

Work Plan for Task Force Goals

Task Force/Date Initiative: Tobacco Free Living/2016

Impact Objective: Decrease the number of youth (21 and under) using tobacco products.					
SMART Objective: By March 2019, the tobacco task force will increase the minimum age to legally purchase tobacco products as evidenced by the assistance in the implementation of a Tobacco 21 ordinance.					
Evaluation: Tobacco21 ordinance will be passed.					
Process Objectives	Related Activities	Person/Agency Responsible	Specific Dates	Evaluation Measures	Notes
Create an outline of tasks that need to be completed to reach the goal. a) How do we complete these tasks?		Who is responsible for each activity?	What is our timeline?	How will we know we've completed each task?	Keep track of progress and any other notes here.
1.) Gather/create materials for outreach and education on ordinance - Fact sheet - complete - Talking points – complete - Model language – complete - Additional resources available		S. Dahlinghaus	May 2016	Outreach materials	<ul style="list-style-type: none"> Working with Tom Geist from Tobacco 21 to create outreach materials Fact Sheet Completed Model language available on Tobacco 21 website, awaiting model language from Columbus ordinance
2.) Build coalition for support - Create outreach letter/email - complete - Send letter/email to: CHC, CHF, RHC, MHRB, law enforcement, Springfield City Schools, NTPRD, OSU Extension - complete - Conduct Tobacco21 training - Gather testimonials from community members, doctors, educators - Identify connection to policy makers and gather contacts		Task Force	May – July 2016	Letters of support from agencies Written testimonials	<ul style="list-style-type: none"> 5/4/16 - Outreach letter sent to CHC Coalition, CCWWN and CCCHD Admin 5/23 – letter sent to MHRB, RHC 6/1 – Letter of Support received from RHC 6/27 – Letter of support received from MHRB
3.) Identify council member/champion - Research past sponsorships – complete		Task Force	May – June 2016	Outreach letter	<ul style="list-style-type: none"> City commissioners outreach letter created, sent to Karen Duncan

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<ul style="list-style-type: none"> - Recommendations: Karen Duncan, John Detrick, Jim Bodenmiller, Warren Copeland - Create outreach letter/email - complete - Who is the strongest person to champion the effort? – complete 				<ul style="list-style-type: none"> • 5/23 – Karen Duncan responded to letter – taking issue to city council for support • 6/6 – sent an email to check-in, KD responded with information and questions. Asked if task force would like to hold a work session with the city commission • 6/14 – City Manager Bodenmiller shared that we are welcome to educate the commissioners and general public on the initiative but it will most likely not see the ballot this fall.
<p>4.) Present to council members</p> <ul style="list-style-type: none"> - Reach out to city manager Jim Bodenmiller - Get topic onto agenda/set meeting date - Coordinate with Tom Geist & Dr. Robert Crane to ensure their availability - Present to council - Await decision 	Task Force	July 2016	Meeting agenda	<ul style="list-style-type: none"> • Task force can potentially present the initiative to the commissioners on July 5th. • Task force will attend meeting in the Spring 2017 to introduce Tobacco 21 for November 2017 vote
<p>5.) Media</p> <ul style="list-style-type: none"> - Michael Cooper, SNS - Education on the problem and solution - Social media outreach - Coalition relationship with media - New Carlisle News, Springfield Paper 	S. Dahlinghaus CCCHD PIO	July 2016 - ??	Newspaper articles Social media posts	

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Impact Objective: Increase community engagement regarding tobacco use and prevention.					
SMART Objective: By March 2017, the Tobacco Task Force will increase community engagement regarding tobacco use and prevention as evidenced by the creation of a community-wide outreach video.					
Evaluation: Media impressions/hits, posts, videos					
Process Objectives	Related Activities	Person/Agency Responsible	Specific Dates	Evaluation Measures	Notes
Create an outline of tasks that need to be completed to reach the goal. b) How do we complete these tasks?		Who is responsible for each activity?	What is our timeline?	How will we know we've completed each task?	Keep track of progress and any other notes here.
1) Write and send a letter to schools explaining the competition	<ul style="list-style-type: none"> Purpose Topics students can cover – secondhand smoke, e-cigarettes, effects of smoking, financial aspect, smoking in parks, etc. 	Task Force Members	June – August 2016	Copy of outreach letter	<ul style="list-style-type: none"> 6/9 – emails sent to Clark State, Springfield CCED, Wittenberg and CTC regarding the project CTC Superintendent Smith is interested in participating, email sent to appropriate staff members as follow up. Springfield CCED students interested.
2) Hold a meeting with those interested in competing to fully	<ul style="list-style-type: none"> explain the project guidelines and due date review process 	Task Force Members	September 2016	Meeting sign-in sheets Photos Meeting materials	<ul style="list-style-type: none"> 6/20 – meeting at CCED to explain projects to students. Introduced students to M. Ivory via email on 6/21.
3) Provide TA to students creating videos	<ul style="list-style-type: none"> Contacts Information 	Task Force Members	September – December 2016	Photos	
4) Review submitted videos & provide students with incentives		Task Force Members	January – February 2017	Videos	

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Impact Objective: Increase youth involvement in preventing and reducing the use of tobacco-nicotine in Clark County.					
SMART Objective: By March 2017, the Tobacco Task Force will increase youth involvement in tobacco-use prevention as evidenced by the development of one STAND youth group.					
Evaluation: Pictures and surveys of outreach events will show an increase in youth involvement regarding tobacco/nicotine use education and prevention.					
Process Objectives	Related Activities	Person/Agency Responsible	Specific Dates	Evaluation Measures	Notes
Create an outline of tasks that need to be completed to reach the goal. a) How do we complete these tasks?		Who is responsible for each activity?	What is our timeline?	How will we know we've completed each task?	Keep track of progress and any other notes here.
1.) Identify adults in the community interested in supporting STAND teams <ul style="list-style-type: none"> - Teachers - Youth group leaders - School nurses - FFA Groups - CTC and Catholic Central 		Task Force Members	May – July 2016	Letters/emails to various adults	<ul style="list-style-type: none"> • 6/7 – letter created and reviewed by task force. Letters will be sent in August once school is back in session.
2.) Recruit youth to take a stand and become advocates against tobacco <ul style="list-style-type: none"> - Letters to schools, youth church groups, youth social service organizations - Recruit at events IE: CTC Kick Butt's Day 2a.) Gain commitment from students <ul style="list-style-type: none"> - Students sign pledges 		S. Dahlinghaus	August – September 2016	Letters to students/orgs Pledges	
3.) Train youth to provide tobacco knowledge <ul style="list-style-type: none"> - Dangers of tobacco use - Prevention - Cessation Services - E-cigarettes 		M. Ivory	September – October 2016	Photos Training materials	
4.) Plan outreach events <ul style="list-style-type: none"> - Date, time, location 		Task Force Members	October – November 2016	Event plans	

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5.) Execute events	Task Force	November 2016 – January 2017	Photos	
6.) Evaluate	Task Force	February – March 2017	Surveys Photos	