

Franklin Mayor's  
**DRUG TASK FORCE**



*Turning on the Power of Prevention  
in the Franklin-Hill Community*

# Task Force Champions Volunteer Information

Last updated: January 2016

# Task Force Champions Volunteer Opportunities

**\***=Volunteer opportunities that involve direct community interaction/communication.

For these volunteer opportunities, we would ideally like for our volunteers to attend one of our **Coalition Ambassador Workshops**. These workshops have two primary goals: **1)** ways to effectively convey the prevention message and **2)** to effectively explain what our coalition is about, why to support our mission and/or become a member, etc.

*Plus, the workshop time counts as volunteer time!*

*We will also try to provide pieces of these “workshops” intermittently at coalition meetings throughout the year.  
Please contact the Coalition Coordinator for more information.*

## **\*Coalition Member Recruitment**

Help us bring interested community members to the table! We strive to have *all* sectors (or areas) of a community represented. Substance misuse affects all of us and “it takes a village” to address it! Even if someone can’t make a meeting, they can be directed to contact the coalition coordinator for more information and to see what they may be interested in doing to help us further our mission.

## **\*Help us spread the word!**

Are you already involved in other groups (civic or otherwise) within the community? While you’re there, remember to wear your Franklin Mayor’s Drug Task Force “hat!” You could help us by relaying coalition information (on current or upcoming events or activities as well as educational pieces when appropriate). **You can also keep your eyes and ears open for possible opportunities where our coalition could collaborate with another group on/at a community event or activity!**

## **\*Work at coalition or community events**

These are those opportunities where we may be hosting an event, or our coalition will be represented at an event. We could always use volunteer assistance to talk with community members about who we are as a coalition, our mission and vision, and what we do. We also tend to have plenty of educational pieces and one or two “goodies” to give out. Sometimes we also need someone to present on a topic or talk publicly about our coalition. We also generally need assistance with set-up and/or clean-up.

**Some examples of events we have been at/done in the past:** The Franklin Mayor’s Drug Task Force Annual Celebration, Community Day, School Open Houses, Franklin Area Children’s Theatre (FACT), Odell Park After Dark.

## **\*Solicit donations and/or organize fundraisers!**

Have a knack for soliciting donations and/or fundraising? While our coalition does *currently* receive money through the federal Drug Free Communities (DFC) grant, there are very strict guidelines on how the money may be used. For example, we may not buy food for meetings or to have on our table at events so we rely on food donations or money raised to cover the cost. If you are interested in this area as a volunteer, please remember to pass ideas through the Coalition Coordinator who will work along with you in gaining Coalition Leadership approval. This “approval” is a piece of the process that will check on things such as feasibility, coalition messaging, and anything that could affect or be in conflict with the federal grant.

## **Material Preparation**

Help us prepare our educational materials and giveaways for coalition and community events and activities! Some of these volunteer activities are easy to take home and do on your own time, while others

would need to be done at Franklin City Hall or at Bessie Rowell Community Center (we would schedule an appointment that works for you!).

**Here are some material preparation examples:**

- Assembling goody bags
- Assembling New Member Folders/Packets
- Folding newly printed brochures
- Organizing brochures and other education materials by counts of 20 (or more)
- Putting Home Drug Testing Kits together, preparing them to give out

### **Distribute Materials**

Messages that we want to get out to the community frequently change due to trends and issues that arise, a change in the current topic of focus, as well as for upcoming events or other opportunities we are marketing. Distributing these materials takes time! So the more volunteers we have that are helping us distribute our materials, the easier it is to get the word out! This can be easily done by bringing some flyers to places of business, to other community groups, etc., that you may already be going to or that you simply don't mind going to as a direct effort.

**Here are some material distribution examples:**

- Posting event/activity/educational flyers (with permission) at a local business or to an organization
- Dropping off event/activity/educational flyers (with permission) at a local business
- Dropping off educational materials to area locations or to persons that put in a request or to an organization

### **Media and Public Relations**

Are you interested in writing? Community voices are powerful and essential in prevention education efforts. We would also love help getting pieces written about our coalition's ongoing efforts and also recent activities. We request that written pieces tied to the coalition be "approved" through the coordinator's office. These articles or letters could potentially be sent to an area newspaper, newsletter (such as the Three Rivers News), on our website, our Facebook page or through other media outlets.

**Here are some coalition media and public relations examples:**

- An article about a recent coalition activity
- A position article related to substance misuse
- A prevention message in the form of an ad to be used in an area newspaper
- A Facebook post and/or Twitter Post

### **Work on a Workgroup!**

As larger strategies or events/activities arise, so may a workgroup. Our workgroups are designed to help us plan, organize and implement specific initiatives and/or strategies. Your commitment and work done in a workgroup will help guarantee that we implement a strategy or event/activity to the absolute best of our ability, which will bring along the best results.

### **Come to our Coalition Meetings!**

Our coalition hosts a meeting every month of the year, unless otherwise stated on our Facebook page or website. **Our meetings are held on the second Thursday of the month, recommended arrival time is 5p.m.**, the meeting officially begins at 5:15 and it ends at 7p.m. The meetings are held at Bessie Rowell Community Center in the Conference Room (again, unless otherwise stated on our Facebook page or website).

