

COORDINATOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MONTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR: \_\_\_\_\_\_\_\_\_\_

**PREVENTION MINERVA STAFF DOCUMENTATION**

Moses Lake – Healthy Youth Partnerships 365

**COORDINATOR STAFF TIME**

|  |  |
| --- | --- |
| **Coordination** | **Total** |
| Membership Recruitment & Retention |  |
| Coalition Communication / Meeting Prep |  |
| Coalition Development & Training |  |
| Community Outreach |  |
| Key Leader Engagement / Relationship Building |  |
| Coordinator Staff Professional Development |  |
| Strategic Planning |  |
| Technical Assistance to Coalition Strategy Implementation |  |
| Reporting and Evaluation |  |
| Organization Support |  |
| *Other (sick, holiday, etc.)* |  |
| **GRAND TOTAL FOR COORDINATION** |  |

**STAFF PROGRAM HOURS**

|  |  |  |
| --- | --- | --- |
| **Program Name** | **Direct Hrs.** | **Indirect Hrs.** |
| **Community Coalition – Moses Lake 2019/2021**  Monthly HYP365 Meeting 2019/2020 |  |  |
| **Strengthening Families Program for Parent and Youth 10-14 (Iowa) – Moses Lake 2019/2021**  SFP 2019/2020 |  |  |
| **Good Behavior Game – Moses Lake 2019/2021**  Larson PAX 2019/2020 |  |  |
| **Positive Action – Moses Lake 2019/2021**  Positive Action 2019/2020 |  |  |
| **Policy Review and Development – Moses Lake 2019/2021**  MLSD School Discipline Policy Work to support positive behavior 2019/2020 |  |  |
| **Training Program Profile – Moses Lake 2019/2021**  Moses Lake Training 2019/2020 |  |  |
| **Community Based Prevention, Education, Activities, and Events – Moses Lake 2019/2021**  Community Prevention Education/Events 2019/2020 |  |  |
| **Public Awareness Campaign – Moses Lake 2019/2021**  Talk They Hear You 2019/2020  Starts with One 2019/2020  Under the Influence of You 2019/20 |  |  |
| **GRAND TOTALS FOR PROGRAMS** |  |  |

**TOTAL REPORTED   
MONTH HOURS: \_\_\_\_\_\_\_\_\_\_\_\_**