

**Los Alamos Juvenile Justice Advisory Board
2008-2009 Tobacco Use Prevention and Control Program Application**

A. Proposed Contract Type

The Los Alamos Juvenile Justice Advisory Board (LAJJAB) is requesting a **Capacity Building Contract** to implement the proposed Los Alamos Tobacco Use Prevention and Control Program (LATUPAC) initiative. Los Alamos Public Schools (LAPS), Los Alamos Family Council, and the Los Alamos Municipal Court Teen Court program are the primary LATUPAC partners. This proposed tobacco initiative is the LAJJAB's first proposal to request TUPAC funding and its first effort to provide tobacco education services to Los Alamos youth. The LAJJAB is interested in working with TUPAC staff to gain valuable technical assistance and training to achieve the proposed scope of work.

The LAJJAB has the structural capacity to fulfill the proposed LATUPAC services. LAJJAB has a paid coordinator staff position and also has office space, Internet service, financial processes, and other organizational structure that will support the implementation of the proposed project. Most importantly, the LAJJAB has a robust group of youth and community partnering organizations who actively serve on the LAJJAB.

B. Community Collaboration and Local Support

Existing and Planned Collaboration

The LAJJAB is an established non-profit organization located in Los Alamos County. LAJJAB was created in 2004 through a joint effort of the Los Alamos School Board and the Los Alamos County Council. LAJJAB is recognized within Los Alamos County as a leader in prevention and intervention initiatives for youth. LAJJAB engages over 30 individuals including: youth and representatives from educational, legislative, law enforcement, judiciary, social and health services, media, recreation, and other community organizations. LAJJAB leaders work with these influential community members to research gaps in youth services and to develop and implement youth intervention and prevention programs to meet these identified needs. In addition to the LAPS, LAJJAB's partnering agencies include, but are not limited to: Los Alamos Family Council, Los Alamos Commerce & Development, Central Avenue Grill (Teen Dances), Family Strengths Network, Community Health Council, the YMCA, Leadership Los Alamos, and the County of Los Alamos. In addition, the current JJAB board consists of voting members from a variety of organizations including: New Mexico Children, Families, Youth Department, Los Alamos Chamber of Commerce, Los Alamos County Council Member, District Court Judge, Los Alamos School District Parent Council Member, Los Alamos DWI Coordinator, local faith community members, local newspaper, Los Alamos Public School Board member, Los Alamos Medical Center, Los Alamos Magistrate Court Judge, Los Alamos Community Service Coordinator, Municipal Court Judge, Los Alamos Parks and Recreation, Los Alamos Police Department, Community Seniors, State Representative, University of New Mexico-Los Alamos, and numerous youth members.

LAJJAB is proposing a collaboration between the LAPS, Los Alamos Family Council, and the Los Alamos Municipal Court Teen Court program to implement the LATUPAC program. LAJJAB is planning to work closely with the LAPS to implement the proposed scope of work (as documented in the attachment Memorandum of Understanding). The LAPS serves a diverse population of students. Because the LATUPAC program will serve every LAPS middle school student, the LAJJAB is dedicated to serving all students including: students who have low academic achievement; students who are living in poverty; students who are lesbian, gay, bisexual, transgender, queer, questioning or intersex populations; Spanish-speaking recent immigrants; African Americans; American Indians; Asian Americans; and students with disabilities.

LAJJAB and LAPS have worked together in various capacities since 2004 to explore the needs of children and youth in Los Alamos County and to develop and implement programs to meet those needs. The LAJJAB and the LAPS collaborate on many projects, programs, and events that support Los Alamos' youth and families. The LAJJAB, LAPS, and other community agencies actively participated in the development of the proposed Los Alamos Tobacco Use and Prevention Control Program initiative.

Subcontractor Information

LAJJAB is proposing to subcontract with Davis Innovations (DI) to conduct the *LifeSkills* pre and post test evaluation. DI is a woman with a disability owned organizational development consulting firm based in Santa Fe, New Mexico. DI staff provides evaluation and research to public and private sector clients and nonprofit organizations. DI staff has extensive experience in developing and conducting both process and outcome evaluations designed to assess ongoing programmatic activities and to assess programmatic success at reaching its stated goal, respectively.

