



OPERATION
UNITE

**Coalition
Projects &
Expenditures
Guide**

2014

2014 Coalition Projects & Expenditures Guide

Effective July 1, 2014

This guide reflects policies covering requests for coalition activities to be conducted from July 1, 2014 and is designed to streamline and strengthen each coalition's drug prevention and awareness efforts. **Please read this manual carefully as it contains many changes from prior guides.**

Funding

Projects will be funded based on their merit up to a maximum allocation of \$4,250 per coalition for each funding cycle; coalitions are not guaranteed full funding. Funding is contingent upon submission of a detailed budget and strict adherence to the Action Plan guidelines included herein (see "Action Plans" below). All projects must be approved by the UNITE Board of Directors.

Action Plans

UNITE encourages coalitions to submit detailed Action Plan requests for all programs and activities to be undertaken during each six-month funding cycle. A panel comprised of UNITE staff and board members will evaluate and approve programs and activities on a case-by-case basis using criteria listed below under "Coalition Expenditure Guidelines."

Coalitions are advised to provide clear and detailed justifications for each program and activity submitted. Likewise, coalitions should be aware that programs and activities submitted with little justification are not likely to be funded.

Whenever possible UNITE encourages collaborative programs between multiple coalitions or community partners to create greater impact and participation.

Amendments

UNITE will allow one (1) amendment per funding cycle under the following conditions:

- Amendments ***will only be allowed*** for those projects whereby lack of completion was beyond the control of the coalition such as natural disaster, inclement weather, situations that result in a previously planned venue becoming unavailable, or justification for the original project is no longer valid.
- UNITE is ***unable to allow*** amendments for projects whose failure was the result of poor planning, such as running out of time during a funding cycle.

- Funding for an approved project **may not** be reallocated to another approved project during the same funding cycle.
- All amended projects **must be** completed within sixty (60) days after the end of the current funding cycle.
- All amendments **require approval** of the UNITE Board of Directors and must be submitted within sixty (60) days prior to the end of the current funding cycle. No amendments later than this deadline will be considered.

Action Plan Proposals/Forms

UNITE has made changes to the forms necessary to apply for projects. Forms are available for download on the UNITE website at operationunite.org/coalitions/about/coalition-resources/. It is important that you fax a copy to your coalition coordinator when completed as well. To apply for money you must complete the first two forms; to be reimbursed for your expenditures complete the third form:

1. Action Plan Funding Request Form (See Sample A)
All questions on this form must be fully completed. The questions are designed to describe your project in detail for consideration by UNITE. The information is used to make decisions regarding funding. Inadequate detail and information may result in denial of your project.
2. Action Plan Budget Form (See Sample B)
This form must contain an itemized budget of all requested items. We must have a detailed list for your proposal and **can no longer accept** broad categories. Reimbursement requests for any expense item not listed on this form will be denied. We need to know exactly what you plan to purchase and the cost. ***This form should reflect all items needed for the projects listed on your Action Plan Funding Request Form.***
3. Action Plan Reimbursement Request Form (See Sample C)
UNITE requires that this form be submitted upon completion of **each** project. Receipts for expenditures approved on your Action Plan Budget Form **must be submitted with this form**. Receipts without this form will not be accepted. It is very important that you complete the budget and all questions regarding the success or failure of your project. The Action Plan Reimbursement Form and receipts need to be sent to your UNITE Coalition Coordinator **before** any reimbursements will be considered. Please **do not** send these directly to Becky Calhoun in the Somerset office.

Sign-In Sheets (See Sample D)

UNITE requests that you provide sign-in sheets to register participants at all UNITE events. A standard form to provide contact information is available on the UNITE website at operationunite.org/coalitions/about/coalition-resources/. Please fax completed forms to your Coalition Coordinator as soon as possible after each event. This data is important in determining the success of your project and provides valuable data for future grant applications to secure funding for UNITE.

Post-Secondary Campus Coalitions

In an effort to make college/university and community coalitions stronger and more effective, organizations on post-secondary campuses now operate under the umbrella of their local UNITE Community Coalition. This partnership will strengthen the impact of activities, while bringing together volunteers, ideas and resources to collaboratively combat substance abuse.

