



**2012-2013
South Dakota Tobacco Control Program
Community/School Partnership Grant
Grant Guidance
September 17, 2012**

<http://doh.sd.gov/tobacco/partnershipgrants.aspx>

605-773-3737

APPLICATION DEADLINE: October 15, 2012 @ 5 pm Central Time

Submit completed application to DOH.info@state.sd.us

2012-2013
SDTCP COMMUNITY/SCHOOL PARTNERSHIP GRANT TIMELINE

September 17, 2012	Grant Application Release
September 26, 2012	<u>Submission Deadline for Questions</u> Questions for Technical Assistance conference call must be received by 5:00 p.m. Central Time
October 2 & 3, 2012	Technical Assistance conference call 10/2 @ 9:30 am Central Time and 10/3 @ 1:30 pm Central Time
October 15, 2012	<u>Submission Deadline for Application</u> Grant applications must be received by 5:00 p.m. Central Time
November 8, 2012	<u>Tentative Award Notification</u> – Applicants will be notified of funding decisions by email
November 8, 2012 – Oct 31, 2013	Grant cycle
October 31, 2013	<u>Final monthly report due</u> – all grant funds must be expended

BACKGROUND

The South Dakota Department of Health (DOH) is the lead agency for the statewide management of tobacco use prevention and cessation. The South Dakota Tobacco Control Program's (SD-TCP) efforts are based on those practices shown to be successful and recommended in *Best Practices for Comprehensive Tobacco Control Programs* compiled by the Centers for Disease Control and Prevention (CDC) and at the local level.

Serving as a voice for tobacco use prevention and cessation for the state, the SD-TCP promotes a coordinated effort to prevent tobacco use and reduce the death and disease caused by tobacco use.

The SD-TCP is committed to helping develop community-based and school-based programs designed to encourage, promote and support tobacco-free lifestyles. The purpose of the Community/School Partnership Grant is to support local community and school-based efforts, promote implementation of *South Dakota Tobacco Control Program Strategic Plan*, and foster

collaboration among organizations across the state to ultimately reduce the toll of tobacco use in South Dakota.

The SD-TCP will provide support for the Community/School Partnership Grant recipients with assistance from Regional Tobacco Prevention Coordinators. The Tobacco Prevention Coordinator (TPC) in your region is available to attend partnership meetings and will be available to provide support and technical assistance throughout the grant period. To find your regional TPC visit: (<http://doh.sd.gov/Tobacco/Contacts.aspx>).

FUNDING PROCEDURES

Who Can Apply?

The purpose of the Community/School Partnership grant program is to link school and community tobacco prevention and control efforts in order to achieve maximum impact. Partnership efforts must be led by both community and school representatives and must implement activities that impact both local school districts and the community-at-large.

Community/School Partnership grants are awarded to local governmental and non-profit community-based organizations, coalitions and groups that support the mission of the SD-TCP. Examples include, but are not limited to, youth groups, schools, post-secondary institutions, civic associations, service clubs, healthcare organizations, faith based organizations, parent groups, neighborhood associations, and local community coalitions.

Funding Guidelines

The Community/School Partnership grant program is designed to invest in projects that address the following goals, as outlined in the *South Dakota Tobacco Control Program Strategic Plan*. (see <http://doh.sd.gov/tobacco/PDF/StrategicPlanUpdate2010.pdf>):

- Goal Area 1 – Prevent Initiation of Tobacco Use
- Goal Area 2 – Promote Quitting Among All Tobacco Users
- Goal Area 3 – Eliminate Exposure to Secondhand Smoke

Partnerships should focus their efforts on supporting and implementing policy-based interventions that address one or more of the SD-TCP's goal areas and that reach large cross-sections of the community. Partnerships are strongly encouraged to use grant funds to implement school-based tobacco-free buildings and grounds policies in their communities. The quality of a school's tobacco policies as well as a school's need to improve its tobacco policies will be considered in the scoring of partnership applications. Please see the Appendix to view the South Dakota Board of Education's model tobacco-free buildings and grounds policy.

