

## 11. Appendices

Provide project staff's resumes and job descriptions for each position.

## 12. Letters of Support

Provide copies of agreements from youth-serving organizations, schools, collaborative agencies, civic organizations, and local drug/tobacco prevention coalitions. Be sure letters of support outline the commonality of missions of your organizations, your previous projects together and the resources each agency will contribute toward accomplishing your objectives outlined in your grant. Copies of letters of support from schools in which you will implement the LifeSkills Training curriculum are **required**. Make sure letters from schools include the number of sixth grade students you will reach with LifeSkills Training at that school. Provide a Memorandum of Understanding from the principal or the program sponsor where the N-O-T program will be conducted.



## IX. Completing the Application

The total application shall not exceed **17** pages (excluding attachments, resumes, appendices and letters of support). Pages must be typed and easy to read. **Electronic copies of Attachments A, B, and C are available upon request.** All pages must be numbered, be of standard size (8.5 x 11 inches), **double-spaced**, printed on one side with size **12 font**, and **1 inch margins**.

### Copies Required

Applicants are required to submit **one** complete, original, ink-signed application **plus 3 copies**. The original must be unstapled and unbound. The copies should be stapled or bound. *No applications will be accepted via fax or e-mail.*

## X. Grant Award Criteria

Each application submitted will be reviewed using a three-tiered process. Upon receipt of the application, ADPH staff will check applications for required components and a postmark date no later than **Friday, April 29, 2011**. If you choose to hand deliver or send your application by express courier, it must be in the ADPH Tobacco Prevention and Control Branch Office by **4:00 p.m. on Tuesday, May 3, 2011**. *To ensure timely delivery, it is suggested that an express courier be used.* Grant applications that do not meet the application goals and requirements will not receive further consideration. Grant applications that meet the requirements will go to the second tier of the review process. A panel comprised of local and state professionals who have experience with and work in the field of tobacco prevention or community grants will score proposals on the following criteria:

- Problem and Needs Assessment (5 points)
- Organizational Structure and Capabilities (10 points)
- Youth Training and Education (18 points)
- Project Implementation/Timeline (17 points)
- Media Plan (10 points)
- Coalition Participation/Collaboration (10 points)
- Budget (5 points)
- Evaluation (5 points)
- Letters of Support (10 points)
- Overall Proposal (10 points)

A review team, the third tier, will make final recommendations for funding based on scores and ranking from the second tier review, past performance of grant applicants, youth prevalence rates in the community, and the greatest need for LifeSkills Training curriculum in Alabama as identified by the Department.

### **Timeline for Grant Process**

|                             |                                   |
|-----------------------------|-----------------------------------|
| Tuesday, February 22, 2011  | RFA Announced                     |
| Thursday March 25, 2011     | Notice of Intent to Apply         |
| Friday, April 29, 2011      | Grant Post-Mark Date (if mailing) |
| Tuesday, May 3, 2011        | Grant Proposals Due               |
| Monday, August 1, 2011      | Selected Grantees Notified        |
| Thursday, September 1, 2011 | Grant Agreements Signed/Completed |
| Saturday, October 1, 2011   | Grant Projects Begin              |
| Tuesday, October 4, 2011    | Grantee Orientation               |

### **Report Due Dates**

Progress Report due November 9, 2011  
Progress Report due December 9, 2011  
Progress Report due January 10, 2011  
Progress Report due February 9, 2012  
Progress Report due March 9, 2012  
Progress Report due April 10, 2012  
Progress Report due May 9, 2012  
Progress Report due June 11, 2012  
Progress Report due July 10, 2012

Youth Tobacco Prevention and Control Program  
Request for Application Cover Sheet  
2011-2012

**Applicant Information**

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Name of Project Amount of Funding Requested

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Name of Applicant/Organization Federal Employer Identification Number (FEIN)

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Name and Signature of Authorizing Official

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Organization Street Address

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Telephone Number E-mail Address Fax Number

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Name and Signature of Contact Person if Different From Authorizing Official

