

# NATIONAL YOUTH VIOLENCE PREVENTION CAMPAIGN KEY STEPS WORKSHEET

| Who | When |  |
|-----|------|--|
|     |      | Initiate or join a campaign coalition within our school  |
|     |      | Connect with members and supporters of National S.A.V.E. and all of our campaign sponsors (for a complete list, visit <a href="http://www.ViolencePreventionWeek.org">www.ViolencePreventionWeek.org</a> ) |
|     |      | Meet with school administrators to get approval  |
|     |      | Notify local Board of Education of plans for campaign  |
|     |      | Identify and contact local organizations that may support our efforts  |
|     |      | Complete the Get, Set...Goal! Worksheet  |
|     |      | Develop a plan of action and assign responsibilities to members of our coalition   |
|     |      | Use the Job Descriptions worksheet   |
|     |      | Review funding sources and obtain funding  |
|     |      | Reach out to other schools in our community and invite them to participate in campaign   |
|     |      | Register as a National S.A.V.E. Chapter  |
|     |      | Order celebration items and educational tools for activities   |
|     |      | Coordinate a letter writing campaign to our legislators asking them to support the initiative  |
|     |      | Select, coordinate, and schedule activities for each day of the week   |
|     |      | Contact potential presenters for in-school conference workshops  |
|     |      | Share information on and schedule for activities with students and school staff  |
|     |      | Hang up campaign posters promoting in-school conference around your school and community   |
|     |      | Select and notify award winners and invite them to awards ceremony   |
|     |      | Print certificates or order plaques for award winners  |
|     |      | Send out press release to media on campaign, local events and award winners  |
|     |      | Follow up with radio and television stations regarding coverage of campaign  |
|     |      | Put up banners and balloons as decorations for event   |
|     |      | Celebrate National Youth Violence Prevention Week  |