

CPP Meeting Agenda: *Facilitator's Guide 2021*

July/August

Planning Meeting: Faculty Advisor/Student Liaison

- Try to meet with as many faculty advisors and student liaisons prior to school starting. This way the August meeting can be with the entire CPP group. (Virtual if needed)
- Determine if a student liaison is necessary and who the student liaison should be.
- The CPP should recruit new members at the beginning of the semester. Encourage the CPP to host a booth or tabling at events such as Student Organization Fair in order to reach incoming students. Virtual options could be posting on social media or reaching out to faculty to share with their students.
- Schedule meetings for the entire semester once student schedules are finalized.
 - The CPP should have at least 2 meetings per month, and the GPP Program Coordinator will attend at least 1 of those meetings per month. Create Zoom (or other virtual options) meetings if necessary, if in person create a zoom option for the GPP Program Coordinator to be able to attend.
 - GPP Program Coordinator plans to visit each campus every month in a hybrid style. Alternating in-person and virtual meetings every month.
- Schedule any needed trainings for new and existing members. This should be the first or second meeting for the CPP group to ensure they are prepared for the semester.
- Goals and expectations for the semester:
 - How many events should the CPP strive to host?
 - How many students should the CPP strive to outreach?
 - Should the CPP host an Rx Drug Take-Back Day (virtual/social distanced)?
 - What organizations can the CPP collaborate with on campus?
 - What are creative ways to reach students on campus?
 - Can we outreach to classes?
 - What are creative ways to reach students virtually?
- PSN Campaign (If applicable)
 - What phase is the CPP in?
 - What are the goals for the PSN Campaign this semester?
 - When can we start distributing surveys?
 - What are the deadlines for surveys?
 - What are the number of surveys required this semester?
 - How many tablings or events should we do that can be used to collect surveys?
 - Does the CPP need or want new PSN Campaign materials?
 - What media outlets are being utilized and what can we expand on?
- Additional Items:
 - Did the CPP members contribute to the virtual “I choose to be drug free” videos over the summer?
 - Do any CPP members want to contribute now?

August or September

Meeting 1: First “General” CPP Meeting - (Assessment)

Hello everyone, thank you so much for meeting with me today! The purpose of our first meeting is to establish group goals and expectations. I’ve had the opportunity to meet with your school faculty member and student liaison, but I would first love to open it up with an icebreaker so I can get a chance to know all of you a little bit better.

We are going to go around the room and answer the following questions: What is your name? What is your year in school? What was your favorite thing that you did over the summer? Take a moment to brainstorm your answer and then we’ll start sharing! Do we have a volunteer to start us off?

****Virtual Option:** I will go down the list of virtual participants to make it easier for everyone to share.

Now that we’ve gotten to know each other a bit better, I want to make sure everyone fully understands what the CPP is all about! Across the nation, prescription drug (Rx) misuse has become the fastest growing epidemic, and it’s affecting college students at alarming rates. In response to this crisis, the Georgia Prevention Project created the College Prevention Partnership (CPP).

The purpose of the CPP is to promote the prevention of prescription drug misuse by equipping college students with the tools and knowledge to promote Rx drug prevention across college campuses through campus outreach and events. Some examples of drug-free events that CPP groups have hosted are: Finals Survival Guides, King of Pops - Popsicles NOT Pills events, Tye Dye Take Back Days and other creative, fun ways to promote healthy living while highlighting the dangers of mixing Rx drugs with alcohol and nonmedical use of Rx drugs. CPP events can also encourage healthy ways to de-stress and healthy coping skills for students dealing with the stress of common college struggles such as finals, midterms, or transition into adulthood.

Does anybody have any questions at this time?

GPP loves promoting and highlighting the CPP’s efforts! The GPP Program Coordinator creates monthly newsletters via Mailchimp to send to all CPP members, faculty, staff, and others interested in what the CPP is doing. I have a [CPP Member Form](#) for you to fill out. We will add your information to our Mailchimp newsletter so you can stay up to date with all the CPP information!

****Virtual Option:** Please select your school and type your name, email, phone number, and expected graduation semester in the [CPP Member Form](#).