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Telephone Number E-mail Address Fax Number

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Name and Signature of Financial Official

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Telephone Number E-mail Address Fax Number



**Youth Tobacco Prevention and Control Program  
Project Budget Summary**

Organization Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Total Projected Expenditures:**

|                              | <b>YTPCP Funds</b> | <b>Match Funds</b> | <b>TOTAL Funds</b> |
|------------------------------|--------------------|--------------------|--------------------|
| <b>Salaries</b>              |                    |                    |                    |
| <b>Fringe</b>                |                    |                    |                    |
| <b>Travel</b>                |                    |                    |                    |
| <b>Supplies</b>              |                    |                    |                    |
| <b>Professional Services</b> |                    |                    |                    |
| <b>Advertising/Media</b>     |                    |                    |                    |
| <b>Coalition Fee</b>         |                    |                    |                    |
| <b>Rent/Short-term Lease</b> | XXXXXXXX           |                    |                    |
| <b>Equipment/Furniture</b>   | XXXXXXXX           |                    |                    |
| <b>Utilities</b>             | XXXXXXXX           |                    |                    |
| <b>Other:</b>                |                    |                    |                    |
| <b>Other:</b>                |                    |                    |                    |
| <b>TOTAL</b>                 |                    |                    |                    |

**NOTE: Documentation/itemized receipts must be attached for each line item entered.**

**Tobacco Prevention and Control Coordinators**  
(Contacts for State and Local Coalitions)

**Area 1: Colbert, Franklin, Lauderdale, Marion, Walker, and Winston Counties**

Jabari Sullen, B.S.  
Lauderdale County Health Department  
P. O. Box 3569  
Florence, Alabama 35630 – 3569  
Phone: (256) 765-7557  
Fax: (256) 764-4185  
E-mail: [Jabari.Sullen@adph.state.al.us](mailto:Jabari.Sullen@adph.state.al.us)

**Area 2: Cullman, Jackson, Lawrence, Limestone, Madison, Marshall, and Morgan Counties**

Sonya Tinsley, B.S.  
Public Health Area 2 Office  
201 Gordon Dr. S.E. Suite 204  
Decatur, AL 35601  
Phone: (256) 301-6706  
Fax: (256) 353-4432  
Pager: (256) 920-0105  
Mailing Address:  
Morgan County Health Department  
P.O. Box 1628  
Decatur, AL 35602-1628  
E-mail: [Sonya.Tinsley@adph.state.al.us](mailto:Sonya.Tinsley@adph.state.al.us)

**Area 3: Bibb, Fayette, Greene, Lamar, Pickens, and Tuscaloosa Counties**

Fayetta Royal, MA  
Tobacco Prevention & Control Coordinator  
Alabama Department of Public Health  
Office : 2350 Hargrove Road East, Tuscaloosa, AL 35405  
Mailing Address: P.O. Box 70190, Tuscaloosa, AL 35407  
Phone: (205) 554-4558  
Fax: (205) 556-2701  
E-mail: [Fayetta.Royal@adph.state.al.us](mailto:Fayetta.Royal@adph.state.al.us)

**Area 4: Jefferson County**

Angela Baumann  
Jefferson County Department of Health  
1400 6th Avenue South  
Birmingham, AL 35233  
Phone: (205) 930-1468  
Fax: (205) 930-1487

**Mailing Address:**

Jefferson County Department of Health  
P.O. Box 2648  
Birmingham, AL 35202-2648  
E-mail: [Angela.Baumann@icdh.org](mailto:Angela.Baumann@icdh.org)

**Area 5: Blount, Cherokee, DeKalb, Etowah, Shelby, and St. Clair Counties**

VACANT  
DeKalb County Health Department  
2401 Calvin Dr. SW  
Fort Payne, AL 35967  
Phone: N/A  
Fax: N/A

**Mailing Address:**

DeKalb County Health Department  
P.O. Box 680347  
Ft. Payne, AL 35968  
E-mail: N/A

