**Tobacco/Vape-Free College Program – Project Work Plan**

**{Insert Project Name Here}**

**{Insert College Name Here}**

**Project Period: September 8, 2020 to March 31, 2022**

***Instructions:*** *This document is your project work plan template.*

*To fill out the template, first insert your project name and college in the highlighted area above. Next, enter* ***at least three project objectives*** *and activities in the charts below, with a corresponding narrative. Add rows to the chart as necessary. Be as detailed as possible. Finally, indicate who will complete each activity and the month(s) in which the activity will be conducted.*

*You may delete the examples and instructions highlighted in yellow as you create your work plan. These highlighted examples are for reference only.*

*At the end of the work plan, you will also indicate your agreement to carry out other grant activities listed in this document.*

*Save your document to your computer. You will be prompted to upload your work plan in the online application.*

**Project Goal: To adopt a 100% tobacco/vape-free policy by March 2022. This goal will be achieved through the following objectives and activities:**

| **Objective 1:** *Example: Engage at least 2,000 students in student-led tobacco prevention, education and tobacco/vape-free campus policy advocacy activities* |
| --- |
| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Sept****2020** | **2****Oct****2020** | **3****Nov****2020** | **4****Dec****2020** | **5****Jan****2021** | **6****Feb****2021** | **7****Mar****2021** | **8****Apr****2021** | **9****May****2021** | **10****Jun****2021** | **11****Jul****2021** | **12****Aug****2021** | **13****Sept****2021** | **14****Oct****2021** | **15****Nov****2021** | **16****Dec****2021** | **17****Jan****2022** | **18****Feb****2022** | **19****Mar****2022** |
| * *Example: Promote Truth Initiative job description on campus and encourage a select number of students at apply.*
 | *Example: Project lead* | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Example: Host project kick-off event for students*
 | *Example: Student leaders* |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Example: Implement required truth advocacy actions*
 | *Example: Student leaders* | As required during project  |  | x |  |  |  |  | x |  |  |  | x |  | x | x |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Narrative***Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

| **Objective 2:**  |
| --- |
| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Sept****2020** | **2****Oct****2020** | **3****Nov****2020** | **4****Dec****2020** | **5****Jan****2021** | **6****Feb****2021** | **7****Mar****2021** | **8****Apr****2021** | **9****May****2021** | **10****Jun****2021** | **11****Jul****2021** | **12****Aug****2021** | **13****Sept****2021** | **14****Oct****2021** | **15****Nov****2021** | **16****Dec****2021** | **17****Jan****2022** | **18****Feb****2022** | **19****Mar****2022** |
| * *Activities*
 | *Staff* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
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| *Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

| **Objective 3:**  |
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| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Sept****2020** | **2****Oct****2020** | **3****Nov****2020** | **4****Dec****2020** | **5****Jan****2021** | **6****Feb****2021** | **7****Mar****2021** | **8****Apr****2021** | **9****May****2021** | **10****Jun****2021** | **11****Jul****2021** | **12****Aug****2021** | **13****Sept****2021** | **14****Oct****2021** | **15****Nov****2021** | **16****Dec****2020** | **17****Jan****2022** | **18****Feb****2022** | **19****Mar****2022** |
| * *Activities*
 | *Staff* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
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| *Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

| **Objective 4:**  |
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| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Sept****2020** | **2****Oct****2020** | **3****Nov****2020** | **4****Dec****2020** | **5****Jan****2021** | **6****Feb****2021** | **7****Mar****2021** | **8****Apr****2021** | **9****May****2021** | **10****Jun****2021** | **11****Jul****2021** | **12****Aug****2021** | **13****Sept****2021** | **14****Oct****2021** | **15****Nov****2021** | **16****Dec****2021** | **17****Jan****2022** | **18****Feb****2022** | **19****Mar****2022** |
| * *Activities*
 | *Staff* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
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| *Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

| **Objective 5:**  |
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| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Sept****2020** | **2****Oct****2020** | **3****Nov****2020** | **4****Dec****2020** | **5****Jan****2021** | **6****Feb****2021** | **7****Mar****2021** | **8****Apr****2021** | **9****May****2021** | **10****Jun****2021** | **11****Jul****2021** | **12****Aug****2021** | **13****Sept****2021** | **14****Oct****2021** | **15****Nov****2021** | **16****Dec****2021** | **17****Jan****2022** | **18****Feb****2022** | **19****Mar****2022** |
| * *Activities*
 | *Staff* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
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| *Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

***In addition to the activities described above, you must agree to carry out the following activities. Please indicate your agreement by clicking on each box to insert an “x”:***

[ ]  Conduct all five required project elements.

[ ]  Promote College Leader job description, provided by Truth Initiative, on campus and work with Truth Initiative to select two college leaders by **October 1, 2020**.

[ ]  Two College Leaders will execute at least three activities per semester to educate and engage the student body about benefits and need for a tobacco/vape-free college policy.

[ ]  Dedicate at least 15% of budget to support student engagements activities.

[ ]  Submit draft and final copies of the 100% tobacco/vape-free policy language to Truth Initiative.

[ ]  Two project leads must participate in an orientation webinar and at least one project lead must participate in an in-person training. All travel expenses for the in-person training will be covered by Truth Initiative.

[ ]  Student leaders must participate in an online orientation, online trainings at least once a quarter, and an in-person training. All travel expenses for the in-person training will be covered by Truth Initiative.

*Updated 3/4/2020*