UNITE encourages all community coalitions to create a “College Committee” to be chaired by representatives of the post-secondary institution(s). As with other committees, the College Committee may choose to meet together outside of the monthly community coalition meeting to discuss and plan events and activities. Coalitions can consider allocating a designated percentage of their total budget to Campus Coalitions, but all Action Plan guidelines apply.

UNITE Clubs

The guidelines contained in this document ***do not apply*** to registered UNITE Clubs which may request up to \$750 per school year. Details for funding UNITE Clubs are contained in the UNITE Club manual. Separate forms and reporting requirements are used by UNITE Clubs. Manuals are available by contacting your Coalition Coordinator or downloading from the website at www.operationunite.org.

Coalition Expenditure Guidelines

❖ Expenses Not Allowed

Please read carefully as there are some changes. UNITE funds **may not** be used for any of the following expenditures:

- Holiday dinners, celebrations or holiday events of any kind
- Fundraising activities
- Drug Court incentives
- Recurring expenses for rental of office space
- Monthly phone/utility/internet or other office-related charges
- Construction or items for construction
- Donations to other groups or organizations
- Membership to civic organizations, fundraising foundations, and other organizations not related to anti-drug or education causes
- Lawn maintenance equipment
- Property or building acquisitions
- Vehicles
- Playground equipment
- Coalition member T-shirts
- Seating for ball fields or community parks
- Concession equipment or supplies
- Gift cards or certificates
- The purchase of alcoholic beverages
- Red Ribbon Week
- Drug-free themed events are not permitted in this category include, but are not limited to:
 - ✓ Back-to-School or End-of-School-Bash
 - ✓ Spring Fling
 - ✓ Fall Festival
 - ✓ Red Ribbon Week
 - ✓ Homecoming Activity
 - ✓ Prom-related Activity
 - ✓ Save-A-Sweetheart Dance
 - ✓ Graduation-related Activity

❖ Food and Beverage

According to new Federal guidelines, grant funding may not be used for any food or beverage purchases.

❖ Community/School Programs

There are two categories of community/school programs: “On-going” and “Limited Time.” Coalitions may choose to provide funding for more than one on-going program during each funding cycle; however, UNITE **will allow only one** limited time program per funding cycle. These programs are described in greater detail in the “UNITE Youth Programs” section of this manual.

UNITE funds may be used to conduct programs in accordance with these common policies:

- Each program must have an emphasis on drug prevention or education efforts that are clearly explained on the Action Plan Funding Request Form. Any proposal that fails to explain how the event will impact the target audience with drug prevention or education efforts **can not** be approved.
- Program/Presenter(s) must be approved by UNITE in advance.
- Expenditures may include all expenses related to staging the event (including promotions, supplies, facility rental, etc.) within the limitations listed.

❖ Prevention Programs

Offering youth activities as alternatives to drug use are worthwhile, but lasting change requires implementation of **research-based** community programs. There are many existing community-based prevention programs available from the Bureau of Justice Assistance, the Substance Abuse & Mental Health Services Administration (SAMHSA), or the National Institute on Drug Abuse (NIDA).

UNITE funds may be used in accordance with the following guidelines:

- Program must be research-based.
- Program must focus on specific outcomes for targeted group. These include:
 - ✓ Family needs created due to a substance abuse issue
 - ✓ Grandparents raising grandchildren
 - ✓ Children living in drug-endangered environments
 - ✓ Drug prevention education curriculum in the schools
- Action Plan must include a description of how there will be a lasting impact
- Funding will be determined on a case-by-case basis determined by demonstrated need and must be approved by UNITE.
- Total allowable expense per funding cycle is \$2,000. (are amounts staying the same)

❖ Community Education & Outreach

A total of \$1,000 in UNITE funds may be used for any combination of the following community education/outreach activities per funding cycle:

- Billboards are included in this category but **must be** connected to a prevention project for youth. Billboards **will not** be approved for advertising the coalition, coalition programs, or coalition events.
- Newspaper announcements for prevention projects and special coalition events.
- Radio and television public service announcements.
- Flyers and/or brochures.
- Magnets or ink pens that contain the coalition's name, and numbers for the UNITE Drug Tip Line (1-866-424-4382) and the UNITE Treatment Referral Line (1-866-908-6483). Promotional items will be approved only **one time per calendar year**

- Mass Mailing for coalition events.
- Informational materials **must be** approved in advance by UNITE.