\*Contact Betsy Cagle if you have any questions about Public Health Area 5

**Area 6: Calhoun, Chambers, Clay, Cleburne, Coosa, Randolph, Talladega, and Tallapoosa Counties**

Coretta Grant, L.B.S.W.  
Public Health Area VI  
83400 McClellan Boulevard  
Anniston, AL 36204  
Phone: (256) 240-6662  
Fax: (256) 240-2615  
E-mail: [Coretta.Grant@adph.state.al.us](mailto:Coretta.Grant@adph.state.al.us)

**Area 7: Choctaw, Dallas, Hale, Lowndes, Marengo, Perry, Sumter, and Wilcox Counties**

Niko Phillips, B.A.  
Dallas County Health Department  
100 Sam O. Moseley Drive  
Selma, AL 36701  
Phone: (334) 874-2550  
Fax: (334) 875-7960  
E-mail: [Niko.Phillips@adph.state.al.us](mailto:Niko.Phillips@adph.state.al.us)

**Area 8: Autauga, Bullock, Chilton, Elmore, Lee, Macon, Montgomery, and Russell Counties**

Demetra Peoples, L.B.S.W.  
2500 Fairlane Drive, Building 2  
Montgomery, AL 36116  
Phone: (334) 277-8464  
Fax: (334) 244-1592  
E-mail: [Demetra.Peoples@adph.state.al.us](mailto:Demetra.Peoples@adph.state.al.us)

**Area 9: Baldwin, Butler, Clarke, Conecuh, Covington, Escambia, Monroe, and Washington Counties**

Tina Findley, RN  
Escambia County Health Department  
1115 Azalea Place  
Brewton, AL 36426  
Phone: (251) 867-5765  
Fax: (251) 867-5179  
E-mail: [Katina.Findley@adph.state.al.us](mailto:Katina.Findley@adph.state.al.us)

**Area 10: Barbour, Coffee, Crenshaw, Dale, Geneva, Henry, Houston, and Pike Counties**

Michelle Garrett  
Public Health Area 10  
P. O. Box 175  
Headland, AL 36345  
Phone: (334) 678-2800  
E-mail: [Michelle.Garrett@adph.state.al.us](mailto:Michelle.Garrett@adph.state.al.us)

**Area 11: Mobile County**

Adrienne Tricksey, B.S.  
Mobile County Health Department  
251 N. Bayou Street  
Mobile, AL 36603  
Phone: (251) 690-8824  
Fax: (251) 694-5014  
Mailing Address:  
Mobile County Health Department  
P.O. Box 2867  
Fax (251) 694-5014  
E-mail: [Adrienne.Tricksey@adph.state.al.us](mailto:Adrienne.Tricksey@adph.state.al.us)



