|  |  |
| --- | --- |
| **Project contact person** | **Phone number:****Email address:** |
| **Name of group that will carry out LDTL activities:****County in which LDTL activities will occur:** | **Mailing address (including city and zip code):** |
| **Did you group participate in LDTL in 2014**[ ]  **Yes** [ ]  **No** |  |

A contract must be in place between Washington’s Department of Social and Health Services (DSHS) and each group carrying out Let’s Draw the Line (LDTL) activities. The contract must be in place before LDTL activities begin. If your group does not have a Taxpayer Identification Number (also known as an Employer Identification Number) or if your group can’t contract with DSHS, you will need to identify a fiscal agent that DSHS can contract with.

|  |
| --- |
| **Name of fiscal agent/contractor organization:****Name of fiscal agent/contractor contact person****Mailing address of fiscal agent (including city and 9- digit zip code):****Name of the person who will be implement this project:       Contact information** **Fiscal agent’s EIN (9-digit Employer Identification Number):****Fiscal agent’s DUNS:** |

**To register, complete and return this entire form.**

|  |  |
| --- | --- |
| **Commitment:** | * Each group needs to do 3 activities. 2 activities are required. Groups also select 1 activity from a list of options. Required reporting for each activity is listed next to each activity.
 |
| **Funding:** | * Groups will receive $1,000 for completing their *LDTL* activities and for submitting completed project reports in a timely manner.
* There will be a new contract or amendment to exciting contracts, depending on local needs.
 |
| **Project Period & Important Dates:** | * Complete Application for Contract Forms are due by February 14, 2015. If the application is accepted, you will be sent information needed to complete a contract.
* Applications are on a first come, first served basis.
* Work on projects can begin as soon as a contract is in place.
* All activities must be completed by May 31, 2015. Short extensions may be possible on a case by case basis if arrangements are made with DBHR prior to this deadline.
* All reporting and A-19 billing must be submitted by June 14, 2015, unless other arrangements are made with DBHR prior to this deadline.
* Billings received after June 30, 2015 will not be paid.
* We need to have all documentation submitted before we can process a billing for payment.
 |

**Let’s Draw the Line 2015 – Required Activities:**

**Required:**

* **Community Assessment of Neighborhood Stores (CANS) surveys**.
1. Give advance notice to retailers of your plan to conduct CANS.
2. Reach out to - and build a rapport with - retailers prior to conducting CANS.
* You must conduct 10 full CANS surveys in stores and submit to DBHR.
* For groups that don’t have 10 stores, you need to go to nearby towns and communities to complete 10 full CANS in stores and submit to DBHR.
* If you simply don’t have 10 stores available, you must conduct full CANS survey in the stores you do have and an exterior assessment in other establishments that sell alcohol that will add up to 10 and submit to DBHR.
1. If you don’t qualify with options 1, 2, or 3, please call Beatriz Mendez at 360-725-9984 to look at other options.
For returning groups, we ask you to re-survey stores from last year.
2. Summarize the results of your local CANS.
	* Issue a press release announcing the results of your CANS. (Template to be provided.)
	Target date for this press release is the week of May 18-24 (SAMHSA’s National Prevention Week).
	* Create a presentation summarizing the results of the local CANS.
	Present to at least one other organization in your community.
* **Above the Influence Project.**
* Use the following “Above the Influence” campaign link <http://www.atipartnerships.com/> to download the ATI Activities and choose one of the projects listed below. You will need to create an account to be able to download the ATI activities.
* **“TAG IT”** - Asks teens to tag the influences in their lives and share them with the world. This activity increases teen’s awareness of influences in their environment and how influences may encourage them to make either positive or negative decisions.
* **“BE IT”** – Asks teens to create their own personal slogan. This activity helps teens gain understanding of brad value and how maintaining a brand’s reputation affects the influence of the brand.
* **“EXPRESS IT”** - Asks teens to create a short skit, song or dance that educates and inspires them and their peers to live “Above the Influence.” This will help teens gain an awareness of their influences and issues impacting youth in their community.
* **“PICTURE IT”** – Engages teens in a discussion and photo-sharing exercise that highlights the potential pressures and risks they may face during their prom and graduation season.
* **“BRING IT”** – Asks teens to “role play” a variety of scenarios that portray real and challenging situations they might face in their daily lives.
* **D.DRIVER** – Puts teens in the driver’s seat by using video games and real-life scenarios to help them gain a better understanding of the potential consequences of driving after using alcohol and other drugs or while distracted.
* **INFLUENCE DISCUSSION** – Engage teens in your school or community in a discussion about “influence.” The activity challenges youth to think critically about the adverse effects of drugs use and the possible negative influences surrounding them in their social and media environment.
* **TEEN EXPRESSIONS ART PROJECT** – Asks teens in your community to create their own visual expressions of the Above the Influence symbol.

**Select at least one of these optional Let’s Draw the Line 2015 activities:**

**Groups should choose the activities that best match the needs in their community.**

|  |  |  |
| --- | --- | --- |
|  | **Description of optional Activities: (check at least one)**  | **Reporting Requirement:** |
| [ ]  | **Advertising Awareness Training:** Bring Miss Washington to your school to present the 2015 Media Awareness Training curriculum to a minimum of 20 youth. This item must be coordinated with Miss Washington’s schedule. | * Photo of your presentations of this training to other groups.

 * Number of adults and youth who attending the training.
 |
| [ ]  | **Police Tip Line, LDTL style:** Work with your local law enforcement to establish a “tip line” where information about underage drinking activities can be given. If a general tip line already exists for your community promote its use for enforcing underage drinking laws.  | * Proof that tip line was established or promoted. (ie: copy of print ad that runs in newspaper)
 |
| [ ]  | **Report on Local Justice System:** What happens to individuals for underage drinking offenses? | * Interview law enforcement, prosecutors, juvenile justice and court personnel about the process.
* Present the report to a school class.
 |
| [ ]  | **LDTL Window Clings**. Work with store owners/managers to have LDTL window clings put in at least half of the stores where you conduct CANS surveys. Leave a copy of WHY Coalition’s theft/sales best practices document. Order window clings from: [www.starttalkingnow.org/communities/lets-draw-line-201](http://www.starttalkingnow.org/communities/lets-draw-line-2014)5 | * Photos of window clings being displayed.
* Number of stores in your community with LDTL window clings.
 |
| [ ]  | **Another Activity from the ATI Campaign**. Select another [Above the Influence Activity Toolkit](http://partners.atipartnerships.com/partner-resources/downloads-toolkits/#ATItoolkit). | * Photos of the activity being implemented.
 |
| [ ]  | **Other Activity**. Other activity that has been approved by DBHR. This activity can not involve ‘scare tactics’ such as mock car crashes. | * As determined and agreed to by DBHR.
 |

**Reporting Requirements -** A SurveyMonkey instrument will be the primary report for Let’s Draw the Line 2015 activities. The link to the instrument will be sent with your contract. In addition, each of the activities has specific documentation requirements. In order to be paid, a completed SurveyMonkey report will need to be submitted as well as other documentation required for each of your selected activities