



Nevada County Superintendent of Schools Tobacco Use Prevention Education (TUPE)

Suggested Monthly To-Do List

Important, ongoing to-do items:

- **Update** your site's activity log at least once a month* (**Link coming soon**)
- **Request** onsite, face-to-face, visits with TUPE Project Coordinator mmahurin@nevco.org
- **Save** and submit all materials receipts
- **Plan and Implement** classroom presentations/school-wide events with peer educators
 - Check *TUPE Monthly Themes* for ideas and resources
- **Administer MSPP or Sport** pre and post student surveys and **Submit** to NCSOS TUPE

DECEMBER 2016

- Begin recruiting TUPE Peer Educators and schedule first meeting (See handbook for ideas)
- Optional: Request **Club Live or Friday Night Live** Peer Educator Training
(**Contact: Lina Hjord:** lina.hjord@co.nevada.ca.us)
- Complete the Site Coordinator Profile and Activity Plan in your Activity Log
- Share TUPE information and plans with staff (See "Communicating TUPE" in your handbook)

January 2017

- Hold first Peer Educator meeting at your school (Share lesson on Tobacco/E-cigs and set goals)
See Tobacco Prevention Tool Kit for ideas: <http://med.stanford.edu/tobaccopreventiontoolkit.html>
- Email school staff to provide a program overview, dates for upcoming events, etc.
(See "Communicating TUPE" in your handbook)
- Register for and attend **morning MSPP Training on 1/31/17** (If applicable)
- Register for and attend **afternoon SPORT Training on 1/31/17** (If applicable)

February 2017

- Hold monthly Peer Educator meeting
Plan for **Kick Butts Day:** www.kickbuttsday.org (Register your event)
- Schedule dates for implementing MSPP or Sport
- Register for **Reach for the Future Conference** (More info. coming soon)
- Update Activity Log

March 2017

- Hold monthly Peer Educator meeting.
Plan for Kick Butts Day: www.kickbuttsday.org (Register your event)
- Participate in **Kick Butts Day** at your school site (**3/15/17**).
- Attend Reach for the Future Conference with Peer Educators (Details coming soon)
- Implement MSPP or Sport Curriculum
- Update Activity Log





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April 2017

- Hold monthly Peer Educator meeting. Plan classroom presentation or second event.
See Tobacco Prevention Tool Kit for ideas: <http://med.stanford.edu/tobaccopreventiontoolkit.html>
- Implement MSPP or Sport Curriculum at your school site.
- Contact school staff to provide updates on the TUPE program, upcoming events, etc.

MAY 2017

- Hold monthly Peer Educator meeting.
- Complete MSPP or Sport Curriculum at your school site.
- Submit materials receipts to NCSOS by **5/15/17**
- Notify NCSOS TUPE if you intend to return as Site Coordinator next year mmahurin@nevco.org
- Send a list of graduating 8th grade Peer Educators, if applicable to mmahurin@nevco.org

JUNE 2017

- Submit all completed student pre and post surveys no later than **June 1**
- Complete FINAL update on your site's activity log no later than **June 1**
- _____
- _____

Important Dates:

- **November 15, 2016:** Site Coordinator Training at NCSOS
- **December:** Intervening with Teen Tobacco Users, the Tobacco Education Group (TEG):
- **January:** Help Teens Stop Using with the Tobacco Awareness Program (TAP)
- **January 31, 2017:** MSPP and Sport Curriculum Training at NCSOS
- **February:** Intervening with Teen Tobacco Users, The Tobacco Education Group (TEG)
- **March:** Help Teens Stop Using with the Tobacco Awareness Program (TAP)
- **March 15, 2017:** Kick Butt's Day
- **April:** Intervening with Teen Tobacco Users, The Tobacco Education Group (TEG)
- **May 15, 2017:** Submit Receipts
- **June 1, 2017:** Submit Pre/Post Student Surveys for MSPP or Sport to NCSOS

