

# YAC Sample Action Plan

Use this sample action plan to guide the development of your YAC action plan. Note: This sample action plan lists roles (e.g., YAC members, supportive adults). Real action plans should name specific people responsible for each step in the action plan. Depending on your school calendar, plan for a pause during Spring or Fall Break.

Action plan	People responsible	Due date
Identify three to five people who can help us meet this goal. Focus on people who may have information about prevention programs in the district or who develop and manage prevention programs.	YAC members: full council and supportive adult(s)	3/2
Draft and send an email inviting these people to help us meet our goal by either sharing information or meeting with us to discuss ideas.	YAC chair and supportive adult mentor	3/7
Determine the information we would like to collect. This information will help us better understand what is currently happening with student engagement in the prevention programs. For example: <ul style="list-style-type: none"> <li>• How many programs exist across the district?</li> <li>• Where are the programs located?</li> <li>• What, if any, differences are there in participation rates across the district?</li> </ul>	YAC members: full council and supportive adult(s)	3/14
Ask district staff to provide answers to the questions above.	YAC chair and supportive adult	3/18
Brainstorm ideas for gathering feedback from students across the district. For example: <ul style="list-style-type: none"> <li>• What are some creative ways to learn what students really think about these prevention programs?</li> <li>• Should we try different approaches to gather feedback from different student groups?</li> <li>• How can we get the most students to respond?</li> </ul>	YAC members and supportive adults	3/28
<i>Spring break</i>	<i>N/A</i>	<i>4/4–4/8</i>
Discuss ideas for and decide on the questions to ask. What questions could we ask to help us learn what students really think about the prevention programs? How should we word these questions?	YAC members: full council and supportive adult(s)	4/11
Create a draft plan that outlines which questions to ask and how to ask them.	YAC members and supportive adults	4/18
Ask student representatives and adult experts within the district's high schools for feedback on the draft plan.	YAC chair and supportive adult(s)	5/2
Improve and finalize the plan based on their feedback.	YAC members	5/20