Maternal Child Health Council and Community Health Council

LAJJAB has strong relationships with both the Los Alamos Maternal Child Health Council and the Los Alamos Community Health Council as demonstrated by the attached letters of collaboration. The Maternal Child Health Council Coordinator serves on the LAJJAB.

C. Problem Statement, Needs, and Objectives

Problem Statement

The 2005 New Mexico Youth Risk and Resiliency Survey indicates that 43.1% of Los Alamos youth have ever tried cigarettes and that 22.1% of Los Alamos youth are current smokers (i.e., smoked in the last 30 days). Los Alamos youth without positive peer influence are 2.0 times more likely to be a current smoker (i.e., smoked in the last 30 days) than those with positive peer influence. Los Alamos youth without community norms disapproving of alcohol use by youth are 2.6 times more likely to be a current smoker (i.e., smoked in the last 30 days) than those with community norms disapproving of alcohol use by youth. Los Alamos youth without boundaries and expectations at home are 2.3 times more likely to be a current smoker (i.e., smoked in the last 30 days) than those with boundaries and expectations at home. LAJJAB is proposing to prevent tobacco

use initiation, promote quitting, eliminate exposure to secondhand smoke, and identify and eliminate tobacco related disparities to Los Alamos youth including: students who have low academic achievement; students who are living in poverty; students who are lesbian, gay, bisexual, transgender, queer, questioning or intersex populations; Spanish-speaking recent immigrants; African Americans; American Indians; Asian Americans; and students with disabilities.

Community Need

Los Alamos, New Mexico (NM) is rich in history and diversity. The name of Los Alamos derives from the Spanish word for "the cottonwoods". Lands belonging to the San Ildefonso Pueblo, a sovereign Native American tribe, are located within and adjacent to Los Alamos County. There are two communities in Los Alamos County: the town of Los Alamos which has about 12,500 residents and the community of White Rock which has about 6,500 residents. The county of Los Alamos is primarily a small metro area with an estimated 2005 population of 19,022. This was an increase of 3.7% from the 2000 census. Based on 2005 estimates, 79.0% of the residents of Los Alamos County are non-Hispanic white, 13.3% are Hispanic, 4.9% are Asian or Pacific Islander, and less than 1% are black or American Indian/Alaska Native.

Los Alamos County is home to the Los Alamos National Laboratory. As a result, Los Alamos County is made up of people from throughout the world, and the nature of the work of the Los Alamos National Laboratory means that there is a constant flux of diverse people. Los Alamos community life features small-town living with friendly neighbors, low crime, and an excellent school system. Prosperous and well-equipped with state-of-the-art technology, Los Alamos residents have high expectations of its youth. As typical for a community defined by technological achievement, the Los Alamos County median house price for 2000 was \$228,300. This represents housing costs more than double the median national home price for 2000 of \$108,100.

Youth Tobacco Use

The best data regarding Los Alamos County youth and tobacco and other drug use comes from the 2005 New Mexico Youth Risk and Resiliency Survey (YRRS) report, a statewide survey of public school students, grades 9-12. The YRRS is organized into two major content areas: risk behaviors and resiliency factors. Risk behaviors include behaviors associated with personal safety, violence, depression and suicidal ideation, tobacco use, alcohol use, drug use, sexual activity, physical activity, and nutrition. Resiliency factors, or protective factors, are measures of the positive and supportive relationships, experiences, activities, and values that encourage healthy youth development. Resiliency factors include caring and supportive relationships in the family, school, community and with peers; boundaries and expectations set by the family, school, and community; positive peer support; meaningful participation/constructive use of time; commitment to learning; life skills/social competencies; and perception of community norms related to alcohol use by high school age youth.