❖ Business/Community Outreach Programs

Operation UNITE believes coalition success can be greatly enhanced through involvement of business and civic organizations. Coalition initiatives that seek new avenues to disseminate information through partnerships with banks, utilities, healthcare providers, businesses and government will be approved in accordance with the following guidelines:

- Cost of duplication/printing of informational materials may be paid with UNITE funds.
- Insertion costs to have informational materials placed in payrolls, statements or other mailings **is not** an approved expense.
- Informational materials must include the UNITE logo, Treatment Referral Line (1-866-908-6483) and Drug Tip Line (1-866-424-4382) phone numbers.
- Informational materials must be approved in advance by UNITE.

❖ After-Care Programs

UNITE will approve funding for various aftercare programs for recovering addicts and their families. Total allowable expense per funding cycle is \$1,500.

The following items are considered allowable expenses for after-care programs:

- Workbooks for training associated with the program
- DVD's for training associated with the program
- Facilitator training (\$250 total amount allowable)
- Flyers/brochures to promote the program

❖ Limited Approval Expenditures

- Office equipment will be assessed for approval on an individual basis. UNITE will review the requests and determine if the proposed purchases are essential to completing the Action Plan. Coalitions must clearly state how the proposed office equipment is crucial to the provision of the anti-drug projects and activities. **UNITE will not replace equipment previously purchased with UNITE funding.**
- All purchases of \$500 or more for a single item **require three quotes.** Quotes obtained must be recorded in the coalition minutes and a copy sent in with the Action Plan Reimbursement Request Form to receive payment.

UNITE Youth Programs

A primary focus of UNITE's efforts are its programs focused on youth. UNITE's programs seek to empower youth to remain free from alcohol, tobacco and other drugs and to become leaders within their school and community. This is achieved by developing drug prevention, intervention and leadership programs and by providing drug-free, youth-targeted activities.

There are two types of youth programs: On-going and Limited Time. Below are many of the programs UNITE offers or supports, but this is not intended as a comprehensive list of ideas. **Funding for youth programs is contingent upon the coalition clearly identifying the Drug Education Component of each project.**

On-going Programs

UNITE believes providing drug-free alternatives to youth is an important component in a long-range strategy. There is no limit on the number of on-going youth programs that a coalition may support during each funding cycle.

- ❖ The First Tee[®]
The First Tee[®] is a World Golf Foundation initiative dedicated to providing young people of all backgrounds an opportunity to develop life-enhancing values such as honesty, integrity, confidence, perseverance, judgment and sportsmanship through golf and character education.
 - All youth in the community must be eligible to play.
 - Each activity must contain a well defined character building component.
 - UNITE will allow up to \$1,500 toward the cost of uniforms, instructors manual and equipment for start-up programs.
 - UNITE will allow up to \$1,000 per funding cycle to expand existing programs.

- ❖ HOFNOD (Hooked on Fishing-Not on Drugs[®])
Hooked on Fishing-Not on Drugs[®] is the flagship education program of the national Future Fisherman Foundation. This year-round mentoring program is widely used in more than 30 states to foster angling skills, conservation ethics and social skills. HOFNOD programs are affiliated with UNITE coalitions. Trained volunteer instructors receive proven implementation materials and are eligible for funding assistance from UNITE to begin HOFNOD programs. Youth members are recruited through schools and community organizations. Regional training sessions are organized as needed.
 - UNITE will allow up to \$1,500 per funding cycle for new program start-up equipment. Equipment is defined as fishing rods, reels, tackle boxes, lures, fishing line and bait.
 - UNITE will allow up to \$1,000 for replacement equipment for existing programs per funding cycle.
 - Cost of food and tournament prizes are a non allowable expense and therefore the responsibility of the coalition.
 - Regional fishing tournaments are often held to raise money for HOFNOD programs. UNITE will assist coalitions in planning and implementing these tournaments.
 - UNITE provides free training for adult facilitators.
 - Anti-drug prevention message must be included.