Examples of activities that could be approved include (but are not limited to):

Goal Area 1: Prevent Initiation of Tobacco Use

- *Implement and promote tobacco-free School policies*
- *Implement school and community based youth prevention activities*
- *Implement evidence-based tobacco prevention curriculum*

Goal Area 2: Promote Quitting Among All Tobacco Users

- *Promote the use of the South Dakota QuitLine*
- *Partner with community groups to educate populations about the South Dakota QuitLine and the availability of local cessation programs*
- *Advocate for the adoption of the US Public Health Service Clinical Practice Guidelines for Treating Tobacco Use and Dependence with local providers and health systems*

Goal Area 3: Eliminate Exposure to Secondhand Smoke

- *Recruit and engage community support for tobacco-free policies*
- *Meet with decision makers to promote tobacco-free communities*
- *Educate decision makers on key elements of comprehensive policy*
- *Educate families about smoke-free homes and vehicles*

Goal Area 4: Build Community Public Health Infrastructure

- *Conduct a community needs assessment*

In order to be considered complete, all applicants must include the required components of the grant: (1) Application Worksheet, (2) Application Narrative, (3) Policy Information, (4) Budget Worksheet, (5) Letters of Support, and (6) Signed Acknowledgement. The South Dakota Tobacco Control Program will approve or deny applications, and all decisions will be final.

1. The maximum grant award is **\$25,000** per applicant. SD-TCP reserves the right to grant less than the total amount requested.
2. Funding will be based on points allocated (as described in section “Application Guidelines” below). Incomplete applications will not be approved.
3. Funds may be applied to support existing or new projects. However, applicants must demonstrate the requested funds do not supplant/replace existing funding.
4. Grants are approved for one funding cycle (11/8/2012 – 10/31/2013). Continued support for subsequent years requires resubmission, review of grant progress, budget management, and availability of grant funds.
5. Prior performance of organizations who have previously received SD-TCP funds will be considered when reviewing applications.
6. Late applications will not be reviewed.

<p>APPLICATION GUIDELINES</p>

The following components are required elements of a completed application packet, and must be included for consideration of funding:

- I. **Application Worksheet** - A completed Application Worksheet must be submitted as the cover sheet to the application packet.
- II. **Application Narrative.** All applicants must include the following:
- a. **Need.** Describe the need in your community for proposed activities. Include supporting data as appropriate. **(15 points)**
 - b. **Objectives and Activities (40 points)**
 - i. Using the checklist provided in the application form, please select the strategies you plan on addressing during the grant year. **Note: some strategies are required. Model and sample policies are provided for your convenience in the Appendix.**
 - ii. Grantees are allowed to request funds to conduct a community health needs assessment during the grant period. Before funds are expended, grantees are required to submit their assessment tool for review and approval. Please refer to the *Community Health Profile & Assessment Toolkit* at <http://healthysd.gov/Communities/PDF/AssessmentToolkit.pdf>
 - iii. For each strategy selected, describe in detail the activities that you propose to implement. You must clearly describe how activities will support the achievement of the strategy.
 - iv. Finally, mark which quarter during the grant period each activity will occur. Clearly outline who will be responsible for achieving which activities by a specified time frame.
 - Quarter 1: November 8- January 31
 - Quarter 2: February 1- April 30
 - Quarter 3: May 1-July 31
 - Quarter 4: August 1-October 31
 - c. **Capacity.** Describe your organization's ability to carry out activities. Include a list of your local group's active membership and/or current community partners. Applicants must demonstrate ability to bring together stakeholders to support proposed activities. **(10 points)**
- III. **Policy Information.** Please include a copy of the current tobacco use policy of all schools/school districts that will be members of the school/community partnership. In addition, please submit the tobacco use policy for the partnership's designated fiscal agent. **(15 points)**
- IV. **Budget Worksheet.** Using the excel template provided, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve strategies selected. Partnerships may request to use up to 10% of their grant award to cover ancillary costs such as meeting expenses and educational incentive items. Finally, partnerships are allowed to request up to 25% of the total grant award

