

## CPP Meeting Agenda: *Facilitator's Guide*

### January

#### Planning Meeting: Faculty Advisor/Student Liaison

- Try to meet with as many faculty advisors and student liaisons prior to school starting. (Virtual if needed)
- Determine if a student liaison is necessary and who the student liaison should be.
- Share feedback from the fall end of semester survey with faculty member/student liaison. See how we can improve spring semester based on feedback.
- 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?
  - How can we continue to promote the PSN Campaign when we aren't doing survey work?

## February

### Meeting 1: Pilot/Refine (Assessment)

Hello everyone, thank you so much for meeting with me today! The purpose of our first meeting of the semester is to establish group goals and expectations as well as review our PSN Campaign from the fall. Before we start our icebreaker, do we have any new members this semester? (If not proceed to the icebreaker, if so delegate the student liaison or faculty advisor to schedule needed trainings for new members and have them fill out the [CPP Member Form](#))

I would first love to open it up with an icebreaker. What was your favorite memory from your winter break? (Ex: could be receiving or giving a gift, volunteering at a soup kitchen, or baking cookies with grandma)

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

First, I'm going to share with you all some of the general CPP responses from the prior semester/process survey. This way you all can hear each other's feedback and brainstorm potential solutions.

\*Pull up survey feedback\*

Now let's reflect on our specific goals and expectations from last semester. We are going to go around the room and answer the following questions:

- What was your fall goal?
- Did you meet your goal? Why or why not?
- Did you have any unmet expectations or did you surpass your expectations? Why or why not?.

**\*\*Virtual option:** Have everyone type their fall goal in the chat. Run a poll to see if they met their goal and expectations then proceed with open discussion to discuss why or why not.

Now let's start discussing our goals and expectations for this semester. We are going to go around the room and answer the following questions:

What is one specific goal you'd like to have for this semester and how do you plan to achieve it?

- Example: I would like to give a training to incoming first year students. (Have each member of the group state one goal and write it down)

**\*\*Virtual option:** I will go down the list of virtual participants to make it easier for everyone to share. The CPP student liaison or CPP Program Coordinator will write down their ideas into a word cloud to share with the CPP members after everyone shares their goal.

PSN Campaign Check-In:

Let's also review our PSN Campaign from the fall semester and plan what needs to be done this semester.

Depending on which phase the CPP group is on, choose one of the following options:

1. 6-Month Survey:
  - a. Did we meet our goal for the fall semester?

- b. Was our PSN Campaign successful?
  - c. What media outlets were used in the fall and what can we expand on?
  - d. How can we improve our PSN Campaign outreach for the spring semester?
  - e. Does the CPP need or want new PSN Campaign materials?
  - f. What are the goals for the PSN Campaign this semester?
  - g. When can we start distributing surveys?
  - h. What are the deadlines for surveys?
  - i. What are the number of surveys required this semester?
  - j. How many tablings or events should we do that can be used to collect surveys?
  - k. Does the CPP need or want new PSN Campaign materials?
2. Annual Survey:
- a. Did we meet our goal for the fall semester?
  - b. Was our PSN Campaign successful?
  - c. What media outlets were used in the fall and what can we expand on?
  - d. How can we improve our PSN Campaign outreach for the spring semester?
  - e. What are the goals for the PSN Campaign this semester?
  - f. How can we continue to promote the PSN Campaign when we aren't doing survey work?

Thank you again for participating in today's CPP meeting. We are excited for this semester to begin!

## Meeting 2: Event Planning

- 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 a large drug-free event.

Before we get started, we are going to do a quick ice breaker called Like or Dislike. I have a list of statements and I'm going to have you choose which one you prefer (Example: Take a step in if you like waking up early, stay where you are if you dislike waking up early.)

- Do you like or dislike cilantro? Do you like or dislike mushrooms? Do you like or dislike olives? Do you like or dislike cats? Do you like or dislike eating breakfast? Do you like or dislike the beach? Do you like or dislike talking on the phone?

**\*\*Virtual Option:** Use the thumbs up or thumbs down emoji either in the chat or over the virtual meeting platform for each question.

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

Let's start planning an event where you can share information with other peers. Just like we planned an intentional event in the fall, we want to do the same in the spring. 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, learning prevention and harm reduction tools, etc. The event could be a Naloxone training open to students to attend, it could be a fun alternative event for students to attend instead of going to a party, etc.

