

# **STOP Tobacco Program 2008-2009 Master Calendar**

## **August 2008**

Coordinator Workshop 1: August 19, Middle Tennessee State University  
STOP Manual distributed

## **September 2008**

Coordinator Workshop 2: September 11, MTSU  
UT Assessment distributes surveys  
Surveys administered

## **October 2008**

Coordinator Workshop 3: October 1, MTSU  
Surveys completed and collected and delivered to UT Assessment  
Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have monthly conference call  
Activities addressing Core Components 1 and 2 underway  
STOP portfolio updated  
County action plan developed  
Press/media release  
Activity evaluation

## **November 2008**

Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have monthly conference call  
Activities addressing Core Components 1 and 2 underway  
STOP portfolio updated  
County action plan underway  
Press/media release  
Activity evaluation

## **December 2008**

Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have monthly conference call  
Activities addressing Core Components 1 and 2 underway  
STOP portfolio updated

County action plan underway  
Press/media release  
Activity evaluation

### **January 2009**

Mid-year County STOP Report due to THEC  
Mid-year (July 1 – December 31, 2008) budget reconciliation due to THEC  
Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have monthly conference call  
Activities addressing Core Components 1-5 underway  
STOP portfolio updated  
County action plan underway  
Press/media release  
Activity Evaluation

### **February 2009**

Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have full-day face-to-face meeting  
Activities addressing Core Components 1-5 underway  
STOP portfolio updated  
County action plan underway  
Press/media release  
Activity evaluation

### **March 2009**

Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have monthly conference call  
Activities addressing Core Components 1-5 underway  
STOP portfolio updated  
County action plan underway  
Press/media release  
STOP Summit at MTSU  
Activity evaluation

### **April 2009**

Surveys administered  
Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have monthly conference call

Activities addressing Core Components 1-5 underway  
STOP portfolio updated  
County action plan underway  
Press/media release  
Activity evaluation

### **May 2009**

Surveys administered and provided to UT Assessment  
Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have monthly conference call  
Activities addressing Core Components 1-5 underway  
STOP portfolio updated  
County action plan underway  
Press/media release  
Activity Evaluation

### **June 2009**

Regional and site coordinators have monthly face-to-face meeting  
Regional and site coordinators have bi-weekly face-face-meeting on site  
All STOP coordinators and staff have monthly conference call  
Activities addressing Core Components 1-5 underway  
STOP portfolio updated  
County action plan results assessed  
Press/media release  
Activity Evaluation  
Final STOP Report due

### **July 2009**

Final 2008-09 budget reconciliation due to THEC