for a facilitator(s) stipend and administrative costs. A partnership may request more than 25% for this line item. However, a justification must be provided. Travel expenses related to TCP sponsored trainings such as the Spring Tobacco Prevention Institute, TATU, and N-O-T will be reimbursed directly by the Tobacco Control Program and do not need to be included in your budget request **(10 points)**.

- V. **Letters of Support.** Applicants should include letters of support from school districts served by this application, a minimum of two community partners, and the partnership's fiscal agent. A letter of support is not required from the fiscal agent if the applicant is acting as its own fiscal agent. Letters should be written by individuals who are authorized to speak on behalf of the organization. Examples could include a school superintendent, non-profit agency director, or the chairperson of the city or county health committee. **(10 points)**
- VI. **Signed Acknowledgment:** The grant application must be signed by the Partnership's fiscal agent and the grant facilitator.

Applicants are encouraged to use as much detail as necessary to fully respond to the criteria, yet be as succinct as possible. Additional material and attachments will not be considered.

To be successful, applicants must demonstrate within the application narrative the following:

- a. Demonstrated ability to bring together key stakeholders (local agencies, partners, individuals) to collectively support proposed activities.
- b. Capacity, competence and experience to accomplish project objectives and activities.
- c. Services are provided in South Dakota.
- d. Demonstrated use of research-based tools such as the *South Dakota K-12 and Post Secondary Tobacco Prevention Toolkits*, *The South Dakota Community Tobacco Prevention Toolkit*, *The South Dakota Tribal Tobacco Policy Toolkits*, *CDC's Youth Engagement Best Practices User Guide*, and *CDC's Coalitions Best Practices User Guide*. Links to these resources are provided on the partnership grant resource sheet. (<http://doh.sd.gov/Tobacco/documents/resources.pdf>)
- e. Demonstrated willingness to collaborate with the South Dakota Tobacco Control Program.
- f. Assure that funding requested will not supplant funds currently received by the applicant.
- g. Appropriate activities are proposed and based on best practices to achieve proposed objectives.
- h. Responsible use of funds in previous grant awards (if appropriate). Note: organizations that have received funding in the past and have not adhered to the reporting requirements will not be considered.
- i. Demonstrated commitment to statewide goals, a clearly developed action plan with expected outcomes and activities with time frames.
- j. Measurable results and responsibilities of partners are outlined in the plan.
- k. A detailed budget appropriate for the level of activities planned.

Applications must be submitted to the SD-TCP no later than 5:00 p.m. Central Time on October 15, 2012 in one of the following ways:

- **Electronically:** Applications may be submitted to DOH.info@state.sd.us. Please place the name of your partnership in the subject line when submitting your application.
- **Mail:** Applications may be sent via US Postal Service to: South Dakota Tobacco Control Program; 615 East Fourth Street; Pierre, SD 57501. Note, however, that applications must be received by the deadline date; postmarked verification will not suffice.

Late applications will not be considered. Once submitted, applications will be considered final and will be approved or declined for funding. SD-TCP reserves their right to grant less than the total amount requested.

The SD-TCP reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to abandon the need for such services, and to cancel this grant opportunity if it is in the best interest of SD-TCP. Applicants will be rejected for the following reasons:

1. Failure to submit application by 5:00 p.m. Central Time on October 15, 2012.
2. Failure to include all required information or sufficient information to determine whether all grant requirements have been satisfied.
3. Failure to utilize research-based tools detailed in this document
4. Failure to follow the application instructions.
5. Providing misleading or inaccurate information.
6. Failure to respond to a request for information or documents.
7. Failure to comply with policy on no funding from tobacco companies.

