



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

Suggested Monthly To-Do List: 2018-2019

- **Site Activity Log:** Update your site's Activity Log at least once a month
- **TUPE Calendar:** Check regularly for meetings, trainings and other TUPE events.
- **Website:** Check for monthly themes, trainings, newsletters and other resources.
<http://nevco.org/programs-services/tupe>
- **Peer Educators:** Meet bi-monthly to educate, plan and implement classroom and school wide events.
- **Intervention:** *Request extra support for at-risk students as needed.*
- **TUPE Support:** *Contact us for extra support with presentations and events.*
mmahurin@nevco.org or 478-6400 x2031

September 2018:

- Site Coordinator Training:** Attend mandatory Site Coordinator Training at NCSOS (9/25/18)
- Peer Education:** Begin recruiting TUPE Peer Educators and schedule first meeting.
- Youth Advocacy:** Training/Support (Optional)
(Contact: Shannon Glaz: shannon.glaz@co.nevada.ca.us)
- Communicating TUPE:** Share TUPE information and plans with staff (Use Power Point on website and TUPE Talking Points in Manual.)
- Activity Log:** Complete the Site Coordinator Profile and Activity Plan in your Activity Log

October 2018:

- Peer Education:** Hold first Peer Educator meeting at your school. Collect all necessary paperwork. (Permission slips, photo release, etc.) Request funds for snacks or pizza.
- 10/10: Peer Educator Social Media Training:** Ghidotti 2-4 p.m.
- 10/16-10/17: Youth Summit:** (Optional) Attend the Youth Summit in Chico with your Peer Educators
- Red Ribbon Week:** Plan an activity with your Peer Educators for [Red Ribbon Week \(10/29-11/2\)](#)
- 10/30 Camp Del Oro Peer Educator Training:** Middle School Site Coordinators attend the mandatory Peer Educator Training at Camp Del Oro with your students on
- Communicating TUPE:** Email school staff to provide dates for upcoming events and TUPE resources.
- Activity Log:** Update your activity log. (Include peer educator information, meeting dates, communication with staff, etc.)

November 2018:

- 11/7-11/8 Northern California Safe and Healthy Schools Conference:** Site Coordinators may attend in Berkeley. (Optional)
- Peer Education:** Hold bi-monthly meetings. Option: Create an ad campaign for Great American Smoke Out.
- Activity Log:** Update your activity log. (Include peer educator meeting dates and activities.)





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December 2018:

- Bookmark/Poster Contest with NC Public Health**
- Peer Education:** Hold bi-monthly meetings. Begin planning classroom presentations for January.
- Activity Log:** Update your activity log. (Include school-wide events, peer educator meeting dates and activities.)

January 2019:

- Peer Education:** Hold bi-monthly meetings. Set resolutions and/or goals with your students.
- Plan and implement peer-led classroom presentations. (See Peer Ed Manual for ideas.)
- Begin planning [Kick Butts Day](#). (3/20/19)
- 1/15: Middle School Curriculum Training:** Attend with your teachers if applicable at NCSOS. Please arrange a sub if needed.
- Activity Log:** Update your activity log. (Include school-wide events, peer educator meeting dates and activities.)

February 2019:

- Mandatory Site Coordinator Meeting: February 5, 2019** 4:00-5:00 p.m. at NCSOS. Please plan on attending. We will share updates, progress and of course snacks! ☺
- Peer Education:** Hold bi-monthly meetings. Plan a vaping/e-cigs activity for peer-led lessons.
- Continue planning [Kick Butts Day](#). (3/20/19)
- 2/26/19 High School Curriculum Training:** Attend with your teachers if applicable at NCSOS. Please arrange a sub if needed.
- Activity Log:** Update your activity log. (Include school-wide events, peer educator meeting dates and activities.)

March 2019:

- Peer Education:** Hold bi-monthly meetings.
- 3/20: Kick Butts Day:** Hold your event at your school site.
- REACH Conference:** Attend with your peer educators. (Dates TBA)
- Activity Log:** Update your activity log. (Include Kick Butts Day activities, peer educator meeting dates and activities.)

April 2019:

- 5/1: Submit invoices: Check with District Office to make sure they'll invoiced for your stipend.**
- Peer Education:** Hold bi-monthly meetings. Plan an activity for **Earth Day**
- Curriculum Implementation:** Schedule and implement Middle School or High School TUPE Curriculum.
- Activity Log:** Update your activity log. (Include school/class activities, peer educator meeting dates and activities.)





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May 2019:

- 5/1: Invoices Due:** Check with District Office to make sure they'll invoiced for your stipend/subs.
- 5/28: Mandatory Site Coordinator Meeting:** May 28, 2018 4:00-5:00 p.m. at NCSOS. Please plan on attending. We will celebrate our successes and finalize all paperwork and reporting of Site Activity.
- Curriculum Implementation:** Schedule and implement Middle School or High School TUPE Curriculum.
- Peer Education:** Hold bi-monthly meetings.
- Activity Log:** Update your activity log. (Include school/class activities, peer educator meeting dates and activities.)

June 2019:

- Peer Education:** Hold bi-monthly meetings. Celebrate your successes!
- Surveys:** Submit all completed student pre and post surveys no later than **June 1, 2018**.
- Activity Log:** Complete FINAL update on your site's activity log no later than **June 1, 2018**.
- 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