❖ Thespian Programs

Thespian programs are school or coalition-based drug abuse prevention programs that use acting and theater to educate the public about the dangers of drugs and about positive life choices and/or development of self-esteem. Drama groups implement programs in two phases. The first involves recruitment of students to write or select an anti-drug script using researched information, followed by casting parts and practicing for the play. The second phase is the performance where critical information is passed along through an entertaining atmosphere.

- Groups must be open to youth at no cost.
- Everyone who auditions and attends rehearsals gets an onstage role.
- Anti-drug prevention message must be evident.
- Program must demonstrate community/partner involvement.
- Total allowable expense per funding cycle is \$750.

❖ National Archery in the Schools Program[®] (NASP)

The National Archery in the Schools Program[®] (NASP) is designed to teach students in grades 4-12 responsibility, discipline and respect while at the same time teaching the skill of archery. Teachers and principals report that the archery program is extremely successful in engaging all students regardless of their level of physical condition. Principals and teachers also report improved behavior and attendance on archery days and students who normally don't participate in PE class or who don't have success with other "sports" are thrilled with archery. Originally created in 2002 by the Kentucky Department of Fish & Wildlife Resources and the Kentucky Department of Education, the program has been widely successful with millions of students participating in the program nationwide. UNITE funds may be used in accordance with the following guidelines:

- UNITE will allow up to \$1,500 start-up funding per school for new programs to purchase equipment and materials to promote this program.
- UNITE will allow up to \$1000 for existing programs per funding cycle.
- Program must be operated by school systems and demonstrate community partnership involvement.
- Once established, the school system and local coalitions are responsible for sustaining the program.
- A drug free curriculum must be included with the program.

❖ Anti-Drug Youth Sports Leagues

On-going organized sports competitions sponsored by UNITE Coalitions are approved to receive UNITE funding. **Leagues supported by UNITE are different from existing school or community leagues.** These leagues are eligible for UNITE funding in accordance with the following guidelines:

- League must be offered at no cost to participants.
- All youth in the community are eligible to participate.
- Each activity must contain a defined anti-drug educational component.
- Coalitions should utilize league to promote activities and recruit new members
- All participants should receive equal playing time.

- UNITE funding will be allowed for equipment and uniforms only.
- UNITE will allow up to \$1,500 toward the cost of uniforms, instructors manuals and equipment for start-up programs.
- UNITE will allow up to \$750 per funding cycle to expand existing programs.

❖ Backpack Clubs

This program is designed to give needy students nutritional meals over the weekends. UNITE provides funding for “backpacks” and anti-drug materials to put in the backpacks but UNITE **does not** purchase food items. We suggest you obtain donations from local food banks, grocery stores, churches or other resources available in your community. UNITE funds may be used in accordance with the following guidelines:

- Funds may be used to purchase start-up “backpacks.”
- “Backpacks” must contain information about drug abuse, healthy lifestyles, and the UNITE Treatment Referral Line (1-866-908-6483).
- Program should be operated so that recipients are not identified to avoid embarrassment.
- Food items **are not** an allowable expense.

Limited Time Programs

UNITE believes in the value of providing anti-drug themed programs that are more limited in scope than the on-going programs listed above. These programs generally take place over a single day or weekend. **UNITE will approve only one (1) limited time program per funding cycle.** Below is a listing of programs and guidelines.

❖ Anti-Drug Sporting Event

A tournament or single-day sporting event targeting youth and community members with positive messages and offer a wide range of activities designed around an anti-drug theme are eligible for UNITE funds.

- Event may be adapted for any sport – football bowl game, golf scramble, soccer tournament, 3-on-3 basketball tournament, etc.
- Event may span multiple days and be held on an annual basis.
- Events should include a coalition display and/or parent education component with information on how to become involved in UNITE.
- Community, business and local media involvement in sponsoring and staging program is required.
- Coalition must share anti-drug messages throughout the entire program.
- Total allowable expense per event is \$1,000.