EVALUATION & PROGRESS REPORTING

The grantee will be required to report on specific evaluation measures as part of an effort to monitor compliance with grant objectives, inform program improvement, and determine the impact of the grantees' activities. Grantees are not required to conduct any additional evaluation that extends past the minimum reporting requirements. The minimum reporting requirements are listed below:

1. Completion of a pre-and post-policy assessment
2. Monthly reports that detail progress toward planned objectives
3. Quarterly fiscal reports to track utilization of grant funds
4. Participation in any other evaluation activities requested by the SD-TCP

The following program indicators provide examples of how grantee activities will be evaluated. Impact will be defined as the grantee's ability to effect change on these indicators.

Prevention:

- Proportion of entertainment and sporting venues with a voluntary policy that regulates tobacco company sponsorship including county fairs, rodeos, motor sports, other sporting events, parades, concerts, museums, dances, festivals, etc.
- The extent that parent organizations, health groups and others adopt voluntary policies that promote a socially responsible depiction of tobacco use, tobacco advertising, and secondhand smoke by the entertainment industry (e.g., movies, music, videos, TV, etc.)
- Proportion of schools that provide instruction on tobacco use prevention that meet CDC guidelines.
- Proportion of youth serving programs that provide intensive tobacco use prevention instruction using curricula that provides instruction on the negative physiologic and social consequences of tobacco use, social influences on tobacco use, peer norms regarding tobacco use, and refusal skills.
- Proportion of school districts that designate campuses as tobacco-free.
- Proportion of post-secondary institutions within the community that designate smoke-free and tobacco-free campuses.

Cessation:

- Proportion of schools or school districts that support evidence-based cessation interventions for students and staff who use tobacco.
- Number of health care organizations (e.g., hospitals, clinics, community health centers) in the community that have implemented the US Public Health Service clinical practice guidelines *Treating Tobacco Use and Dependence*.
- The proportion of independent and chain pharmacy stores with a voluntary policy not to sell tobacco products.

Secondhand smoke:

- Proportion of businesses in the community that are exempt from the current South Dakota Clean Indoor Air Law that have implemented smoke-free or tobacco-free policies.
- Proportion of health care facilities, drug rehabilitation facilities, and residential care facilities for the elderly, developmentally disabled, or mentally disabled with a voluntary policy that prohibits smoking or tobacco use by employees, resident, and visitors on the premises.
- Proportion of outdoor recreational facilities, areas, and venues with a voluntary policy that regulates smoking and tobacco use in places such as amusement parks, beaches, fairgrounds parks, rodeo grounds, parades, playgrounds, sport stadiums, etc.
- Proportion of multi-unit housing owners and or operators with a voluntary policy that restricts smoking in individual units.

Build Community Public Health Infrastructure:

- Amount of community activism among youth to support tobacco control efforts.
- Amount of community activism among adults to support tobacco control efforts.
- Amount of community needs assessments conducted.

AWARD PROCEDURES

Applicants will be notified in early November by email of funding decisions. Successful applicants will then be required to meet with their regional TPC to finalize work plans and budgets. The grant funding cycle will be November 8, 2012 – October 31, 2013. The SD-TCP reserves the right to grant less than the total amount requested. All funding decisions by the SD-TCP are final.

Successful applicants will receive a portion of their grant award at the beginning of the grant cycle, pending receipt of the signed Grant Agreement. Applicants will be required to submit monthly progress reports and quarterly fiscal reports throughout the grant cycle in accordance with the Progress Reporting Schedule (<http://doh.sd.gov/Tobacco/documents/reportingschedule.pdf>).

Upon receipt of the quarterly fiscal report and monthly program reports, if it is determined by SD-TCP that successful progress has been made, funding will be released for the next quarter to grant recipients. All grantees must submit a final progress and fiscal report no later than October 31, 2013.

Funded grantees must agree to the following requirements.