Tobacco use statistics for Los Alamos County youth from the 2005 New Mexico YRRS County Results Report for Los Alamos County show the following:

- 43.1% of Los Alamos youth have ever tried cigarettes;
- 24.5% of Los Alamos youth current smokers first smoked at or before age 13 yrs;
- 22.1% of Los Alamos youth are current smokers (i.e., smoked in the last 30 days);
- 28.8% of Los Alamos youth current smokers are frequent smokers (i.e., smoked on 20 of the last 30 days);
- 26.4% of Los Alamos youth used some form of tobacco in the last 30 days;
- 15.0% of Los Alamos youth current smokers brought cigarettes in a store in the last 30 days; and
- 7.3% of Los Alamos youth smoked at school in the last 30 days.

Also, the Los Alamos 2004-2005 PRIDE Survey of the Search Institute exposed the following statistics concerning Los Alamos youth:

- Los Alamos youth current smokers are 13 times more likely to use marijuana than non-smoking youth; and
- Los Alamos youth current smokers are 4 times more likely to be having sexual intercourse than non-smoking youth.

The following statistically significant rates of at-risk behavior correlations with resiliency factors are based on data from the 2005 New Mexico YRRS County Results Report for Los Alamos County:

- Los Alamos youth without positive peer influence are 2.0 times more likely to be a current smoker (i.e., smoked in the last 30 days) than those with positive peer influence.
- Los Alamos youth without community norms disapproving of alcohol use by youth are 2.6 times more likely to be a current smoker (i.e., smoked in the last 30 days) than those with community norms disapproving of alcohol use by youth.
- Los Alamos youth without boundaries and expectations at home are 2.3 times more likely to be a current smoker (i.e., smoked in the last 30 days) than those with boundaries and expectations at home.
- Los Alamos youth without caring and supportive relationships with an adult in the family are 1.6 times more likely to be a current smoker (i.e., smoked in the last 30 days) than those with caring and supportive relationships with an adult in the family.
- Los Alamos youth without caring and supportive relationships with an adult in the community are 1.4 times more likely to be a current smoker (i.e., smoked in the last 30 days) than those with caring and supportive relationships with an adult in the community.
- Also, Los Alamos youth achieving academic success (i.e., A's and B's in school) are 1.5 times less likely to be a current smoker (i.e., smoked in the last 30 days) than those not achieving academic success.

Goals and Objectives

LAJJAB is proposing to address the following TUPAC Program Goals to:

1. Prevent Tobacco Use Initiation among Youth and Young Adults;
2. Promote Quitting Among Adults and Youth Who Use Tobacco;
3. Eliminate Exposure to Secondhand Smoke; and
4. Identify and Eliminate Tobacco-Related Disparities among Population Groups.

LAJJAB is proposing the following goal and objectives for the Los Alamos Tobacco Use Prevention and Control program:

SFYAC Goal 1: Prevent tobacco use initiation among youth and young adults, promote quitting among youth who use tobacco, eliminate exposure to secondhand smoke, and identify and eliminate tobacco-related disparities among high risk youth (addresses TUPAC goals 1, 2, 3, and 4).

Objective 1.1: Serve as a tobacco use prevention and intervention referral and resource organization for LAPS and Project Partners by distributing 500 tobacco educational materials and developing and distributing a referral list for tobacco related services.

Objective 1.2: In collaboration with the Los Alamos Public Schools, deliver the Botvin *LifeSkills* curriculum to 600 seventh and eighth grade students at the Los Alamos Middle School to see a 25% decrease in tobacco initiation and use.

Objective 1.3: In collaboration with the Los Alamos Municipal Court's Teen Court Program, deliver the Botvin *LifeSkills* curriculum to 20 youth participating in the Los Alamos Municipal Court's Teen Court Diversion Program to see a 25% decrease in tobacco initiation and use.

Objective 1.4: In collaboration with the Los Alamos Public Schools and the LAJJAB membership, create a Youth Coalition in collaboration with the LAJJAB Youth Leadership Program to create one anti-smoking media campaign for Los Alamos and surrounding communities.

Objective 1.5: In collaboration with the Los Alamos Public Schools, LAJJAB members, and the Youth Coalition, conduct one public event that includes awareness and education regarding tobacco use and secondhand smoke for 100 youth.