❖ Anti-Drug Youth Concert

Musical performances staged as one-time events that target youth with positive messages and offer a wide range of activities designed around an anti-drug theme are eligible for UNITE funds in accordance with the following policies:

- Event may span multiple days and be held on an annual basis.

- Event should include a coalition display with information on how to become involved with UNITE.
- Community and business involvement in sponsoring and staging program is required.
- Coalitions must share anti-drug messages throughout the entire program.
- Bands *must have* an anti-drug message for youth during their performance.
- All performers must be approved in advance by UNITE.
- Total allowable expense per event is \$1,000.

Community Education/Training Programs

UNITE provides a variety of community education and training programs without cost to organizations and businesses. To request a presentation, complete the “Speaker Request” form on the UNITE website at operationunite.org/coalitions/about/coalition-resources/. Downloaded forms (See Sample E) should be returned to Becky Calhoun by fax, 606-677-6166, or by e-mail to bcalhoun@centertech.com.

The following training/education programs are available to your coalition. Please submit your training requests *at least six (6) weeks* in advance of your event so we will have time to secure a speaker that is appropriate to your needs.

A “Gas Station High” – Synthetic Drugs

- Training time 30 minutes
- Presentation discusses synthetic drugs that are currently abuse in KY

Accidental Dealer

- Training time 30 minutes
- Presentation discusses importance of locking up and monitoring your prescription and over-the-counter medications in the home so you don’t become an “Accidental Dealer.”

Addicted: A Dose of Reality

- Training time 1 hour, 15 minutes
- Presentation is aimed at parents and include the following: classifications of drugs; signs/symptoms; what to do if you suspect your child is using; parenting skills for the “out of control” kid; hidden language your kid may use; internet safety

The Disease of Addiction

- Training time 1.5 hours
- Participants will receive knowledge of the following:
 - ✓ The behavioral progression of the disease process
 - ✓ The physical progression of the disease process
 - ✓ Signs and Symptoms of drug/alcohol use at home or in the workplace
 - ✓ Addiction and Neurotransmitter overview

- ✓ Where to get help? Out-patient treatment; in-patient treatment; counseling; support groups; UNITE Treatment Referral Line

Drug Education (General)

- Training time 1 hour
- Participants will gain knowledge of the following:
 - ✓ Drug problems within the community
 - ✓ How to recognize drug use
 - ✓ Steps that can be taken when abuse is suspected
 - ✓ Overview of substances
 - ✓ Where to get help? Out-patient treatment; in-patient treatment; counseling; support groups; UNITE Treatment Referral Line

Drug-Free Workplace

- Training time 1 hour
- Participants will gain knowledge of the following:
 - ✓ The disease of addiction
 - ✓ Signs and symptoms of addiction
 - ✓ Company Drug Testing Policy (where applicable)
 - ✓ Company EAP Program (where applicable)
 - ✓ Supervisor Responsibilities in maintaining a drug-free workplace
 - ✓ Employee Responsibilities in maintaining a drug-free workplace
 - ✓ Costs of drug use in the workplace
 - ✓ Where to get help? Out-patient treatment; in-patient treatment; counseling; support groups; UNITE Treatment Referral Line

Illicit Drug Use

- Training time 1 hour
- Participants will gain knowledge of the following:
 - ✓ Signs and symptoms of use
 - ✓ Overview of substances and detailed description of use and effects
 - ✓ Physical, social, and behavioral indicators
 - ✓ Where to get help? Out-patient treatment; in-patient treatment; counseling; support groups; UNITE Treatment Referral Line

Introduction to KASPER (Kentucky All-Schedule Prescription Electronic Reporting)

- Training time 1 hour
- Participants will gain knowledge of the following:
 - ✓ Understanding of the KASPER program and its purpose
 - ✓ Understanding of prescription drug use and trends in areas of Kentucky

Methamphetamine Awareness

- Training time 1.5 hours for general public
- Participants will receive knowledge of the following:
 - ✓ Overview of this highly addictive and deadly drug
 - ✓ Signs to look for to identify potential methamphetamine labs
 - ✓ Signs and symptoms of methamphetamine use
 - ✓ Visual examples of how common household products are used

- ✓ Where to get help? Out-patient treatment; in-patient treatment; counseling; support groups; UNITE Treatment Referral Line
- Training time 3 hours for professional first responder groups such as local police, fire firefighters, and emergency medical technicians.