- 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)?

**\*\*Groupme Check-In Option:** Have each CPP member submit the completed [Rx Drug Misuse within College Communities worksheet](#) document to the student liaison or faculty advisor within 1 week of being shared. Have the above questions listed on the document.

I would like everyone to write an idea or multiple ideas on a post it note or multiple post it notes. Then we will have everyone put their post it notes on the board. (The GPP Program Coordinator or student liaison will read out loud and discuss to choose their favorite.)

**\*\*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.

Questions to ask:

- What will the event theme or name be?
- What date/time/location for the event?
  - Remember to be intentional with the event date. Should it be around midterms/spring break/finals week?
- Will the event be on campus or virtual?
- How can we incorporate the PSN Campaign or survey work (if applicable)?
- 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!

## March

### Meeting 3: Event Planning Cont. (If needed)

Hello everyone, thank you for joining us!

Before we get started, we are going to perform an icebreaker. For today's icebreaker we'll be using our caboodle cards. Everyone please select a card based on a photo that resonates with you. Everyone have a card? Okay, awesome! Now flip your card over and take a look at the top left hand corner - there should be a Q. there. Take a moment to brainstorm your answer and then we'll start sharing! Do we have a volunteer to start us off?

**\*\*Virtual option:** If you could only eat one food for the rest of your life what would it be? Have students type their answers in the chat.

At this time we are going to finalize any event details if needed.

Reiterate the answers to the following questions:

- Event theme:
- Event Date/Time/Location:
- PSN Survey Distribution (If applicable):
- 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 for 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?

\*Only for schools doing the 6-month survey\*

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!

#### Meeting 4: 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. (If an event has not yet happened, refer back to meeting 2 to finalize event details)

Before we get started, let's do a fun icebreaker!

Icebreaker: What book/movie/show can you watch over and over again without getting bored? (We will go around the room to have everyone share)

**\*\*Virtual Option:** Have everyone type their response in the chat.

**\*\*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?
- How many people attended the event?

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.

\*Only for schools doing the 6-month survey\*

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:

4. 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.
5. 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.
6. 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 April 15th to [atominson@georgiapreventionproject.org](mailto:atominson@georgiapreventionproject.org)

## April

### Meeting 5: Rx Trivia

Hello everyone, thank you so much for meeting with me today! The purpose of this meeting is to brush up on your prescription drug information in order to better help your peers on campus regarding substance misuse.

Since our game is interactive and to be respectful of time, we won't be doing an icebreaker today. Let's get started with our review game. I want this game to be both informational and fun as well as a little competitive. There will be a prize for the winning team!

**\*\*Virtual option:** There will be small gift cards for the winners of the jeopardy game!

\*Rx Trivia\* - Divide the CPP group into teams of 4 or 5 depending on the size of the group. Have the group come up with a team name. Have the faculty person or student liaison help keep score.

Team (insert name here) won! Your team will each win a \$5 gift card, but first have the winners for the team follow GPP on Facebook, Twitter, Instagram, and TikTok before they can receive their prize. Thank you to everyone for playing! Our next meeting will be brainstorming and planning our spring events so come prepared with some awesome ideas!

Complete the [survey](#) after the Jeopardy game to see how much they recalled.

\*Only for schools doing the 6-month survey\*

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:

7. 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.
8. 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.
9. Completed: We successfully completed our survey work! Thank you so much for all your hard work and dedication!

If students have not met their goal, insist that students do a tabling or some form of direct survey taking to complete their surveys. Donuts for a survey, entered for a giveaway, t-shirt for a

survey, etc. This will be a final resort if surveys are not completed by this time. An option could also go around the room or list of students to see how many students they have gotten to complete the survey as an added pressure if needed.

## 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 discuss a scenario and brainstorm how you would respond or your action.

What would you do if one of your friends was misusing Adderall to study for finals?

**\*\*Virtual option:** Go down the list of participants and have each CPP member share their response.

**\*\*Groupme option:** N/A

First, I would like to say thank you to everyone for your hard work this semester. I hope you enjoyed this semester and the fun events you planned.

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 polleverywhere 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.

**\*\*Groupme Option:** Have each CPP member share in the groupme within 48 hours of being posted.

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 GPP 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!

**\*\*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.

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\*