

Tracking Guidelines

You don't have to track phone calls unless it has significance i.e. Y2Y Phone conference/training.

Activities to track per strategy but not limited to:

Coalition Development

- Task Force Meetings
- Leadership Meetings
- Leadership Retreat
- Any collaborative meetings that anyone in your coalition may attend
 - Choose Franklin Meetings
 - Planning committees
 - Subcommittee meetings
 - All meetings regarding assessments and evaluations
 - Meetings with CADY
 - Meetings with potential partners
 - All meetings with partners that involve planning or implementation of an activity, or towards policy development or enforcement
 - Fundraisers
 - Sustainability activities
 - Any trainings

Outreach – Anything Task Force organizes, contributes to, sponsors, or attends

- Event that are organized by the Task Force
- Events that are sponsored by the Task Force (FACT)
- Chem free events
- Community Celebrations
- Parenting Classes
- Book Companion Book Club
- School Open Houses
- Lunch and Learns
- Activities shared with the Elks
- Outreach tables at events, even at events not organized by Task Force
- Any information disseminated at all events

Youth Leadership

- Every FYI meeting including topic addressed at meeting
- Any training that youth receive
- Any advocacy the youth plan and implement
- Any community service by the youth
- Drug free alternative activity, ie movie night.

Law Enforcement

- Surveillances
- Compliance Checks
- Party Patrols
- Bike Patrols
- Drug Related Arrests
- Rx Take Back Activity – report on Rx Collection, and Take Back Days
- Monthly Legislative Committee Meetings the Chief Attends

Media

- The Weirs Times
- The Hometown Voice
- The Andover Beacon
- Any media coverage of your events
- Email Newsletters
- Email Blasts including invitations
- Concord Monitor
- Website Hits
- Facebook posts
- Any dissemination of materials at all events
- Any pieces that FYI may produce
- Three Rivers Submissions

Environmental Strategies

- Signage in the town like the Park and Recreation banners
- Any Policy development or advocacy
- Retail outlet compliance activities
- Public recognition of positive compliance checks