Your time spent (2 hours) at our coalition meeting will *automatically* be added to your volunteer hours (just make sure you sign in on our sign-in sheet!).

**The purpose of our Coalition Meetings** is to update the community and coalition members on what the coalition has been doing, what it may currently be doing, and what is coming up. Not only that, but it is also a place to be *actionable*. We try to look at strategies and/or focus on upcoming events and how we can, as a coalition, put our best foot forward: be organized, spread the word as best we can, and to recruit volunteers to get the work done. We also like to give community members a space to share or discuss relevant topics (contact Angela to get on the agenda to secure time if you need more than 2 minutes) which often helps us find more or new ways to partner within the community. We also usually highlight a topic of interest related to substance use/misuse and prevention that is presented upon as an opportunity to help further educate those attending the meeting.

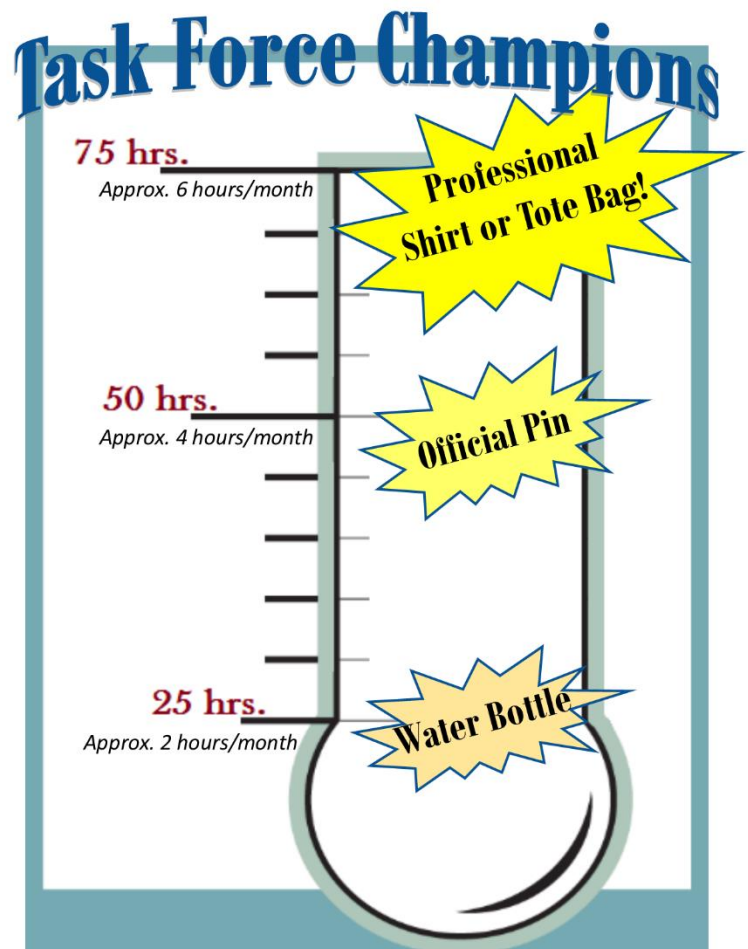
### Interested in Donating?

We also keep track of any donated items and their estimated cost. This, like volunteer hours, gets calculated into our “in-kind” or “matching” funds for our grant! Plus the time spent making, preparing, or going to purchase anything may also be included in your volunteer hours.

- **Item donations:** We love to have giveaways and raffles at events, so we are always welcoming prize items! You don’t have to *buy* things either. For example, if you love to knit or crochet and want to make us a blanket or something of the sort to raffle off, we would love that!
- **Food donations:** As mentioned above, we are not permitted to use our grant money on food for our meetings and most events. If you love to cook or bake, or just want to share some snacks at a meeting, we would greatly appreciate it!

**Is there something not on this list that you think should be counted toward coalition volunteer hours? Please let us know your thoughts!**

Contact the Coalition Coordinator, Angela Lynch by emailing [taskforceinfo@franklinnh.org](mailto:taskforceinfo@franklinnh.org) or call and leave a message at (603) 934-7446.



# Franklin Mayor's Drug & Alcohol Abuse Task Force

## Volunteer Timesheet

**Volunteer Name:**\_\_\_\_\_ **Month:**\_\_\_\_\_

Please record all time spent doing Task Force work outside of meetings. Timesheets can be turned in the next regular meeting, dropped off to the Franklin Mayor's Drug Task Force Office, or submitted via email to Angela Lynch at [taskforceinfo@franklinnh.org](mailto:taskforceinfo@franklinnh.org)

**What counts as volunteer hours?** Any work you are doing to benefit the Task Force and to further its mission! If you have questions about what you should count as volunteer hours, please contact Angela Lynch at the above-listed email.

Date	Activity Description	Total # Hours

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**How many  
volunteer hours  
have you logged  
with us this year?**