D. Proposed Scope of Work

The LAJJAB and the LAPS recognize that New Mexico's youth tobacco use rates remain one of the highest in the nation and that smoking rates among youth increase dramatically from middle to high school grades. LAJJAB and LAPS also recognize that currently, there are no tobacco control initiatives within the LAPS. As a result, LAJJAB, LAPS, Los Alamos Family Council, and the Los Alamos Municipal Court have joined together to implement the LATUPAC program with the following objectives and activities:

Los Alamos Tobacco Use Prevention and Control Program Activities	Timeline
Objective 1.1: Serve as a tobacco use prevention and intervention referral and resource organization for LAPS and Project Partners by distributing 500 tobacco educational materials and developing and distributing a referral list for tobacco related services.	
Activity 1.1: Serve as a tobacco use prevention and intervention referral and resource organization for the Los Alamos Community including the LAPS and all Project Partners by distributing 500 tobacco educational materials and developing and distributing a referral list for tobacco related services.	October 1, 2008 – April 30, 2009
<ul style="list-style-type: none"> • Recruit and hire a LATUPAC Coordinator. 	July 2008
<ul style="list-style-type: none"> • Work with LAPS officials and community organizations to develop strategies and implementation plans to address the problem of tobacco among youth in Los Alamos. 	July 1, 2008 – June 30, 2009
<ul style="list-style-type: none"> • Develop and distribute a local smoking cessation referral system for students and parents in Los Alamos County. 	July 1, 2008 – September 30, 2008
<ul style="list-style-type: none"> • Coordinate and conduct public education and awareness regarding tobacco use. 	October 1, 2008 – April 30, 2009
<ul style="list-style-type: none"> • LATUPAC Coordinator will conduct a satisfaction evaluation. 	August 1, 2008 – June 30, 2009
Objective 1.2: In collaboration with the Los Alamos Public Schools, deliver the Botvin <i>LifeSkills</i> curriculum to 600 seventh and eighth grade students at the Los Alamos Middle School to see a 25% decrease in tobacco initiation and use.	
Activity 1.2: Annually, in collaboration with the Los Alamos Public Schools, deliver 17 sessions of the Botvin <i>LifeSkills</i> curriculum to 600 seventh and eighth grade students at the Los Alamos Middle School.	October 1, 2008 – April 30, 2009
<ul style="list-style-type: none"> • LATUPAC Coordinator will meet with LAPS officials and Los Alamos Middle School to develop <i>LifeSkills</i> delivery schedule and onsite room assignments and other pertinent logistics. 	July 1, 2008 – September 30, 2008
<ul style="list-style-type: none"> • LATUPAC Coordinator will recruit and hire a <i>LifeSkills</i> Facilitator. Participate in <i>LifeSkills</i> training and purchase <i>LifeSkills</i> materials. 	July 1, 2008 – August 31, 2008
<ul style="list-style-type: none"> • Conduct pre and post <i>LifeSkills</i> evaluations. 	October 1, 2008 – May 31, 2009
<ul style="list-style-type: none"> • Subcontract with Davis Innovations to analyze pre and post test data and prepare final evaluation report. 	August 1, 2008 – June 30, 2009

