* **SAMPLE -**

**Strategic Prevention Framework**

**Community Coalition**

**Capacity Building Toolkit**



**WORKSHEET 1- Coalition Roster County:**

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| --- | --- | --- | --- | --- |
| **Coalition Member**  **Name/Title** | **Sector\*** | **Is this person a:** Key Leader?  Key Stakeholder? | **What does this person bring to the Coalition? Role/Responsibility?** (Coalition Leadership, Committee Leadership, Funding, Resources, Expertise in Assessment, Strategic Planning, Program Implementation or Evaluation, etc.) | **Level of Involvement? \*\***(Active, Inactive, Ad Hoc or Resource, Champion?) |
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\*The 12 identified sectors recommended by SAMHSA are: Youth; Parents; Law Enforcement; Business; Media; Schools; Healthcare; State, local or tribal agencies; Civic and volunteer groups; Youth Serving Organizations; Religious or Fraternal Organizations; Other.

**\*\***Active = attends meetings regularly, actively participates in coalition sponsored events, Inactive = rarely attends meetings/events, Ad Hoc or Resource = rarely attends meetings/events but supports efforts and serves as a resource for specific tasks or when particular information or skills are needed, Champion = a person admired and respected in the community or among peers, who adds credibility and viability to the coalition.

**WORKSHEET 2- Community Mapping**

The First Step: A Coalition That Reflects the Community

***Directions***- Working as a large group, the coalition brainstorms a listing of people within each of the following sectors who are not currently members. Strive to identify community leaders in positions of power plus representatives from each sector that represent different “levels” or segments of that group (for example, under School list the names of administrators, teachers and janitors. Under Youth you could include the names of athletes, 4-H members, college dorm/residence life staff, etc.)

When completed, use *WORKSHEET 5- Recruitment Plan* to move this listing of potential members from paper to reality.

Youth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Law Enforcement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Media \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Youth Serving Organizations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Religious or Fraternal Organizations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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State, Local or Tribal Agencies \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Civic and Volunteer Groups \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Healthcare\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**WORKSHEET 3- Community Mapping**

***Directions****-* This checklist can be used when a coalition is first recruiting members, or anytime that the group needs to increase membership. This checklist can be used individually, in small groups, or as a large group brainstorming session.

When completed, use *WORKSHEET 5- Recruitment Plan* to move this listing of potential members from paper to reality.

Please rate the participation of the following organizations in the areas of their importance to the work of the coalition, the feasibility of getting them involved, if they already participate, and the level of their involvement. A number 1 indicates less and a 5 indicates most. Some communities may not have all of the positions or organizations listed. In that case please mark an “X” in the N/A (Not Applicable) column.

**Law Enforcement Community Importance Feasibility Involvement N/A**

Chief’s Office 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Local and State Police/Sheriff’s Departments 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Alcohol Unit/Traffic Safety Unit

Community Relations/Affairs

Alcohol Beverage Control Agency/Dept 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

**Judicial Community Importance Feasibility Involvement**

Prosecutors/County/City Attorneys 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Judges:

Juvenile Court Judges 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

District/Adult Court Judges 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Juvenile Justice System 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Family/Parent Education Program

Probation

Probation and Parole (18 to 20 year olds) 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

**Government Importance Feasibility Involvement**

Elected Official (national, state, and local) 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Mayor or City/County Council 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Department of Public Health 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Local Health Departments 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Community Health Clinics 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Department of Parks and Recreation 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Driver’s Licensing Agencies 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Public Works Department 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Armed Forces 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

(Army, Navy, Air Force, Marines, Coast

Guard, National Guard and Reserve Units)

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

**Businesses/Employers Importance Feasibility Involvement**

Businesses That Employ Underage Youth 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Fast Food 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Movie Theaters 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Amusement Parks 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Other 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Alcohol Industry 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Bars 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Restaurants 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Liquor Stores 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Beer Distributors 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Liquor and Wine Wholesalers 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Insurance Companies 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Chamber of Commerce 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Labor Unions 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Local Major Employers 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Arenas 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Music and video stores 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Media 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Television Stations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Radio Stations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Newspapers 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

**Community Importance Feasibility Involvement**

Parent Groups 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Faith Community 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Citizen Activist Groups 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

MADD Chapters 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Civic Groups 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Kiwanis 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Lions 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Rotary 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Junior League 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Optimists 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Other 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Substance Abuse Prevention and Treatment 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Minority/Culturally Specific Organizations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

National Urban League 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

NAACP 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

League of United Latin American 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Countries (LULAC)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Neighborhood Associations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Citizens 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

**Education Importance Feasibility Involvement**

*Education (K-12)*

School Superintendent(s) 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Principal 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Drug Free Schools Coordinators 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

High Schools 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Middle & Junior High Schools 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

PTA Organizations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

School Resource Officer 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Student Assistance Program Coord. 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

**Education Importance Feasibility Involvement**

*Colleges & Universities (if they are present in the community)*

Administration 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Student Affairs 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Resident Managers 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Substance Abuse Prevention 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Judicial Review 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Campus Police 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Fraternities and Sororities 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

**Health Care Community Importance Feasibility Involvement**

Hospitals/Trauma Centers 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Physicians 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Pediatricians 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Medical Associations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Nurses 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Emergency Dept. Physicians & Nurses 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Health Maintenance Organizations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Health Insurance Companies 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Emergency Medical Technicians 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

And Paramedics

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

**Youth & Youth Organizations Importance Feasibility Involvement**

MADD YIA Groups 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

SADD Organizations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Boys & Girls Clubs 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Boy Scouts/Girl Scouts 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

YMCA 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

4-H Clubs 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Substance Abuse Prevention Groups 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Religious Groups & Faith Organizations 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5

Source- National Highway Traffic Safety Administration, Community How-To Guide On...COALITION BUILDING - APPENDIX 1http://www.nhtsa.dot.gov/people/injury/alcohol/Community%20Guides%20HTML/Guides\_index.html

**WORKSHEET 4- Recruitment Plan County:**

***Directions****:* Once a list of potential members is complete, the worksheet below should be completed. (If time permits, “membership packets” that contain information about the coalition can be prepared to share.)



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| **Prospective Coalition Member (Name/Title)** | **Sector\*** | **Who will contact?** | **By when?** | **What does this person bring to the Coalition?** (Expertise in Needs Assessment, Strategic Planning, Program Implementation, Evaluation, Cultural Competency, Sustainability, etc.) |
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\*The 12 identified sectors recommended by SAMHSA are: Youth; Parents; Law Enforcement; Business; Media; Schools; Healthcare; State, local or tribal agencies; Civic and volunteer groups; Youth Serving Organizations; Religious or Fraternal Organizations; Other

**WORKSHEET 5- Recruitment Plan County:**

**Member Recruitment Worksheet**

List each of the organizations/individuals to be recruited for the coalition. Specifically indicate how they will be involved in the coalition, what benefits can accrue to them and their organization, and who will contact the individual/organization.

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| --- | --- | --- | --- | --- |
| **Organization** | **Individual**  **(If known)** | **Desired Involvement**  **(Role/Skills/Resources)** | **WIFM**  **(What’s in it for me?)** | **To be contacted by:**  **1) Coalition Member**  **2)Other Influential person** |
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