**Sample Mini-Grant Timeline**

| <b>Tasks/Activities</b>  | <b>Person(s) Responsible</b>   | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> | <b>Apr</b> | <b>May</b> | <b>June</b> |
|--|--|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Announce grant award with press conference.  | Project Director   | X          |            |            |            |            |            |            |            |             |
| Educate staff on the dangers of SHS, the YEP! program, youth tobacco prevention and cessation advocacy, conducting media campaigns, tobacco web resources, and current tobacco policies in the schools and youth-serving organizations.  | Project Director   | X          | X          |            |            |            |            |            |            |             |
| Establish and identify media contacts and support with local radio, print, and TV media outlets.   | Project Director and Coordinator                                     | X          | X          | X          | X          | X          | X          | X          | X          | X           |
| Identify and train high school student groups on the YEP! Curriculum, to include a presentation to city council members about strengths/weaknesses or lack of secondhand smoke exposure policy.  | Project Coordinator and YEP! Students                                | X          | X          | X          | X          | X          | X          | X          | X          | X           |
| Develop and assemble display booth materials, fact sheets, flyers, and information packets, using toolkit provided by the ADPH.  | Project Coordinator and YEP! Students                                | X          |            |            |            |            |            |            |            |             |
| Review local school tobacco policy. Conduct surveillance of at least two schools for on-campus tobacco use and promote adoption of a model policy. Present findings to the local school board using the School Board Policy Review Toolkit. Include in the presentation information on LifeSkills Training as school's prevention curriculum and the availability of tobacco use treatment programs. | Project Coordinator and YEP! Students                                |            |            |            |            |            | X          | X          | X          |             |
| Conduct at least six presentations to local civic organizations, key community leader groups, youth-serving organizations, etc., on youth tobacco use and exposure, including at least one presentation to community leaders of excise tax.  | Project Director and Coordinator or Spokesperson(s)                  | X          | X          |            | X          |            | X          |            | X          | X           |
| Conduct at least six community events utilizing display materials and the media. The events should support four of the five following events: Red Ribbon Week, Great American Smoke-Out, Through with Chew Week, Kick Butts Day, World No Tobacco Day and two other local community events.  | Project Director and Coordinator, YEP! Students, Coalition Advocates | X          | X          | X          |            | X          |            | X          | X          |             |
| Conduct at least eight earned print media activities (editorial board visits, write opinion editorials, news articles, and letters to the editor) on SHS, youth prevention, cessation, and tobacco policy.   | Project Coordinator and Coalition Advocates                          | X          | X          |            | X          | X          | X          | X          | X          | X           |
| Conduct LifeSkills Training to at least 250 sixth grade students at one or more school campuses.   | Project Coordinator  |            |            |            | X          | X          | X          | X          | X          |             |
| Conduct at least two paid media activities on SHS.   | Project Coordinator  |            |            |            |            |            |            | X          |            | X           |
| Join and participate in at least 75% of local and state coalition meetings, grantee training meetings, seminars, and site visits. Provide monthly reports and other documentation as required.   | Project Coordinator and Director                                     | X          | X          | X          | X          | X          | X          | X          | X          | X           |
| Disseminate teen cessation materials to 50% of high schools within city limit of target city.  | Project Coordinator and Director                                     |            |            |            | X          | X          |            |            | X          | X           |
| Facilitate N-O-T Program for young adults.   | Project Coordinator  |            |            |            | X          | X          | X          | X          |            |             |

**SAMPLE****Youth Tobacco Prevention and Control Program  
Project Budget Summary**

Organization Name: Safe and Drug Free Communities  
 Contact Person Name: Tom Coleman  
 Telephone: 888-555-1234

**Total Projected Expenditures**

|                              | <b>YTPCP Funds</b> | <b>Match Funds</b> | <b>TOTAL Funds</b> |
|------------------------------|--------------------|--------------------|--------------------|
| <b>Salaries</b>              | \$22,500.00        |                    | \$22,500.00        |
| <b>Fringe</b>                | \$2,737.13         |                    | \$2,737.13         |
| <b>Travel</b>                | \$1,925.25         |                    | \$1,925.25         |
| <b>Supplies</b>              | \$3,205.55         |                    | \$3,205.55         |
| <b>Professional Services</b> |                    |                    |                    |
| <b>Advertising/Media</b>     | \$1,700.00         |                    | \$1,800.00         |
| <b>Coalition Fee</b>         | \$250.00           |                    | \$250.00           |
| <b>Rent/Short-term Lease</b> | XXXXXXXX           |                    | XXXXXXXX           |
| <b>Equipment/Furniture</b>   | XXXXXXXX           |                    | XXXXXXXX           |
| <b>Utilities</b>             | XXXXXXXX           |                    | XXXXXXXX           |
| <b>Other:</b>                | \$682.07           |                    | \$582.07           |
| <b>Other:</b>                |                    |                    |                    |
| <b>TOTAL</b>                 | \$33,000.00        |                    | \$33,000.00        |

**NOTE: Documentation/itemized receipts must be attached for each line item entered.**

**Sample Budget Narrative**  
**Total Grant Amount to be Expended: \$33,000.00**

**PERSONNEL**

**Project Coordinator** - 30 hours per week at \$18 per hour for 38 weeks

30 x \$18= \$540/week for 38 weeks    \$540 x 38= \$20,520.00

**Coordinator's Salary: \$20,520.00**

**Prevention Specialist to teach LifeSkills Training curriculum at GHI and XYZ**

**Middle Schools** - Two sections of 15-one hour classes, plus 1 hour of planning per session at two schools at \$15 per hour.