In order to give you all some more information about previous CPP efforts and how to improve our efforts in the future, I’m going to share with you all an annual report “[story book](#)”. This

storybook gives in depth information about our CPP program itself, our PSN Campaign, as well as other numbers regarding the importance of our work on college campuses. I will randomly call on CPP members to help read a paragraph from the annual report. After each page we will pause for a brief discussion and if anyone has any questions.

Now that we've reviewed some of our CPP work from the previous year, let's start discussing our goals and expectations for the semester. What is one specific thing you'd like to gain from being in the CPP this semester? Example: I would like to give an educational training to a Greek Life organization. (Have each member of the group state one goal and write it down on the board)

****Virtual option:** Have each member write one and add to the PollEverywhere to make it more interactive in a word cloud.

Does anyone have any questions?

Lastly, I'd like to quickly discuss social media. Do we have a social media platform?

Depending on the answer, choose one of the following options:

1. If so, what can we do to improve on it? What are some new, creative ideas we can do on social media to reach more students and promote prevention education? Who would like to volunteer to help create social media content?
2. If not, let's discuss creating one! What should the name be? Who would like to be in charge of our social media account? What are some new, creative ideas we can do on social media to reach more students and promote prevention education? Who would like to volunteer to help create social media content?

Great! Now that we've discussed the CPP social media. If you will at this time follow GPP on Tik Tok, Facebook, Twitter, and Instagram. We are always promoting our CPP groups! For each social media that you follow your name will be put into a random generator to determine the winner (Idea of having a small giveaway each meeting Ex: \$5 Amazon.)

Thank you again for participating in today's CPP meeting. We are excited for this semester and to think outside the box on how we can help promote prevention measures during these times.

September

Meeting 2: CPP Training: GenerationRx, PCF, and SPF - (Capacity Building)

- The CPP Training will be facilitated by Rachel Matton
- If the members already completed the training skip to Meeting 3

Have students complete [pre-survey](#) prior to training if possible

Hello everyone, thank you so much for meeting with me today! The purpose of this meeting is to help you all gain a better understanding about the opioid epidemic and teach you information in order to better help your peers on campus regarding substance misuse.

Has everyone completed the pre-survey?

****Virtual Option:** Have students type done in the chat once they have completed the pre-survey.

Now let's get started on our training. I want this training to be both informational and fun! Don't be afraid to stop and ask questions along the way. I will be periodically stopping to ask questions throughout the training so make sure you're paying attention..

There will be some small prizes during the training as well, but only for people who participate! I want every person here to leave this training with a prize!

****Virtual Option:** There will be a prize for the winner of the trivia quiz!

[CPP Training](#) - Facilitation notes are in the PowerPoint speaker notes.

When students participate in the training, throw them a piece of candy as an incentive. The goal of the training is to have every person participate so every person gets a piece of candy.

****Virtual Option:** Encourage participants to engage (polleverywhere should help)

Have students complete the [post-survey](#)

Has everyone completed the post-survey?

****Virtual Option:** Have students type their quiz score privately to you in the chat once they have completed the post-survey.

The student with the highest score will win a prize. If more than one student with the same high score - do a random generator to determine the winner. (giveaway \$5 Amazon virtual gift card)

Meeting 3: Event Planning/PSN Campaign

- If the CPP Program Coordinator is not present, the CPP Student Liaison or Faculty Advisor will lead the meeting
- If an in-person or virtual meeting is not possible, a groupme check-in will be conducted

Hello everyone! Thank you for attending another CPP meeting. For this meeting our main purpose is to plan an event and discuss how to incorporate the PSN Campaign this semester.

Before we get started, we are going to do a quick ice breaker! Or should I say “[Dice Breaker](#)”. I have a list of questions (1-6). I’m going to share a dice that I will roll to choose a number. In person - real dice. Virtual - online dice.

****Virtual Option:** I will go down the list of participants in the virtual meeting so that every CPP member has a turn, click on the dice, and the student whose turn it is will have to answer the question according to the number dice you rolled.

