



## Site Coordinator Frequently Asked Questions (FAQs)

We have compiled a list of questions that we are often asked by our TUPE site coordinators. If you have a question that is not addressed below, or are in need of additional information, please don't hesitate to contact Marlene Mahurin, TUPE Project Coordinator: [mmahurin@nevco.org](mailto:mmahurin@nevco.org) 530-478-6400 x2031

### **General Information:**

**Q: How do you pronounce TUPE?**

**A:** It is pronounced two-pea, not toupée.

**Q: Who is my TUPE District Coordinator and what do they do?**

**A:** Please see *District and Site Coordinator Contact List* for the name of your district's TUPE coordinator. District coordinators:

- Act as an important liaison between the County Office and their district;
- Assist with program planning and implementation; and
- Help you with any district-specific information. (sub codes, field trips, etc.)

**Q: How do I schedule a face-to-face meeting with a TUPE team member?**

**A:** To schedule a face-to-face meeting, please contact *Marlene Mahurin, TUPE Project Coordinator*: [mmahurin@nevco.org](mailto:mmahurin@nevco.org) 530-478-6400 x2130

**Q: What can I use face-to-face time for?**

**A:** At a minimum, you can...

- Receive one-on-one support regarding the TUPE program
- Share your planned ideas and request feedback
- Work through any barriers/challenges you have encountered as you implement TUPE

**Q: Will TUPE Pay for Subs?**

**A:** Yes, TUPE pays your district directly for subs for Site Coordinator and teachers to attend TUPE-related trainings. Please notify your business office which sub worked for you on the day you attend a training. Invoices are due to NCSOS by May 1, 2017 to be considered for payment. Be sure to register through our OMS system and sign-in at all trainings for attendance verification.

**Q: How do I get my stipend?**





**A:** Your District office will pay the stipends directly to Site Coordinators. Please contact us if you haven't received yours by May 2017.

**Meetings and Trainings:**

**Q: What TUPE meetings and trainings do I *have* to attend?**

**A:** You have to attend the Site Coordinator Training (November 15, 2016) and MSPP or SPORT Curriculum Training on January 31, 2017 (or teacher(s) implementing program).

All other trainings are optional. Please see the *Monthly To-Do's* for the training and meeting dates. You will also be notified throughout the year of upcoming trainings via email.

**Q: What happens at the optional meetings?**

**A:** So much! Important countywide, district, and site coordinator updates. We also talk a bit about upcoming trainings/conferences, share lots of activity ideas/resources, and discuss challenges.

**Q: Can my colleague attend the [fill in the blank] training?**

**A:** Yes, many of our trainings may be of interest to other folks from your school. If you are ever unsure who can attend a specific training, contact us and we'll let you know.

**Q: I missed [fill in the blank] training. Can I get the presentation/handouts/binder?:**

**A:** Usually. Contact us and we will follow up with any materials that we are able to share.

**Activity Logs and Reporting:**

**Q: Where can I find the link to my TUPE activity log (Google Doc)?**

**A:** Your link will be coming soon via email.

**Q: Do I have to update my activity log monthly?**

**A:** No, although we do recommend reviewing it at least once a month and adding any information about the TUPE activities you are planning and implementing. The great thing about your activity log is that you can update it as frequently as you'd like.

**Q: I updated my activity log. How do I save it?**

**A:** Your activity log is a Google Doc, which saves as you type. No need to hit a save button.

**Q: I updated my activity log. How do I submit it to you?**

**A:** Your activity log is a Google Doc, and we have access to it. No need to submit it to us!





**Q: Where can I find copies of the student surveys?**

**A:** Copies of the student surveys can be found in your binder and online Activity Log. (Link coming soon.)

**Q: When do I need to administer student surveys?**

**A:** There are surveys for each TUPE program strategy:

- The *MSPP* and *SPORT pre-surveys* are administered before beginning program and the immediately following the program.
- *TUPE Presentation*, and *School-wide Event* surveys are administered immediately following the activity. School-wide event surveys need only be a sample, not the entire student population.

**Q: How do I submit student surveys to NCSOS?**

**A:** Completed surveys can be sent by mail, dropped off at NCSOS, given to one of the TUPE team members at a training/meeting, or picked up from your school site.

**Materials:**

**Q: How much money does my site have available for materials?**

**A:** Up to \$200 annually. Your district should submit an invoice to NCSOS with all receipts by May 1, 2017 for reimbursement for purchased materials.

**Q: What materials can I request for my site?**

**A:** Supplemental anti-tobacco classroom or school-wide materials. See list of suggestions under “Resources.”

**Q: Can I buy my peer educators food or pizza with the money?**

**A:** No. If you are considering events or activities, please contact us. There may be funds available for some allowable activities.

**Q: Can we use TUPE funds for non-tobacco focused materials?**

**A:** Only if the material(s) directly supports the TUPE program. If you are unsure about a specific item, contact us.

**Peer Educators:**

**Q: How do I choose Peer Educators?**

**A:** Recruit students in whatever way(s) work for you. Peer educator recruitment and selection varies site-by-site. Please see the resources/suggestions in the Peer Education section of your handbook and contact Marlene Mahurin, TUPE Project Coordinator [mmahurin@nevco.org](mailto:mmahurin@nevco.org) 530-478-6400 x2031 for extra support.

**Q: Should I only pick leadership students?**





Nevada County Superintendent of Schools

## Tobacco Use Prevention Education (TUPE)

**A:** No, TUPE is a great opportunity to engage students who are not already engaged in meaningful youth development activities. However, leadership students can also be peer educators. This can be a decision made on a site-by-site basis.

**Q: Can I choose students from my own classes?**

**A:** Yes, it is fine with us if you want to recruit students just from your classes. There can be some benefit in knowing that you will see them on a regular basis although note that you may want to diversify your students based on grade, and that may not align with the student population in your classes.



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