**Tobacco/Vape-Free College Program – Project Work Plan**

**{Insert Project Name Here}**

**{Insert College Name Here}**

**Project Period: February 1, 2024 to June 30, 2025**

***Instructions:*** *This document is your project work plan template.*

*Step 1: Insert your project name and college in the highlighted area above to fill out the template.*

*Step 2: Enter* ***at least three project objectives*** *and activities in the charts below, with a corresponding narrative. Add rows to the chart as necessary. Be as detailed as possible.*

*Step 3: Indicate who will complete each activity and the month(s) in which the activity will be conducted.*

*Step 4: Save your document to your computer. You will be prompted to upload your work plan in the online application.*

*Helpful Tips for Completion:*

* Please remember to include the required **truth** actions with the corresponding months. See below for an example.
* You may delete the examples and instructions highlighted in yellow as you create your work plan. These highlighted examples are for reference only.
* At the end of the work plan, you will also indicate your agreement to carry out other grant activities listed in this document.

**Project Goal: To adopt a 100% tobacco/vape-free policy by June 2025. This goal will be achieved through the following objectives and activities:**

| **Objective 1:** *Example: Engage at least 2,000 students in student-led tobacco prevention, education and tobacco/vape-free campus policy advocacy activities* |
| --- |
| **Activities/Deliverables to Accomplish Objective***(Bulleted Steps)* | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Feb****2024** | **2****Mar****2024** | **3****Apr****2024** | **4****May** **2024** | **5****Jun****2024** | **6****Jul****2024** | **7****Aug****2024** | **8****Sep****2024** | **9****Oct****2024** | **10****Nov****2024** | **11****Dec****2024** | **12****Jan****2025** | **13****Feb****2025** | **14****Mar****2025** | **15****Apr****2025** | **16****May****2025** | **17****Jun****2025** |
| * *Example: Promote truth College Leader position. Interview and select 2-4 students.*
 | *Example: Project lead* | x | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Example: Host project kick-off event for students*
 | *Example: College Leaders* |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Example: Implement required* ***truth*** *advocacy activities*
 | *Example: College Leaders* | As required during project  |  |  | x |  |  |  |  | x |  |  |  |  | x |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Narrative***Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

| **Objective 2:**  |
| --- |
| **Activities/Deliverables to Accomplish Objective***(Bulleted Steps)* | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Feb****2024** | **2****Mar****2024** | **3****Apr****2024** | **4****May** **2024** | **5****Jun****2024** | **6****Jul****2024** | **7****Aug****2024** | **8****Sep****2024** | **9****Oct****2024** | **10****Nov****2024** | **11****Dec****2024** | **12****Jan****2025** | **13****Feb****2025** | **14****Mar****2025** | **15****Apr****2025** | **16****May****2025** | **17****Jun****2025** |
| * *Activities*
 | *Staff* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Narrative***Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

| **Objective 3:**  |
| --- |
| **Activities/Deliverables to Accomplish Objective***(Bulleted Steps)* | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Feb****2024** | **2****Mar****2024** | **3****Apr****2024** | **4****May** **2024** | **5****Jun****2024** | **6****Jul****2024** | **7****Aug****2024** | **8****Sep****2024** | **9****Oct****2024** | **10****Nov****2024** | **11****Dec****2024** | **12****Jan****2025** | **13****Feb****2025** | **14****Mar****2025** | **15****Apr****2025** | **16****May****2025** | **17****Jun****2025** |
| * *Activities*
 | *Staff* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Narrative***Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

| **Objective 4:**  |
| --- |
| **Activities/Deliverables to Accomplish Objective***(Bulleted Steps)* | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Feb****2024** | **2****Mar****2024** | **3****Apr****2024** | **4****May** **2024** | **5****Jun****2024** | **6****Jul****2024** | **7****Aug****2024** | **8****Sep****2024** | **9****Oct****2024** | **10****Nov****2024** | **11****Dec****2024** | **12****Jan****2025** | **13****Feb****2025** | **14****Mar****2025** | **15****Apr****2025** | **16****May****2025** | **17****Jun****2025** |
| * *Activities*
 | *Staff* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Narrative***Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

| **Objective 5:**  |
| --- |
| **Activities/Deliverables to Accomplish Objective***(Bulleted Steps)* | **Staff****Responsible**  | **Timeline (in months)** |
|  | **1****Feb****2024** | **2****Mar****2024** | **3****Apr****2024** | **4****May** **2024** | **5****Jun****2024** | **6****Jul****2024** | **7****Aug****2024** | **8****Sep****2024** | **9****Oct****2024** | **10****Nov****2024** | **11****Dec****2024** | **12****Jan****2025** | **13****Feb****2025** | **14****Mar****2025** | **15****Apr****2025** | **16****May****2025** | **17****Jun****2025** |
| * *Activities*
 | *Staff* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * *Add more activities and deliverables as needed by adding rows to the chart.*
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Narrative***Instructions: Include a narrative describing the activities and deliverables that support each objective. For example: What is the activity? How will it be carried it out? Why is it important and how does it support the objective? What will be the result of the activity?**We suggest 350-500 words per narrative section. The limit for each section is 600 words. This box will expand as you type.*  |

***In addition to the activities described above, you must agree to carry out the following activities. Please indicate your agreement by clicking on each box to insert an “x”:***

[ ]  Conduct all five required project elements.

[ ]  Select a minimum of two College (student) Leaders by **March 1, 2024**.

[ ]  College Leaders will execute at least two activities per semester to educate and engage the student body about benefits and need for a tobacco/vape-free college policy.

[ ]  Dedicate at least 15% of budget to support student engagements activities.

[ ]  Submit draft and final copies of the 100% tobacco/vape-free policy language to Truth Initiative.

[ ]  Two project leads must participate in an orientation webinar and at least one project lead must participate in an in-person training. All travel expenses for the in-person training will be covered by Truth Initiative. Truth Initiative reserves the right to switch in-person training to an online forum.

[ ]  College Leaders must participate in an online orientation, online trainings once a semester, and an in-person training. All travel expenses for the in-person training will be covered by Truth Initiative. Truth Initiative reserves the right to switch in-person training to an online forum.

*Updated 06/22/2023*