2 sections x 15 classes= 30 hours x 2 schools= 60 hours of teaching

60 hours of teaching + 30 hours of planning

90 hours x \$15 per hour = \$1,350.00

**Specialist's Salary: \$1,350.00**

**N-O-T Facilitator**-10-one hour sessions, plus 10 hours of prep, plus 15 hours for program promotion at \$18 per hour.

1 section x 10 classes= 10 hours of teaching

10 hours of teaching + 10 hours of prep + 15 hours for program promotion

35 hours x \$18 per hour= \$630.00

**N-O-T Facilitator's Salary: \$630.00**

**TOTAL SALARY AMOUNT: \$22,500.00**

**FRINGE**

**Project Coordinator** - FICA and Retirement

FICA = .07165 x \$20,520 = \$1,470.26

Retirement = .05 x \$20,520 = \$1026

**Coordinator's Fringe: \$2,496.26**

**Prevention Specialist** - FICA and Retirement

FICA = .07165 x \$1,350 = \$96.73

Retirement = .05 x \$1,350 = \$67.50

**Prevention Specialist's Fringe: \$164.23**

**N-O-t Facilitator** – FICA and Retirement

FICA = .07165 x \$630 = \$45.14

Retirement = .05 x \$630 = \$31.50

**N-O-T Facilitator's Fringe: \$76.64**

**TOTAL FRINGE AMOUNT: \$2,737.13**

**TRAVEL**

**Project Coordinator**

5 trips to Montgomery (175 miles round trip) for Orientations/Coalition meetings at current state mileage rate (\$0.51 per mile).

5 trips x 175 miles = 875 miles

875 miles x \$0.51 per mile = \$446.25

15 trips to ABC school (25 miles round trip) for LifeSkills Training at current state mileage rate (\$0.51 per mile).

15 trips x 25 miles = 375 miles

375 miles x \$0.51 per mile = \$191.25

Other various trips to schools and community events at current state rate (\$0.51/mile).

1000 miles x \$0.51 per mile = \$510.00

**Project Coordinator's Mileage: \$1,147.50**

**Prevention Specialist**

15 trips to ABC school (40 miles round trip) for LifeSkills Training at current state mileage rate (\$0.51 per mile).

15 trips x 40 miles = 600 miles

600 miles x \$0.51 per mile = \$306

15 trips to ABC school (30 miles round trip) for LifeSkills Training at current state mileage rate (\$0.51 per mile).

15 trips x 30 miles = 450 miles

450 miles x \$0.51 per mile = \$229.50

**Prevention Specialist's Travel: \$535.50**

**N-O-T Facilitator**

10 trips to ABC High School (30 miles round trip) to implement N-O-T program and other activities at current state mileage rate (\$0.51 per mile).

10 trips x 30 miles = 300 miles

300 miles x \$0.51 per mile = \$153

1 trip to Montgomery (175 miles round trip) for N-O-T Facilitator Training at current state mileage rate (\$0.51 per mile)

175 miles x \$0.51 per mile = \$89.25

**N-O-T Facilitator's Travel: \$242.25**

**TOTAL TRAVEL AMOUNT: \$1,925.25**

**SUPPLIES****EXAMPLE 1****LifeSkills Training Materials-**

|  |                   |
|--|-------------------|
| 1 Curriculum Set (teacher manual, 30 student books, and CD)= | \$275.00          |
| 1 Smoking and Biofeedback VHS or DVD                         | = \$20.00         |
| 8% Shipping and handling fee                                 | = \$23.60         |
| <b>Total LifeSkills Training Supplies Cost</b>               | <b>= \$318.60</b> |

|  |                   |
|--|-------------------|
| <b>Postage and Other Office Supplies Cost:</b> | <b>\$1,386.95</b> |
| <b>Incentives for National Days Cost:</b>      | <b>\$1,500.00</b> |