Los Alamos Tobacco Use Prevention and Control Program Activities	Timeline
<p>Objective 1.3: In collaboration with the Los Alamos Municipal Court's Teen Court, deliver the Botvin <i>LifeSkills</i> curriculum to 20 youth participating in the Los Alamos Municipal Court's Teen Court Diversion Program to see a 25% decrease in tobacco initiation and use.</p>	<p>October 1, 2008 – May 31, 2009</p>
<p>Activity 1.3: Annually, LAJJAB will deliver 17 sessions of the Botvin <i>LifeSkills</i> curriculum to 20 youth participating in the Los Alamos Municipal Court's Teen Court Diversion Program.</p> <ul style="list-style-type: none"> • Meet with Los Alamos Municipal Court's Teen Court Diversion Program staff to develop <i>LifeSkills</i> delivery schedule and onsite room assignments and other pertinent logistics. • Identify a <i>LifeSkills</i> Facilitator and develop and execute a subcontract for <i>LifeSkills</i> services. 	<p>July 1, 2008 – September 30, 2008</p> <p>July 2008</p>
<ul style="list-style-type: none"> • Conduct pre and post <i>LifeSkills</i> evaluations. 	<p>October 1, 2008 – May 31, 2009</p>
<ul style="list-style-type: none"> • Subcontract with Davis Innovations to analyze pre and post test data and prepare final evaluation report. 	<p>August 1, 2008 – June 30, 2009</p>
<p>Objective 1.4: In collaboration with the Los Alamos Public Schools and the LAJJAB members, create a Youth Coalition in collaboration with the LAJJAB Youth Leadership Program to create one anti-smoking media campaign for Los Alamos and surrounding communities.</p>	
<p>Activity 1.4: In collaboration with the Los Alamos Public Schools and the LAJJAB members, create an ongoing, active Youth Coalition in collaboration with the LAJJAB Youth Leadership Program to create one anti-smoking media campaign for Los Alamos and surrounding communities.</p>	<p>September 1, 2008 – March 31, 2009</p>
<ul style="list-style-type: none"> • Meet with LAPS, LAJJAB Youth Leadership Team, LAJJAB members to develop a Youth Coalition and recruit Los Alamos youth to comprise the Coalition. 	<p>July 1, 2008 – September 30, 2008</p>
<ul style="list-style-type: none"> • Facilitate Youth Coalition meetings and activities. 	<p>July 1, 2008 – June 30, 2009</p>

Los Alamos Tobacco Use Prevention and Control Program Activities	Timeline
<ul style="list-style-type: none"> Work with Youth Coalition to create an anti-smoking media campaign for Los Alamos and surrounding communities. The media campaign will include local and regional advertisements in print and video format. Coalition members will create and purchase media materials such as posters, t-shirts, brochures, as well as other educational materials for youth and family members. 	October 1, 2008 – March 31, 2009
<ul style="list-style-type: none"> LATUPAC Coordinator will conduct a satisfaction evaluation. 	August 1, 2008 – June 30, 2009
<p>Objective 1.5: In collaboration with the LAPS, LAJJAB membership, and the Youth Coalition, conduct one public event that includes awareness and education regarding tobacco use and secondhand smoke for 100 youth.</p>	
<p>Activity 1.5: In collaboration with the LAPS, LAJJAB membership, and the Youth Coalition, conduct one public event that includes awareness and education regarding tobacco use and secondhand smoke for 100 youth.</p>	January 1, 2009 – May 30, 2009
<ul style="list-style-type: none"> LATUPAC Coordinator will work with the Youth Coalition, LAPS, LAJJAB membership to establish and facilitate a Youth Coalition public event planning subcommittee. 	January 1, 2009 – May 30, 2009
<ul style="list-style-type: none"> The Youth Coalition Planning Subcommittee will identify a tobacco education and awareness activity such as a Teen Dance, Poetry Contest or some other interactive youth event. 	January 1, 2009 – April 30, 2009
<ul style="list-style-type: none"> LATUPAC Coordinator will work with the planning subcommittee and project partners to publicize event. 	January 1, 2009 – May 30, 2009
<ul style="list-style-type: none"> LATUPAC Coordinator will work with community partners to secure additional funds to support the event including venue, food, and prizes. 	January 1, 2009 – May 30, 2009
<ul style="list-style-type: none"> A tobacco, secondhand smoke, and spit tobacco prevention and resource materials booth will be available throughout the public event and staffed by the LATUPAC Coordinator, Coalition members, and LAJJAB partners. 	January 1, 2009 – May 30, 2009
<ul style="list-style-type: none"> LATUPAC Coordinator will conduct a satisfaction evaluation. 	January 1, 2009 – May 30, 2009

