
APPENDICES

A. Process Checklist: Planning a Citywide Initiative

This checklist can help organizers identify and prioritize the tasks involved in developing a citywide anti-drug initiative. Because every city is different, the process should be tailored according to the political and social culture of the city and the individual players involved.

B. Sample Invitation Letter

This sample letter to would-be members of the Working Group explains the purpose of the initiative and invites them to participate. It also describes what is expected of participants and gives basic information about the strategy development meeting. Program leaders should follow up with phone calls shortly after mailing the invitation letters.

C. Participant Checklist

Although not exhaustive, this checklist can be useful in the search for people to enlist in the local initiative. Participants representing a broad cross-section of the community can play a significant role in addressing drug use and its consequences in your city.

D. Sample Agenda for a Strategy Development Session

This appendix is a suggested agenda for a general session, breakout (Task Force) sessions, and closing sessions.

E. Checklist for a Major Cities Initiative Action Plan

Program organizers can use this list as a guide when writing action plans, which must clearly spell out *who* is doing *what*, *when*, *where*, and *how*.

F. Template for a Citywide Strategy

This sample template is based on a format used by a number of cities in developing citywide drug-reduction strategies. It explains some of the issues to be addressed in a comprehensive approach. Some goals are included as examples of what various cities are doing.

G. Lessons Learned in the Major Cities Initiative

These insights gained through experience with the Major Cities Initiative can be helpful to individuals working to adopt a similar approach in their communities.

H. Tips for Program Organizers

This appendix offers hints and suggestions for volunteers working to implement a Major Cities initiative in their community.