Neighbors UNITED

- Training time 1 hour
- Participants will receive knowledge of the following:
 - ✓ Difference between Neighbors UNITED and other community watch programs
 - ✓ Purpose and benefits of having a community watch program
 - ✓ How to start a community watch program

One Step Misery – A Kentucky Meth Epidemic

- Training time 1 hour
- Participants will receive knowledge of the following:
 - ✓ Overview of epidemic nature of this drug
 - ✓ Cost of drug to the public
 - ✓ Ingredients in meth production
 - ✓ Danger to children
 - ✓ Things you can do to prevent this drug being an epidemic in Kentucky

Over-the-Counter and Prescription Drug Abuse

- Training time 1.5 hours
- Participants will receive knowledge of the following:
 - ✓ Difference between legal and illegal over-the-counter and prescription drug use
 - ✓ Types of drugs currently being abused and the common techniques of abuse for adults and youth
 - ✓ Explanation of marketing of these drugs to youth
 - ✓ Detailed description of each drug, it's chemical components and reaction with the human body when used both legally and illegally
 - ✓ What communities can do to protect themselves against abuse by addressing risk and resiliency factors
 - ✓ Where to get help? Out-patient treatment; in-patient treatment; counseling; support groups; UNITE Treatment Referral Line

“Too Good For Drugs” curriculum

- A 10-lesson, school-based drug, alcohol and tobacco prevention program designed for use by kindergarten through 12th grade students.
- The program provides education in social and emotional competencies and reduces risk factors while building protective factors that affect students in that particular age group.
- Instructional strategies include role-plays, modeling, practicing, reinforcing, providing feedback, and promoting the generalization of skills to other contexts—all of which promote cooperative learning and skill building.

After-Care Programs

Each of the following programs is offered by third-party providers. Any related trainings also will be conducted by private entities. **All costs associated with these trainings – facilitator, travel, lodging, materials, public awareness, etc. – must be paid by coalitions through their Action Plan funding unless otherwise noted.** UNITE will help coordinate implementation of these trainings.

UNITE maintains a comprehensive listing of active support groups serving each of the 32 counties in its service region. If you become aware that a new group has formed, or the time for an existing program has changed, please contact Treatment Director Amy Yates at ayates@centertech.com with updated information.

UNITE coalitions actively support a number of providers. UNITE requires approval for groups other than the following:

❖ Al-Anon/Alateen

Offering hope and help to families and friends of alcoholics for more than 50 years. Members share their own experience, strength and hope with each other in weekly meetings. Through a 12-Step program members find a “power greater than ourselves” to help solve problems and find serenity.

- Costs for workbooks and training materials may be included in Action Plan.

❖ Celebrate Recovery

Celebrate Recovery is a ministry-based on biblical principles. The program’s focus is to fellowship and celebrate God’s healing power in lives through “Eight Recovery Principles” and a Christ-centered 12-Step Program. Celebrate Recovery provides a safe place for individuals to begin their journey of breaking out from their bondage and into God’s grace by helping them start dealing with their life’s hurts, hang-ups and habits.

- UNITE will pay for workbooks and training materials included in the Action Plan.
- UNITE will allow up to \$250 for in-state training per funding cycle.

❖ Hebron Fellowship

Hebron Fellowship groups provide an after-care ministry within local communities for people with chemical dependency who complete a free 10-week program provided by Hebron Colony Ministries in North Carolina. Participants provide support to students who are returning home and face the very hard task of living a Christian life in the same area from which they came. Support is based upon “10 Principles for Living.”

- UNITE will pay for workbooks and training materials associated with the program.
- UNITE will allow up to \$250 for training costs per funding cycle.

❖ Lifeline of Eastern Kentucky

A ministry of Teen Challenge International, Lifeline of Eastern Kentucky offers non-residential ministry groups designed to reach out to people facing everyday challenges of life that can become overwhelming, such as addiction to alcohol and other drugs, and to provide support for their families by implementing the five components of recovery – decision, positive peer choice, accountability, boundaries and consistency.

