

Program Planning Tool

Program: AMVETS Against Drugs and Alcohol Abuse (AADAA)

Objective: To raise awareness about substance abuse and prevention with children in Kindergarten through 12th grade through the AMVETS AADAA poster and essay contest.

Task	Lead Person	Support Person	Start Date	End Date	Goal
Download and Print Entry Forms from Amvets.org					
Determine Department Deadline for Post Submissions					
Determine Post Deadline for all submissions					
Determine number of awards and award amounts for winners, per grade					
Conduct community outreach to schools, JROTC units, and boy/girl scout troops for student involvement					
Create a packet to send to participants including letter with contact information					
Collect entries from all participants by decided deadline					
Score all entries, determine winners					
Get awards for winners, plan award ceremony/ how awards will be presented					
Present awards to winners					
Send first place winners to Department by deadline.					

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Questions? Call the National Programs Department at 301-683-4031.