****Groupme Check-In Option:** N/A

Pass out [Rx Drug Misuse within College Communities worksheet](#)

****Virtual Option:** Document will be shared via screen share or uploaded on the zoom chat

****Groupme Check-In Option:** Have each CPP member submit the completed document to the student liaison or faculty advisor within 1 week of being shared.

Since we learned about what the SPF is in our previous meeting, let’s use our Rx Drug Misuse within College Communities worksheet to better understand how to make a difference on campus. This worksheet will help us work step by step utilizing the SPF as well as create a better understanding of the issues on campus related to substance misuse.

Before we get started, I would like everyone to get in groups of 3-4 students. Write everyone’s name who is in the group on the top left of the worksheet. I need one member of each group to volunteer to write down your group’s answers on the worksheet.

Work through worksheet question by question

****Virtual Option:** Create Zoom breakout rooms for the meeting. Have students divide into breakout rooms to discuss and write down the answers to the worksheet questions.

We will refer back to this worksheet while in the process of planning an event in order to make sure the event is intentional. The faculty advisor or CPP Student Liaison will collect the worksheets and bring them to each meeting to help with the process.

****Virtual Option:** I (or the student liaison or faculty advisor) will collect the information and feedback from the worksheets and bring to each virtual meeting to help with the process.

Dicebreakers

	If you were invisible for a day, what would you choose to do?
	If you could choose a unique super power, what would it be?
	What is the grossest food you have ever tried?
	Who is your favorite movie character?
	What is your favorite game to play?
	What is one thing you are really good at?

Let's start planning an event where you can share information with other peers. Can I have a volunteer from each group to explain their planning worksheet?

****Virtual Option:** Have one student volunteer from each group to share out the answers with the CPP after the breakout session. Alternate student volunteers so every student has a chance to speak after the breakout session. If not as many students, the student liaison or faculty advisor will facilitate the worksheet as a group discussion and share the completed worksheet with the CPP Program Coordinator.

Now that each group has explained their worksheet answers, let's work together to come up with an event idea that will encompass the answers from the worksheet into an intentional event to host on campus. The goal of these events should be to show students the importance of not misusing substances such as adderall, learning to deal with stress without turning to substances, promoting prevention and harm reduction tools, etc.

****Virtual Option:** Have each member write one event idea and add it to the PollEverywhere to make it more interactive. Have students thumbs up event options they like and discuss openly about the options that have the most thumbs up.

****Groupme Check-In Option:** Based on the responses from the worksheets that were submitted, the CPP student liaison or faculty advisor will create a poll for the CPP members to vote on which event they would like to do. The CPP members will have 48 hours to complete the poll.

Now that we have come to an agreement on what event to do, we are going to discuss event details. As a reminder, all Expense Requests must be submitted to the CPP Program Coordinator at least one month prior to the event.

Questions to ask:

- What will the event theme or name be?
- What date/time/location for the event?
- Will the event be on campus or virtual?
- How can we incorporate the PSN Campaign survey work?
- Can we collaborate with another organization?
- Can we have campus police involved?
- Do we need supplies or other materials for the event?
- How much money do we plan to spend?
- Other details:

****Groupme Check-In Option:** The CPP Student Liaison or faculty advisor will create and share a document listing the chosen event and specific details that relate to the event. Certain tasks will be delegated to CPP members and the CPP Student Liaison will check in with students weekly to see if the tasks have been completed.

Thank you again for participating in today's meeting!

October

Meeting 4: Event Planning Cont. (If needed)

- If event planning has been fully completed, participate in the Elevator Pitch icebreaker then skip to meeting 5.

Hello everyone, thank you for joining us! Before we get started, let's do a quick icebreaker to get us more comfortable with sharing our organization with others.

We are going to do a friendly competition! Can I have 2 volunteers to be our judges? Okay now that we have our judges determined, we will divide you all into groups of 3 or 4.

****Virtual Option:** Utilize break out rooms.

How many of you are familiar with an elevator speech or pitch? *Let someone explain it if they know* An elevator speech or pitch is basically a brief speech about your organization, what you all do, and what you all hope to accomplish. The purpose of this speech is to have the other person interested in what you are saying and to gain their buy-in to help accomplish the same goals. The main thing to remember is to keep it brief. You want to imagine you are in the elevator with the person, and you only have 30-60 seconds to talk. I have passed out a worksheet that will help you in the elevator speech writing process.