**OR****LifeSkills Training Materials-**

|  |                   |
|--|-------------------|
| 90* student books (sold in packs of 10 at \$60 per pack) |                   |
| 9 packs x \$60.00 each                                   | = \$540.00        |
| 3* teacher manuals at \$85 per book                      | = \$255.00        |
| 1 Stress Management Techniques CD                        | = \$10.00         |
| 1 Smoking and Biofeedback VHS or DVD                     | = \$20.00         |
| 8% shipping and handling fee                             | = \$66.00         |
| <b>Total LifeSkills Training Supplies Cost</b>           | <b>= \$891.00</b> |

\*Number of student and teacher manuals will vary based on number of LifeSkills instructors (each LifeSkills instructor should have a classroom set of 30 books and one teacher manual). If you already have teacher manuals, you can continue to use the same ones.

|  |                   |
|--|-------------------|
| <b>Postage and Other Office Supplies Cost:</b> | <b>\$1,064.55</b> |
| <b>Incentives for National Days Cost:</b>      | <b>\$1,250.00</b> |

**TOTAL SUPPLIES COST: \$3,205.55**

**ADS/MEDIA**

|   |            |
|---|------------|
| <b>Billboard</b> - set-up fee and 3 months of board rental    | = \$850.00 |
| <b>Newspaper Ads</b> - Two ¼ page newspaper ads at \$250 each | = \$500.00 |
| <b>Banners</b> - to hang up at tobacco awareness events       | = \$200.00 |
| <b>Yard Signs</b> - to post at tobacco awareness events       | = \$150.00 |

**TOTAL ADS/MEDIA COST: \$1,700.00**

**COALITION FEE**

**Coalition for a Tobacco Free Alabama membership dues- \$250.00**

**TOTAL COALITION COST: \$250.00**

**OTHER**

**Awards - \$682.07**

**TOTAL OTHER COST: \$682.07**

### Required Tasks and Activities

1. Announce grant award with press conference.
2. Educate staff on the dangers of secondhand smoke, the YEP! program, youth tobacco prevention and cessation advocacy, conducting media campaigns, tobacco web resources and current tobacco policies in the schools and cities in target communities to include youth serving facilities and properties.
3. Identify media contacts and support with local radio, print, and TV media outlets.
4. Identify and train high school student groups on the YEP! Curriculum, to include a presentation to city council members about strengths/weaknesses or lack of secondhand smoke exposure policy.
5. Develop and assemble display booth materials, fact sheets, flyers, and information packets using toolkit provided by the ADPH.
6. Review local school tobacco policy. Conduct surveillance of at least two schools for on-campus tobacco use and promote adoption of a model policy. Present findings to the school board using the School Board Policy Review Toolkit. Include in the presentation information on LifeSkills as the school's prevention curriculum and availability of tobacco use treatment programs.
7. Conduct at least six presentations to local civic organizations, key community leader groups, youth-serving organizations, etc., on youth tobacco use and exposure, including at least one presentation to community leaders on the benefits of increasing excise tax on tobacco products.
8. Conduct at least six community events utilizing display materials and the media. The events should support four of the five following events: Red Ribbon Week, Great American Smoke-Out, Through with Chew Week, Kick Butts Day, World No Tobacco Day and two other local community events.
9. Conduct at least eight earned print media activities (editorial board visits, write opinion editorials, news articles and letters to the editor) on SHS, youth prevention, cessation and tobacco policy.
10. Conduct LifeSkills training for at least 250 sixth grade students in classrooms on school campuses.
11. Conduct at least two paid media activities on SHS. Creatives must be pre-approved by ADPH staff.
12. Join and participate in at least 75% of local and state coalition meetings, grantee training meetings, seminars, and site visits. Provide monthly reports and other documentation as required.
13. Disseminate ADPH provided teen cessation materials to at least 50% of high schools within city limits of target city to relevant school staff (nurse, counselor, principal, etc.).
14. Facilitate a N-O-T Program for young adults.

