



2017-2018 Frequently Asked Questions (FAQs)

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 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, 2018** to be considered for payment.

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 1, 2018**.

Meetings and Trainings:

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

A: You are required to attend:

- **9/25/17: Site Coordinator Training** at NCSOS
- **10/26/17: Peer Educator Training at Camp Del Oro: (Middle Schools Only)**
- **12/7/17: Site Coordinator Meeting:** 4:00-5:00 p.m. at NCSOS





- **1/18/18: Middle School Curriculum Training** at NCSOS
- **2/22/18: High School Curriculum Training** at NCSOS
- **3/1/18: Site Coordinator Meeting:** 4:00-5:00 p.m. at NCSOS
- **5/24/18: Site Coordinator Meeting:** 4:00-5:00 p.m. at NCSOS

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

Q: What happens at the Site Coordinator 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 can be found in your binder under: Site Activity

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

A: We 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!

Materials:

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

A: We are not providing a set amount this year. Instead, if there is something you would like ordered please contact us and we will order it for you.





Q: What materials can I request for my site?

A: Supplemental anti-tobacco classroom or school-wide materials.

Q: Can I buy my peer educators food or pizza?

A: We can order snacks and/or pizza for your meetings if given advance notice.

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. ***Gift cards may not be given to students.** They are considered *payment* by our grant.

Peer Educators:

Q: Do I have to start a Peer Educator group or is it optional?

A: It is not optional. You do need to start a peer educator program to receive your stipend. If you need support, please let me know.

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 530-478-6400 x2031 for extra support.

Q: Should I only pick leadership students?

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.