Reasoning Behind Proposed Initiatives

The LAJJAB and the LAPS recognize that NM's youth tobacco use rates remain one of the highest in the nation and that smoking rates among youth increase dramatically from middle to high school. LAJJAB and LAPS also recognize that currently, there are no tobacco control initiatives within the LAPS. Community leaders and parents have noticed a visible increase in tobacco use among Los Alamos youth. As a result, the LAJJAB, LAPS, and the Los Alamos Municipal Court are joining together to implement the LATUPAC program. The components of the LATUPAC program will provide students with the necessary skills to resist social pressure to smoke; help them develop greater self-esteem and self-confidence; increase their knowledge of the immediate consequences of substance abuse; and reduce and prevent a variety of health risk behaviors.

Building Capacity

The LAJJAB is proposing to build capacity within Los Alamos County for providing tobacco control services by implementing the *LifeSkills* curriculum in the Los Alamos Middle School and the Los Alamos Municipal Court Teen Court Diversion Program and by developing a vibrant Youth Coalition and conducting community education activities and events. Each year the LAJJAB will build capacity on project successes and by creating additional partnerships and engaging community and youth leaders.

E. Addressing Tobacco-Related Disparities

LAJJAB serves all of Los Alamos County's youth including: students who have low academic achievement; students who are living in poverty; students who are lesbian, gay, bisexual, transgender, queer, questioning or intersex populations; Spanish-speaking recent immigrants; African Americans; American Indians; Asian Americans; and students with disabilities. Of the 7th through 8th grade students who will receive the proposed *LifeSkills* curriculum and other LATUPAC services, 22.4% are Hispanic and 5% of those Hispanics are English language learners. LAJJAB is recognized by community members as the leading organization to identify gaps in youth services and develop and implement youth intervention and prevention programs to meet these identified needs. Through LAJJAB's solid community relationships and committed project partners, the LAJJAB will be able to plan, prepare, and educate its partners to address the issues of tobacco related disparities and use of tobacco by youth in Los Alamos County. Los Alamos County is a unique New Mexico community. The majority of the population are educated with substantial incomes; however, Los Alamos youth are expected to be overachievers which creates additional stress and risk factors.

F. Program Evaluation and Monitoring

Process and Outcome Evaluation Experience

LAJJAB will work with DI to conduct all evaluation activities. DI staff has extensive experience in developing and conducting both process and outcome evaluations designed to assess ongoing programmatic activities and implementation to assess programmatic success at reaching its stated goals, respectively. DI staff also has experience successfully utilizing the online evaluation tool (eTET) each month to record process evaluation

information. DI staff has completed numerous process evaluations for local, state, and federal grant projects utilizing and managing data in electronic formats including databases and spreadsheets and completing online reporting requirements. The proposed LATUPAC program will follow the established pre and post testing requirements for the *LifeSkills* curriculum. LAJJAB staff are projecting to see a 25% decrease in tobacco initiation and use among youth participating in the *LifeSkills* sessions. Additional program activities will be evaluated through participant satisfaction questionnaires. The LATUPAC Coordinator will gather and enter all project related data. DI staff will develop survey instruments and analyze all program related data and prepare a final evaluation report. DI has extensive experience conducting process and outcome evaluations for diverse populations including ¡YouthWorks!, the Southern Ute Indian Tribe, NM Department of Education Division of Vocational Rehabilitation, NM Human Rights Foundation, the NM Coalition of Sexual Assault Programs, among others.

G. Organizational Capacity

LAJJAB was created in 2004 through a joint effort of the Los Alamos School Board and the Los Alamos County Council. LAJJAB is recognized within Los Alamos County as a leader in prevention and intervention initiatives to youth. LAJJAB engages over 30 individuals including: youth and representatives from educational, legislative, law enforcement, judiciary, social and health services, media, recreation, and other community organizations. LAJJAB leaders work with these influential community members to research gaps in youth services and develop and implement youth intervention and prevention programs to meet these identified needs. LAJJAB has the capacity, expertise, and commitment to complete all proposed LATUPAC activities. Staff assigned to fulfill the LATUPAC goals, objectives and activities includes: Sharon Stover, LAJJAB Coordinator and Marcie Davis and Katie Bridgewater of Davis Innovations, Project Evaluators. A LATUPAC Coordinator and *LifeSkills* Facilitator will be hired.