- UNITE will pay for workbooks and training materials associated with the program.
- UNITE will allow up to \$250 for training per funding cycle.
- Training will be provided by a Lifeline of Eastern Kentucky staff member.

❖ Narcotics Anonymous (N/A)

Narcotics Anonymous is an international, community-based association of recovering drug addicts who meet regularly in groups to help each other stay clean by sharing successes and challenges in overcoming active addiction and living drug-free productive lives through the application of principles contained within the Twelve Steps.

- Costs for materials may be included in Action Plan. (is there a limit on NA?)

❖ Reformers Unanimous

Reformers Unanimous International is a Christ-centered addictions program using weekly addictions classes. Reformers Unanimous is headquartered under the authority of the North Love Baptist Church in Rockford, Illinois. Program is centered on “7 Philosophies of Addiction.”

- UNITE will pay for workbooks and training materials associated with this program
- UNITE will allow up to \$250 for in-state training per funding cycle.

UNITE Contacts

Questions about allowable expenses or eligible programs should be directed to:

Debbie L. Trusty
Education Director
606-889-0422 (phone)
606-889-0874 (fax)
dtrusty@centertech.com

Becky Calhoun
Administrative Assistant
606-677-6179 (phone)
606-677-6166 (fax)
bcalhoun@centertech.com

Carlos Cameron
Region 1 Coalition Coordinator
(Lincoln, McCreary, Pulaski, Rockcastle, and Wayne)
606-330-1413 (phone)
606-877-3710 (fax)
ccameron@centertech.com

Tom Vicini
Region 2 Coalition Coordinator
(Bell, Breathitt, Clay, Harlan, Knott, Knox, Leslie, Letcher, Perry and Pike counties)
606-487-3702 (phone)
606-487-3710 (fax)
tvicini@centertech.com

Ashley Shepherd
Region 3 Coalition Coordinator
(Boyd, Carter, Elliott, Floyd, Johnson, Lawrence, Magoffin, Martin, and Rowan counties)
606-889-0422 (phone)
606-889-0874 (fax)
aakers@centertech.com

Carl Varney
Region 4 Coalition Coordinator
(Jackson, Laurel, Lee, Menifee, Morgan, Owsley, Whitley, and Wolfe counties)
606-330-1406 (phone)
606-877-3710 (fax)
cvarney@centertech.com

Operation UNITE

2292 South Highway 27, Somerset, KY 42501

866-678-6483

www.operationunite.org

Action Plan Funding Request Form

Date: _____

Coalition: _____

Person submitting request: _____

Phone number / e-mail: _____

Name of requested project: _____

Total funding amount requested: _____

PROJECT/PROGRAM DETAIL

Please provide the following information related to the requested project or program:

1. Please describe your project/program in detail. (What is it? How will it be implemented? What specific activities will be undertaken?)

2. What impact do you expect to see in your community as a result of this project/program?

3. Who is your target audience and how many people do you expect to participate?

4. What community partners will be involved in your project/program? (Community partners include other agencies, organizations, churches, schools or government entities that would be involved with your activity.)

5. How will you inform the community about your project/program/event?

6. Identify how your project/program will implement drug prevention and awareness components.

7. On the "Action Plan Resource Form" please provide information related to the budget for your proposed project/program. Be specific for each cost associated with your project/program.

SAMPLE E ONLY – download form at www.operationunite.org



UNITE Speaker & Presentation Request

Please complete and return to Becky Calhoun by FAX at 606-677-6166 or e-mail to bcalhoun@centertech.com.

Day and Date of presentation: _____

What time will the presentation be held? _____

Where will the presentation be held (give name of facility and street address)? _____

Describe the type of presentation desired: _____

How much time will the presenter have? _____

What is the target audience (students, community group, business group, etc.)? Please be specific: _____

How many people are expected to attend? _____

Name of group making request: _____

Person to contact for more information: _____

Contact phone: _____ Contact e-mail _____

For office use only:

Date request received: _____

Assigned to: _____ Date assigned: _____

Form revised 3-3-2008