General Requirements:

- Grant funds may not be used to pay for booth rental at public events such as health fairs or trade shows. Grant funds may be used for booth rentals only when booths are designed to counter pro-tobacco influences (i.e. past tobacco company sponsorship/presence at the event) at the event. If requesting funds for booth rental please explain the pro-tobacco influences at the event in your application.

Funds may also be used for booth rentals to promote policy interventions to a specific audience (i.e.: providing policy information to business owners at a chamber of commerce meeting, human resource managers meeting, or promoting the “2 A’s & R” intervention at a physician’s meeting). If requesting funds for this purpose, please explain the audience targeted and the policy intervention to be promoted.

- Funds may not be used for direct services including but not limited to medical and/or dental care, pharmacotherapy, screening, treatment, cessation services for adults, or medical and/or dental testing.
- Submit 12 monthly progress reports and four quarterly fiscal reports to the appropriate regional TPC. The reporting schedule will be provided after funding is awarded.

- Complete all activities funded by the SD-TCP and outlined in the work plan as part of the grant agreement.
- Sign a grant agreement (with grant deliverables) in order to receive grant funds.
- Acknowledge SD-TCP as the funding source for any SD-TCP funded material. The use of the South Dakota QuitLine and Tobacco ReThinkIt logos are protected and cannot be utilized without the written permission of the SD-TCP.
- Agree to circulate SD-TCP action alerts and promote SD-TCP events through its members and partners.
- If conducting a community health needs assessment, agree to submit the assessment tool to your Regional Tobacco Prevention Coordinator before the tool is implemented. In addition, provide any data collected, as a result of the community assessment, to the TPC.
- Strongly encourage participating school districts to take part in the Youth Risk Behavior Survey, Youth Tobacco Survey, or School Health Profiles Survey and submit the necessary forms by the deadline provided.
- Not use grant funding to purchase materials or curriculum developed or promoted using tobacco industry funding.
- Hold monthly partnership meetings (at a minimum) and submit meeting minutes and sign-in sheets to your regional TPC within two weeks after meeting takes place.
- If your partnership workgroup or coalition addresses issues other than tobacco control, a subcommittee must be appointed or the coalition must devote time during each monthly meeting to discuss tobacco issues.
- Ensure grant deliverables (outlined in grant application and grant agreement) are met.
- Establish and maintain communication with your regional TPC (at a minimum monthly).
- Invite your regional TPC to ALL monthly partnership meetings. Provide your regional TPC with the date and time of each monthly meeting at least two weeks in advance, so the TPC can make plans to attend.
- Meet regularly with designated regional TPC to monitor project progress.

- Assure compliance with reporting requirements.
- At a minimum, the grant facilitator must participate in four quarterly webinars convened by the TCP throughout the grant year. If the grant facilitator is unable to participate, a substitute must be appointed to participate in their place.
- At least one school and one community representative must attend the Spring Tobacco Prevention Institute that will be held in Pierre on March 6, 2013. If the grant facilitator is not one of the community or school representatives, they must attend as well. Travel expenses (mileage, lodging, and per diem) related to the institute will be reimbursed by the SD-TCP. Substitute teacher reimbursement will be available for school representatives.

Administrative Requirements

- Funds may not be used for the purchase of permanent equipment (laptops, printers, TV's, furniture, etc.).
- SD-TCP will not fund political parties, candidates, partisan political organizations, individuals, or "for profit" businesses.
- Applicants must not accept funds from any tobacco company, tobacco company affiliated companies or groups.
- Funds may not be used for grants to individuals, or to organizations with a conflict of interest, including but not limited to those directly or indirectly affiliated with promotion and/or distribution of tobacco products and materials as described in this Grant Application.
- Funds may not be used for lobbying activities, research, or construction or renovation.
- Funds may not be used to supplant funds from other sources for existing operating expenses, indirect costs, or other expenses of activities currently being conducted. Applicants must maintain current levels of effort supported by other or pre-existing fund sources. Grant funds are to be used for efforts which are new and or a clear expansion of tobacco prevention efforts by successful applicants/grantees.
- Funds cannot be used for activities that solely promote the partnership. (Example: Paid messaging that does not include prevention or cessation messaging).
- Ensure grant funds will be used for tobacco prevention only and will not be used to lobby for laws or ordinances.
- Obtain prior written approval for changes to the budget and work plan submitted, if changes are requested during the grant year.