### **Life Skills Training**

Botvin *LifeSkills Training* (LST) is a research-validated substance abuse prevention program proven to reduce the risks of alcohol, tobacco, drug abuse, and violence by targeting the major social and psychological factors that promote the initiation of substance use and other risky behaviors. This comprehensive and exciting program provides adolescents and young teens with the confidence and skills necessary to successfully handle challenging situations.

Developed by Dr. Gilbert J. Botvin, a leading prevention expert, Botvin *LifeSkills Training* is backed by over 30 scientific studies and is recognized as a Model or Exemplary program by an array of government agencies including the U.S. Department of Education and the Center for Substance Abuse Prevention.

The sixth grade (Middle School Level 1) curriculum is divided into 15 lessons with three additional/optional sessions that cover: violence and the media, coping with anger, and resolving conflicts.

LifeSkills Training can be taught as an intensive mini-series (consecutively every day, or two to three times a week) until the program is completed, or it can be taught on a more extended schedule (once a week for 15 weeks). Both formats have proven to be equally effective.

For more information go to <http://www.lifeskillstraining.com/index.php>

### **N-O-T on Tobacco**

Not on Tobacco (N-O-T) is the American Lung Association's (ALA) voluntary teen smoking cessation program designed for high school students who are regular smokers that are likely addicted to nicotine. N-O-T consists of ten sessions to help teens quit smoking or reduce the number of cigarettes smoked and enhance life skills such as coping, self-control and decision-making.

To develop this state-of-the art program, the ALA partnered with researchers at the West Virginia Prevention Research Center at West Virginia University. The program is research-based, effective, easy to use, and well received by teens. Since 1999, more than 150,000 teens in 48 states have participated in the N-O-T program.

The objective of the Alabama Department of Public Health's (ADPH) Not on Tobacco (N-O-T) grant is to reduce the youth tobacco prevalence rates in Alabama's schools and communities. Successful applicants will conduct the Not on Tobacco (NOT) program in high schools, GED programs, Job Corps, or Community Colleges and raise awareness to youth serving organizations about the Alabama Tobacco Quitline and other tobacco cessation services.

For more information about ALA's N-O-T, visit <http://www.notontobacco.com/>



## Monthly Forms

- Form 2011-1 Monthly Progress Report
- Form 2011-2 Monthly Finance Report
- Form 2011-3 Employee Time Sheet
- Form 2011-4 Participation Form
- LifeSkills Recording Sheet

## Monthly Narrative Report

Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Month Covered: \_\_\_\_\_

Please provide a brief narrative summary for each of the following:

- I. **Strategic Use of Media (Include dates and copies of all media submitted)**
  - a. **Media Contacts**
    - i.
    - ii.
  - b. **Press Conferences, PSA's, Television and Radio Coverage or Interviews**
    - i.
    - ii.
  - c. **Earned/Print Media (Articles, Letters to the Editor, Press Releases, etc.)**
    - i.
    - ii.
  - d. **Paid Media (anything purchased: banners, newspaper ads, yard signs, billboards, etc.)**
    - i.
    - ii.
  
- II. **Required Meeting Attendance (Include dates—should match dates on participation form)**
  - a. **Grant Orientation/Staff Training**
    - i.
    - ii.
  - b. **Local Coalition Meetings**
    - i.
    - ii.
  - c. **State Coalition Meetings**
    - i.
  
- III. **Community Mobilization (Include dates—should match dates on participation form)**
  - a. **General Tobacco Presentations**
    - i.
    - ii.
  - b. **Cessation Presentations**
    - i.
    - ii.
  - c. **National Day Displays/Events**
    - i.
    - ii.

**IV. Policy Advocacy (Include dates—should match dates on participation form)**

- a. **Policy Review (either school or city policy)**
  - i.
- b. **Surveillance**
  - i.
  - ii.
- c. **Policy Presentation**
  - i.