You will have 10 minutes to come up with an awesome pitch focused on explaining the CPP and your specific PSN Campaign for your campus! Make sure to come up with a name for your team and share prior to your elevator speech.

****Virtual Option:** I have included a link to a worksheet that will help you with your [elevator speech writing process](#).

Now that we have our elevator speeches written, we want you to perform the elevator speech in front of the judges. Make sure not to go over the time limit!

The judges have chosen their winner. Thank you to everyone for participating! Team A you have won. *small prize* (Gift card for each member in the group \$5)

I hope you all feel a bit more comfortable presenting your organization's efforts to someone. At this time we are going to finalize any event details needed.

Reiterate the answers to the following questions:

- Event theme:
- Event Date/Time/Location:
- PSN Survey Distribution:
- Other organizations involved (if applicable)

Additional questions to address if needed:

- How are we going to promote the event?

- Will we create a graphic and who will make it?
- Will we utilize social media?
- Can we share with other faculty/staff members to share with students about our event?
- Who will reach out to which faculty/staff member?
- What is our goal of students to attend and participate at the event?
- Can other organizations or departments promote the event such as campus police or campus services?
- Who will reach out to these organizations or departments?
- Has the expense request been submitted to the CPP Program Coordinator?
- Have the needed supplies or materials been ordered?

PSN Campaign Check-In:

Since we are now at the middle of the semester, let's check to see how far away we are from our PSN Campaign survey goal.*Check survey monkey prior to meeting to determine surveys completed.*

Depending on how many surveys have been completed choose one of the following options:

1. Off track: Since we are behind on our survey work, let's discuss other ways we can help distribute the surveys. I challenge each CPP member to have 10 of their peers, classmates, or friends complete the survey. Can we reach out to professor's to help distribute the survey? Can we reach out to other organizations to participate or share the survey? Can we do a tabling? Encourage CPP members to share suggestions.
2. On track: Great we are on track! Let's make sure not to lose our momentum. I challenge each CPP member to have 10 of their peers, classmates, or friends complete the survey. Can we reach out to professor's to help distribute the survey? Can we reach out to other organizations to participate or share the survey? Encourage CPP members to share suggestions.
3. Completed: We successfully completed our survey work! Thank you so much for all your hard work and dedication!

Thank you to everyone for attending today's meeting! I'm excited to see how the upcoming event goes!

Meeting 5: Implementation/Event Feedback

- If the CPP Program Coordinator is not present, the CPP Student Liaison or Faculty Advisor will lead the meeting
- If an in-person or virtual meeting is not possible, a groupme check-in will be conducted

Hello everyone! Thanks for being here for our second to last meeting of the semester. The purpose of this meeting will be to discuss our most recent event and give some constructive feedback. Before we get started, let's do a fun icebreaker!

Icebreaker: If you could have a superpower what would it be and why? Go around the room and have the students share out loud.

****Virtual Option:** Icebreaker: Poll Everywhere - If you could have a superpower what would it be. Have the students share after the word cloud which one was theirs and why they would choose that superpower.

****Groupme Check-In Option:** N/A

We want to discuss our most recent event. (The CPP Program Coordinator, CPP Student Liaison, or faculty advisor will document the responses)

Ask each question and pause to discuss outloud

- First let's discuss what we enjoyed about the event.
- What did you like about the event?
- What is something positive you would take away from the event?
- Is there anything from the event that you would like to continue to do in the future?
- Is this event something that you would like to be recurring?

Now let's discuss what we would've done differently.

- What did you not like about the event?
- If you could do the event again, what would you have done differently?
- For events in the future, what would you like to do to make it a more successful event?

****Virtual Option:** We want to discuss our most recent event. In order to have everyone be able to share, I have created a PollEverywhere where you can share your feedback then discuss it outloud.