- Obtain written approval from the SD-TCP prior to changing grant facilitators or fiscal agents.
- The fiscal agent for the partnership must carry commercial general liability insurance coverage which cannot be paid for with partnership award funds.
- Maintain phone and email capability. Notify SD-TCP of any changes in contact information.

TECHNICAL ASSISTANCE

The SD-TCP is committed to providing quality technical assistance whenever requested. However to ensure no preferential treatment, applicants are expected to complete application forms and develop proposals without assistance from the DOH or entities with whom the DOH currently contracts. In order to provide uniform technical assistance to applicants the TCP will hold two Technical Assistance Conference Calls on October 2nd at 9:30 am Central Time and October 3rd at 1:30 pm Central Time. Call-in information will be posted on the Community/School Grants Partnership website at <http://doh.sd.gov/tobacco/partnershipgrants.aspx>. Questions for the calls **must be submitted via email to DOH.info@state.sd.us by 5:00 pm Central Wednesday, September 26, 2012**. Please use “Partnership Grants Question” in the subject line of your email.

Background information and resources to assist applicants in developing their proposals can be found on the Community/School Partnership Grants website <http://doh.sd.gov/tobacco/partnershipgrants.aspx>. This list is not meant to be a complete list of all available resources.

Appendix

Associated School Boards of South Dakota

Policy Reference Manual

NEPN Code: AEA

TOBACCO-FREE SCHOOLS

The _____ School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property or during school-sponsored activities is prohibited. This policy shall be in effect at all times and shall apply to all students, employees and visitors.

For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco;
2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

Students or district employees found in violation of this policy will be subject to appropriate consequences, which may involve a range of enforcement options including disciplinary action and educational alternatives to disciplinary action. Visitors in violation of this policy will result in appropriate sanctions as determined and imposed by the administration, which may include direction to leave school property.

The superintendent shall provide reasonable public notification of the district's policy, including, but not limited to, inclusion in student and staff handbooks. The superintendent may develop administrative regulations as necessary to implement this policy.

Legal References: SDCL 22-36-2 - Smoking in public place or place of employment prohibited
SDCL 13-8-39 - Management of schools by board - General Powers

Adopted: [DATE]

Revised: [ASBSD Policy Reference Manual, 12-2009]

Notes: ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.

Associated School Boards of South Dakota	NEPN Code: AEA-R
Policy Reference Manual	

TOBACCO-FREE SCHOOLS - REGULATION

A. DISSEMINATION

To promote compliance with this policy, students, staff and the public shall be notified of the school district's tobacco-free schools policies and regulations. Notification procedures shall include, but are not limited to:

1. Summaries of this policy and relevant regulations shall be placed in the student and staff handbooks.
2. Sufficient signage shall be placed in appropriate locations throughout the district's buildings and grounds.
3. Event programs and similar documents that are often viewed by visitors shall contain a notification of the policy.
4. When appropriate, announcements about the school's policy will be made prior to or during school events.

B. ENFORCEMENT

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this policy.

Tobacco-free policy enforcement is designed to educate students, staff and others about the health risks associated with tobacco. Punitive measures, in accordance with district policy, will be used for repeat offenders.

