

# PRI Cohort 1 - Templates by Category

 **The Athena Forum** – [www.TheAthenaForum.org](http://www.TheAthenaForum.org) - All materials developed will be posted on Athena Forum for self-guided use. **Please add to the library by posting documents you have developed for others to use.**

What	When	How
<b>1. Getting Started:</b>		
<input checked="" type="checkbox"/> Generate news release template	Completed 3/10/11	Template
<input type="checkbox"/> Template for decision making models, Roberts Rules and communication diagram	Info - 4/14/11; Template – 6/2/11	Info & Template
<input checked="" type="checkbox"/> Sample job descriptions - coalition (2) and staff (4)	Completed 4/14/11	Samples
<input checked="" type="checkbox"/> Memorandums of Understanding (4) and Letter of Support (2)	Completed 4/14/11	Samples
<b>2. Capacity:</b>		
<input checked="" type="checkbox"/> Information on organizing frameworks ( <i>See #4 first bullet</i> )	Completed 4/14/11	Info
<input type="checkbox"/> Coalition charter template/samples (2) (outline key elements)	5/5/11	Samples & Template
<input type="checkbox"/> Membership recruit and retention plan questions (to be included in overall Plan)	6/2/11	Samples & Template
<b>3. Assessment:</b>		
<input type="checkbox"/> Resource Assessment tool ( <i>see #6</i> )	6/2/11	Form
<input type="checkbox"/> Community Survey tool	Fall 2011	Sample
<b>4. Planning:</b>		
<input checked="" type="checkbox"/> DBHR provides CAPT report regarding organizing frameworks to communities. ( <i>see #2 first bullet</i> )	Completed 4/14/11	Info
<input type="checkbox"/> DBHR will develop and distribute a sample PRI prevention strategic plan to include:	Summer 2011	Template & Sample
<input type="checkbox"/> DBHR develops logic model for PRI project.	State – 4/14/11 Local - 5/5/11	State-Info Local-Template
<input type="checkbox"/> Membership recruit and retention plan questions	6/2/11	Template & Sample
<input type="checkbox"/> Media plan (in strategic plan) – how implement statewide underage drinking campaign ( <i>see #5</i> )	Summer 2011	Template & Sample
<b>5. Implementation:</b>		
<input type="checkbox"/> Develop media campaign options and materials for statewide underage drinking campaign.	5/5/11	Templates
<b>6. Reporting and Evaluation:</b>		
<input type="checkbox"/> Develop surveys:		
<input type="checkbox"/> Resource Assessment	6/2/11	Form
<input checked="" type="checkbox"/> Coalition Member Assessment Survey	Completed 4/14/11	Form via PBPS
<input type="checkbox"/> Monitoring reports	6/2/11	Forms via PBPS

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## Other Recommended Resources: (not provided by DBHR)

- Substance Abuse Mental Health Services Administration: <http://www.samhsa.gov/prevention/> and <http://www.samhsa.gov/prevention/spf.aspx>
- Community Tool Box: <http://ctb.ku.edu/en/default.aspx>
- Community Anti-Drug Coalitions of America (CADCA) website: [www.cadca.org](http://www.cadca.org)
- Communities That Care (CTC) website: <http://www.sdr.org/ctcresource/>
- Center for the Application of Substance Abuse Technologies: <http://casat.unr.edu/resources.html>

**Last revised 4/13/11**