**V. Youth Education/Training (Include dates—should match dates on participation form)**

- a. **YEP! Trainings/Meetings**
  - i.
  - ii.
  - iii.
- b. **LifeSkills Training Sessions**
  - i.
  - ii.
  - iii.
  - iv.

**VI. NOT Sessions—if applicable (Include dates—should match dates on participation form)**

- a. **NOT Recruitment**
  - i.
  - ii.
- b. **NOT Sessions facilitated**
  - i.
  - ii.

**VII. Program Evaluation**

- a. **Successes/Celebrations**
  - i.
  - ii.
- b. **Areas of Improvement/Challenges**
  - i.
  - ii.
- c. **Barriers or Implementation/Lessons Learned**
  - i.
  - ii.

### Monthly Finance Report

Organization Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Month Covered: \_\_\_\_\_

**MONTHLY EXPENDITURES:**

|                              | YTPCP Funds | Match Funds | TOTAL Funds |
|------------------------------|-------------|-------------|-------------|
| <b>Salaries</b>              |             |             |             |
| <b>Fringe</b>                |             |             |             |
| <b>Travel</b>                |             |             |             |
| <b>Supplies</b>              |             |             |             |
| <b>Professional Services</b> |             |             |             |
| <b>Advertising/Media</b>     |             |             |             |
| <b>Coalition Fee</b>         |             |             |             |
| <b>Rent/Short-term Lease</b> | XXXXXXXX    |             |             |
| <b>Equipment/Furniture</b>   | XXXXXXXX    |             |             |
| <b>Utilities</b>             | XXXXXXXX    |             |             |
| <b>NOT Incentives</b>        |             |             |             |
| <b>Other:</b>                |             |             |             |
| <b>TOTAL</b>                 |             |             |             |

I certify that all amounts charged to the Youth Tobacco Prevention and Control Program (YTPCP) grant are accompanied by receipts documenting those purchases, and I have gone through this report to verify this.

\_\_\_\_\_  
 signature of person preparing finance report date

Funds **cannot** be used for: **purchasing of food and refreshments of any kind including per diem, gum and candy;** equipment, including but not limited to: computers, fax machines, cameras, video recorders/players, overhead or slide projectors, televisions, microcomputers, copiers or printers, communication devices; rentals/leases for office or meeting rooms; purchase of land; construction or renovation projects; utilities; to match other funds; out-of-state travel and lodging; indirect costs; or capital improvements.

Funds cannot be used to supplant funding for programs which are already in existence or for current salaries of existing personnel. These funds are to be used to start new projects or expand existing programs with personnel cost attributed to dedicated project work.

### Monthly Employee Time Sheet

Organization Name: \_\_\_\_\_

Month Covered: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

| DATE         | HOURS |
|--------------|-------|
| 1            |       |
| 2            |       |
| 3            |       |
| 4            |       |
| 5            |       |
| 6            |       |
| 7            |       |
| 8            |       |
| 9            |       |
| 10           |       |
| 11           |       |
| 12           |       |
| 13           |       |
| 14           |       |
| 15           |       |
| 16           |       |
| 17           |       |
| 18           |       |
| 19           |       |
| 20           |       |
| 21           |       |
| 22           |       |
| 23           |       |
| 24           |       |
| 25           |       |
| 26           |       |
| 27           |       |
| 28           |       |
| 29           |       |
| 30           |       |
| 31           |       |
| <b>TOTAL</b> |       |





## LifeSkills Class Recording Sheet

Organization: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Classroom: \_\_\_\_\_

| Date →                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Lesson ↓                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Self Image and Self Improvement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Making Decisions 1              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Making Decisions 2              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Smoking: Myths and Realities    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Smoking and Biofeedback         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Alcohol: Myths and Realities    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Marijuana: Myths and Realities  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertising                     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Violence and the Media*         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coping with Anxiety 1           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coping with Anxiety 2           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coping with Anger*              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Communication Skills            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Social Skills 1                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Social Skills 2                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Assertiveness 1                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Assertiveness 2                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Resolving Conflicts*            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*indicates an optional LifeSkills Lesson