1. **Students.** Any student found in violation of this policy shall be required to complete an assignment as an alternative to formal discipline. The assignment will be determined by the building principal or designee and will focus on helping the student understand the consequences of tobacco use. Students found to repeatedly violate this policy shall be subject to disciplinary action pursuant to district policy.
2. **Employees.** Any district employee found in violation of this policy may be provided with tobacco cessation information and will be encouraged to participate in a tobacco cessation program. Employees found to repeatedly violate this policy shall be subject to disciplinary action pursuant to district policy.
3. **Visitors.** Other adults observed to be in violation of this policy shall be asked to refrain from the behavior. Repeated violations of this policy will be handled on a case-by-case basis by an authorized district official and may result in a directive to leave school property.

C. DEFINITIONS

For the purposes of this policy, tobacco means any substance or item, in any form, containing tobacco. The administration will treat the use, possession or promotion of all forms of nicotine-containing products or nicotine delivery devices, which may or may not include actual tobacco, as a violation of this policy, provided the product or device is not part of an individual's cessation program.

Legal References: SDCL 22-36-2 - Smoking in public place or place of employment prohibited
SDCL 13-8-39 - Management of schools by board - general powers

Cross Reference: AEA – Tobacco-Free Schools

Adopted: [DATE]

Revised: [ASBSD Policy Reference Manual, 12-2009]

Notes: ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.

Model and Sample Policies:

Model Business Tobacco Free Policy

Purpose

This policy has been established to protect and promote the health and well-being of employees and visitors. Tobacco use is the single largest cause of preventable, premature death in the U.S. [Organization name] has an obligation to its employees and the public to take action known to protect peoples' health. The use of tobacco products by employees or visitors compromises the mission of [organization name] providing a safe and healthy place to conduct business. The policy set forth below is effective [date] for [organization name and location].

Tobacco-Free Areas

All areas of the workplace and property are now tobacco-free, without exception. This pertains to any tobacco product including the use of smokeless or "spit" tobacco and applies to both employees and non-employee visitors of our organization. This includes the building and grounds, parking lots, and [organization name] – owned vehicles at all times, and any vehicles on the property.

Sign Requirements

Signs stating the policy will be clearly posted on the perimeter of the property, at all entrances, and other prominent places. No ashtrays or other collection receptacles for tobacco trash will be placed on the property.

Compliance

Enforcement of this policy is the shared responsibility of all [organization name and location] personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. If difficulties arise with compliance of this policy, notify security.

Incidents of smoking and/or tobacco use by employees are to be documented for supervisor follow-up, as well as evaluated for trends and patterns of noncompliance.

Tobacco Cessation Opportunities

[Company name] encourages all employees who use tobacco to quit. The [insert the company department or worksite wellness program] offers [insert cessation benefits/assistance] for employees who want to quit smoking or chewing tobacco. Tobacco cessation information is also available from the South Dakota QuitLine's toll-free number 1-866-737-8487, or by visiting the Tobacco Control Program's website at: <http://doh.sd.gov/tobacco>

Questions

Any questions regarding the tobacco-free policy should be directed to [company department/union representative, including phone number(s) for handling inquiries]

Sample Health Center Tobacco Free Policy

Avera St. Benedict Health Center

Name: Tobacco Use Policy		P&P#: ADM.010	
		Page: 1 of 1	
Initiated By: Administration	Date: 4/2005	1/1993	3/2001
Distribution: Administrative Manual		07/2002	6/2003

SAF.028

PURPOSE:

Avera St. Benedict Health Center's goal is to promote safety and comfort for the patients and residents of this facility.

POLICY:

Avera St. Benedict Health Center has instituted a Tobacco Free policy effective April 15, 2005. No Tobacco product will be allowed on the grounds of Avera St. Benedict Health Center. The grounds have been marked with "Tobacco Free Zone" signs.

AUTHORITY:

According to SDCL 22-36-2: Effective July 1, 2002. No person may smoke tobacco or carry any lighted tobacco product in any public place or place of employment. The new law no longer allows designated smoking areas in any public place or place of employment.

