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# Appendix H

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## Tips for Program Organizers

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Below is a list of hints and suggestions for volunteers working to implement a Major Cities Initiative in their community.

- Make sure the Working Group includes persons with knowledge of and access to data and evaluation systems.
- Ask your government partners what kind of assistance they can provide in moving the initiative forward.
- Convene conference calls on a regular basis as a way of keeping members of the Steering Committee and Task Forces connected and informed about the program.
- Have the Steering Committee convene quarterly with government officials at the highest level possible to share progress reports, troubleshoot, and help resolve any problems your initiative may be having.
- Assign participants to Task Forces based on expertise and experience. Encourage “cross-fertilization” and stretching beyond comfort zones.
- Develop a list of projects that are planned or currently being funded in your city. Include funding for all substance abuse-related programs and services (i.e., prevention, treatment, law enforcement, and judicial—public as well as private).
- Identify needs for targeted training and technical assistance in your city.
- Inventory any existing Federal, State, or local grant initiatives or contracts that might support the city’s substance-abuse efforts, including Federal resources such as the Community Epidemiology Work Group (CEWG) and the Drug Abuse Warning Network (DAWN). Put together a list of specific needs that these resources may address.
- Develop or explore ways of using existing memoranda of understanding (MOUs) and interagency agreements (IAA) to support your city’s effort.
- Post your city’s strategy and action plans via various media, such as city Web sites, newspapers, and newsletters.

- Share the city strategy with relevant Federal, State, and local government representatives, and inform the Steering Committee of contacts made.
- Provide documents and statements that each Task Force can share with the general public and the media.
- Create a Web site for the initiative with links to organizations offering information or services about illegal drugs; include a link to ONDCP's National Major Cities Web site:  
<http://www.whitehousedrugpolicy.gov/metroindicator>