Ask each question, as results come in on the screen, pause to discuss outloud (The CPP Program Coordinator, CPP Student Liaison, or faculty advisor will document the responses)

****Groupme Check-In Option:** Have CPP Student Liaison or faculty advisor share a google form with the above questions. Have each CPP member complete the form within 48 hours of sharing in the groupme.

PSN Campaign Check-In:

Since we are now towards the end of the semester, let's check to see how far away we are from our PSN Campaign survey goal.*Check survey monkey prior to meeting to determine surveys completed.*

Depending on how many surveys have been completed choose one of the following options:

1. Off track: Since we are behind on our survey work, let's discuss other ways we can help distribute the surveys. I challenge each CPP member to have 10 of their peers, classmates, or friends complete the survey. Can we reach out to professor's to help distribute the survey? Can we reach out to other organizations to participate or share the survey? Can we do a tabling? Encourage CPP members to share suggestions.
2. On track: Great we are on track! Let's make sure not to lose our momentum. I challenge each CPP member to have 10 of their peers, classmates, or friends complete the survey. Can we reach out to professor's to help distribute the survey? Can we reach out to other organizations to participate or share the survey? Encourage CPP members to share suggestions.
3. Completed: We successfully completed our survey work! Thank you so much for all your hard work and dedication!

****Groupme Check-In Option:** Have CPP Student Liaison or faculty advisor share PSN Campaign updates in the groupme and delegate tasks to CPP members in order to complete the survey work on time.

Since we are nearing the end of the semester, I would like to have some students volunteer to create some TikTok videos to encourage healthy coping skills for stress, finals week study tips, etc. Each volunteer will receive a \$5 gift card as an incentive. Students who volunteer to submit TikTok videos must first follow GPP on social media platforms before receiving a gift card. Email the completed videos by November 15th to atomlinson@georgiapreventionproject.org

November

Meeting 6: Evaluation

Hi everyone! Thanks for joining our last meeting of the semester! I hope everyone has had a great time with events and seeing everyone. Before we get started, we are going to do an ice breaker.

Since finals week will be quickly approaching, I thought it would be a good idea to share what is stressing us and how to deal with that stress. *Go around the room and have each student share.*

What is something that is causing you stress at the moment? How can you deal with that stress in a healthy manner or what is something you can do to help manage that stress?

****Virtual Option:** I will go down the list of participants so that everyone gets a turn. Continue down the list of participants until every student has gone.

Now that every student has expressed what is stressing them out and how to manage it we are going to do a quick 1 minute [deep breathing exercise](#). Sometimes 1 minute of deep breathing can help calm your nerves and decrease your level of stress.

First, I would like to say thank you to everyone for your hard work this semester.

I'd like to have each CPP member share their favorite event, meeting, activity, etc and why and any takeaways you have from the semester. *Have each CPP member take turns sharing out*

****Virtual Option:** We are going to do a quick poll everywhere to share what was your favorite memory from this semester. If each student will share what was either their favorite event, favorite meeting, favorite activity, etc.

Are there any CPP members who will be graduating this semester? If so, would you be interested in submitting a brief paragraph about your time as a CPP member and your future plans and ambitions to the CPP Program Coordinator. This will be included in our Mailchimp Newsletter as well as posted on our blog.

PSN Campaign Check-In:

Since we are now at the end of the semester, let's check to see how far away we are from our PSN Campaign survey goal. *Check survey monkey prior to meeting to determine surveys completed.*

Depending on how many surveys have been completed choose one of the following options:

1. Off track: At this point in the semester, we should have completed our surveys by now. Let's discuss other ways we can help distribute the surveys. I challenge each CPP member to have 10 of their peers, classmates, or friends complete the survey. Can we reach out to professor's to help distribute the survey? Can we reach out to other

organizations to participate or share the survey? Can we do a tabling? Encourage CPP members to share suggestions.

2. Completed: We successfully completed our survey work! Thank you so much for all your hard work and dedication!

Before I finish up with my portion, please take this brief survey to help give us some more feedback and how to improve for the spring semester. *Share QR Code or link*

I also have a faculty survey to help give us more feedback. Only the faculty member should complete this survey *Share QR code or link*