- A. A public place is any enclosed indoor area to which the public is invited or to which the public is permitted, including any hospital or medical or dental clinic; any nursing facility or daycare...
- B. An enclosed indoor area is any area under the control of private or public employer, including work areas, employee lounges and restrooms, conference rooms, cafeterias and hallways.
- C. A resident's room must be considered part of the nursing facility and not a private residence.
- D. Violation of the smoking policy is a petty offense.

PROCEDURE:

1. Tobacco products are not permitted inside the appropriately marked area. This area includes the hospital, nursing home, clinic, daycare and wellness center and outreach clinics.
2. All healthcare employees and visitors shall abide by the policy and will not use tobacco products inside the designated area.
3. Tobacco products will not be allowed in patient or resident rooms or on the premises.
4. The medical staff will assist all patients, residents and family members with Tobacco Cessation products, should they be so inclined.
5. Employees are expected to enforce the new Tobacco Free Zone Policy. Should an employee encounter difficulties, they should contact Administration for assistance.

Sample School Tobacco Free Policy

POLICY AND PROCEDURES FOR TOBACCO FREE ENVIRONMENT

Policy

Effective July, 2001, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or its use of snuff or smokeless tobacco in school buildings, any time of the day or night, by all people who utilize the Garretson School District #49-4 school building is prohibited. The policy also prohibits having on one's possession a lit cigarette, cigar, pipe, or other substance or item containing tobacco. Further, the policy includes, but is not limited to, all school playgrounds, school administration building, indoor athletic facilities, outdoor athletic facilities when hosting school sponsored events, school gymnasiums, school locker rooms, school buses and field trips, other school vehicles, and other school buildings. In addition, tobacco product use is prohibited in all outside areas of the school grounds.

Enforcement

Students

Students in all grades violating this policy will be subject to disciplinary action as defined in the students' handbook(s) as approved by the Garretson School District #49-4.

Teachers/Support Staff

Teachers/support staff that use tobacco products will be encouraged by their Principals to participate in cessation programs. Teachers/support staff violating this policy shall be warned verbally by their Principal who shall send the teacher/support staff a follow-up letter. On subsequent offenses, the Principal shall again warn the teacher/support staff verbally and in writing, then refer the staff member to the Superintendent.

Visitors

Visitors in violation of this policy will be informed of the school district's policy and will be asked to refrain from using tobacco products. If the individual fails to comply with the request, this other violation will be referred to the Principal or other appropriate supervisor who may direct the person to leave the school area. Refusal to leave, or repeated violations, may result in referral to the Superintendent.

Promulgation

Appropriate signage shall be posted in conspicuous places in all Garretson School District #49-4 buildings, playgrounds, parking lots, and outdoor athletic facilities. Summaries of this policy shall be included in the staff and student handbooks. Information related to cessation programs for all employees who use tobacco shall be posted in each level of the building in the school district and shall be made available through other means appropriate.

Sample Post-Secondary Tobacco Free Policy

Tobacco Free Campus

In order to protect the health, safety, and comfort of college students, employees and visitors, it is the policy of Mount Marty College to prohibit smoking or use of smokeless tobacco products in facilities and on grounds owned and occupied or leased and occupied by the College. In addition, MMC supports educational programs to provide smoking cessation through the SD QuitLine 1-866-SD QUIT (1-866-737-8487) and prevention to our students, employees and other academic appointees. This policy supersedes all other tobacco/smoking policies at MMC.

TOBACCO FREE AREAS

1. All buildings owned, occupied, and/or leased by Mount Marty College
2. All college-owned or leased vehicles.
3. All events held in non-MMC venues are governed by the tobacco policy of that facility/venue.

The MMC Tobacco-Free Environment Policy shall be included in the: student, staff and faculty handbooks, new employee and student orientation programs, in admissions application materials; and other campus documents where appropriate. MMC will provide information about tobacco cessation and prevention. Discipline will follow standard college code of student conduct procedures.

Sanctions will include but are not limited to verbal and/or written warnings, fines and community service.

Violations will be handled by the Vice President for Student Affairs.