



PREVENTION CENTER
in the Department of Safe Schools
Safe and Drug-Free Schools Advisory Council

PROPOSAL PACKET COVER SHEET

Project Name: _____

Organization: _____

Presenter: _____

Email: _____

Thank you for your interest in the students of the School District of Palm Beach County. We are requesting that you complete the enclosed paperwork and submit it to the Prevention Center. At the next Safe and Drug-Free Schools Advisory Council meeting, a subcommittee will be assigned to review your materials. You may be asked to make a brief presentation to the subcommittee. Questions may be forwarded to Kim C. Williams, Assistant Director of the Prevention Center in the Department of Safe Schools, (561) 494-1540 or williamsk@palmbeach.k12.fl.us

Enclosed in this packet:

A Proposal Information Sheet
Procedures for Proposal
Guidelines for Presenters

SCHOOL DISTRICT OF PALM BEACH COUNTY
SAFE and DRUG-FREE SCHOOLS ADVISORY COUNCIL

PROPOSAL INFORMATION SHEET

ORGANIZATION NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

Email: _____ Website: _____

Outline the goals/objectives of your program _____

What age groups does your program serve? _____
Briefly describe your "program" (materials/services/presentation) – List any materials (films, pamphlets, etc.): _____

Are there any costs associated with the "program"? If yes, specify: _____

Do you receive funding for this program from tobacco or liquor companies? If so, please identify. _____

Additional comments or information: _____

Please return the packet by email to Margaret.Kallman@palmbeach.k12.fl.us or mail it to:
Kim C. Williams, Assistant Director, Prevention Center, School District of Palm Beach County,
3330 Forest Hill Boulevard, , West Palm Beach, FL 33406-5870.

1. A brief resume with three references.
2. An outline/summary of the information you wish to have reviewed.
3. Samples of any materials that will be distributed to the schools (these materials will be kept on file at the District Office.)
4. A schedule of school visitations for presentations.

Questions may be directed to the Prevention Center by contacting Margaret Kallman, LMHC, CAP at Margaret.Kallman@palmbeach.k12.fl.us or (561) 494-1566.

PREVENTION CENTER SCHOOL DISTRICT OF PALM BEACH COUNTY

Procedures for Proposals Review

The School District of Palm Beach County has specific guidelines established for the review of supplemental resources utilized in the district. *Administrative Directive 5.131-Health Education Programs and Services: Screening of Community Resources* clearly indicates that all violence and drug prevention materials should be reviewed by the Safe and Drug-Free Schools (SDFS) Advisory Council's Preview Committee.

Any materials, programs and/or speakers that are being proposed for consideration as a district wide resource and/or as a supplemental resource for individual school centers MUST complete the following steps:

1. A proposal form (see attached) MUST be completed and submitted to the Prevention Center. All guidelines must be followed.
2. The proposal must include the following information:
 - a. Name, address, telephone number and contact person's name and name of the agency/organization requesting the review.
 - b. A brief description of the proposal.
 - c. A comprehensive outline of the information to be delivered during the proposed presentation.
 - d. A copy of all the materials that will be used during the presentation (printed, audio-visual).
 - e. Resumes for each person qualified to deliver the presentation and represent the organization.
 - f. Three references who are familiar with the presenter(s) and the proposed program.
3. A request to be scheduled on the agenda of the appropriate sub-committee for review can only be made AFTER the above information is received in its entirety. Please return the packet to the Prevention Center, at the address below, at least one week prior to the SDFS Advisory Council Meeting so that the program may be assigned to a sub-committee.

Presenters may be asked to present their proposed program to the sub-committee. The Council considers how well the program meets the Principles of Effectiveness for Prevention Programs. Effective prevention programming is based upon:

- A thorough assessment of objective data about the drug and violence problems in the schools and communities served
- A set of measurable goals and objectives, and activities are designed to meet these measurable goals and objectives for drug and violence prevention
- Activities that are designed and implemented to provide evidence that the strategies used prevent or reduce drug use, violence, or disruptive behavior among youth
- Periodic program evaluation to assess progress towards achieving goals and objectives, and the evaluation results are used to refine, improve, and strengthen their program, and to refine goals and objectives as appropriate. (U.S. Department of Education (DOE) Principles of Effectiveness, *U.S. DOE SDFS Program Federal Register v. 63*, no. 104, 6/1/98, p. 29905)

The Council examines the accuracy and timeliness of the information, organization of the program, and ease of implementation at the individual schools. It also considers how well the program promotes healthy, safe and responsible attitudes; helps develop skills and stresses personal and social responsibility.

4. Proposals will be reviewed for approval. Approved proposals will either be:
 - a. Approved as submitted.
 - b. Approved with modifications
 - c. Approved only as a pilot program requiring evaluations to be submitted and reviewed prior to a final decision.

Programs are approved for a three-year period. Their use is at the discretion of the school principal. The list of approved programs is available at the Prevention Center. It is published periodically. Principals and staff may call to see if a program is approved. The Prevention Center does not help market approved programs.

5. A letter of approval/rejection will be provided to the agency/organization upon completion of the review. All vendors must be background checked and fingerprinted. Please refer to <http://www.palmbeach.k12.fl.us/schoolpolice/Fingerprinting.htm> for more information about vendor and volunteer screening.

Questions concerning the above procedures should be directed to:

Kim C. Williams, Assistant Director
Prevention Center
School District of Palm Beach County
3330 Forest Hill Boulevard
West Palm Beach, Florida 33406-5870
(561) 494-1540