Current Tobacco Services

Currently, there are no tobacco services being provided to Los Alamos County youth.

Existing and Planned Collaboration

One of LAJJAB's greatest strengths is its established relationships with local community organizations. LAJJAB's membership consists of over 30 individuals; including youth and representatives from educational, legislative, law enforcement, judiciary, social and health services, media, recreation, and other community organizations. LAJJAB consists of voting members from a variety of organizations including NM Children, Families, & Youth Department, Los Alamos Chamber of Commerce, Los Alamos County Council Member, District Court Judge, Los Alamos School District Parent Council Member, Los Alamos DWI Coordinator, local faith community members, local newspaper, LAPS School Board member, Los Alamos Medical Center, Los Alamos Magistrate Court Judge, Los Alamos Community Service Coordinator, Los Alamos Municipal Court Judge, Los Alamos Parks and Recreation, Los Alamos Police Department, Community Seniors, State Representative, University of New Mexico-Los Alamos, and numerous youth members.

H. Budget

LAJJAB Project Costs	Year 1	Year 2	Year 3	Year 4
Project Coordinator (\$25/hr x 10/wk x 50 wks/yr)	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
Mileage (.45 per mile @ 800 miles per year)	\$ 360.00	\$ 360.00	\$ 360.00	\$ 360.00
Contractor Meetings (4 mandatory meetings per year @ \$200 each))	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Provide Botvin LifeSkills curriculum (620 Youth - 206 sessions @ \$60 session)				
Facilitator Training (2 staff members @ 3,000 per person)	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Materials (620 student workbooks @ \$625 per 30)	\$ 13,125.00	\$ 13,125.00	\$ 13,125.00	\$ 13,125.00
Facilitators (206 sessions @ \$60 per session)	\$ 12,360.00	\$ 12,360.00	\$ 12,360.00	\$ 12,360.00
Youth Coalition				
Media Campaign (Ads, both video and print, posters, t-shirts)	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Youth Coalition Supplies/Incentives (t-shirts, water bottles, etc. as decided upon by youth)	\$ 2,100.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Events				
Coalition Event (food, educational information & "give-aways")	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Evaluation				
Process (2% of total budget)	\$ 994.00	\$ 972.00	\$ 972.00	\$ 972.00
Outcome (3% of total budget)	\$ 1,492.00	\$ 1,459.00	\$ 1,459.00	\$ 1,459.00
Management (5% of total budget)	\$ 2,487.00	\$ 2,432.00	\$ 2,432.00	\$ 2,432.00
Project Total:	\$ 54,718.00	\$ 53,508.00	\$ 53,508.00	\$ 53,508.00
In-kind				
LAJJAB (Office space, phone, supplies, & office equipment)	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00

Budget Narrative

- LAJJAB LATUPAC Project Costs:
 - LATUPAC Coordinator will work approximately 10 hours per week at \$25.00 an hour for 50 weeks a year. The LATUPAC Coordinator will coordinate the entire scope of the project, including coordination of the Youth Coalition activities and ensuring timely completion of *LifeSkills* curriculum implementation and evaluation. This cost does not include benefits.
 - Mileage for project staff to travel to and from required TUPAC meetings estimated at 200 miles per meeting held in Albuquerque, NM.
 - Project staff will be required to attend a variety of Department of Health contractor meetings and we estimate that cost to be \$200.00 per meeting.

- Botvin *LifeSkills* Curriculum Implementation
 - Facilitator Training for 2 staff members will be required to implement and deliver *LifeSkills* curriculum to all Los Alamos Middle School students during the first year. Training will cost approximately \$3,000.00 per person for a total of \$6,000.00 per the SAMSHA *LifeSkills* estimated training costs. It is anticipated that we will need to train an additional person each year for years 2, 3 and 4.
 - Workbook materials and supplies for the *LifeSkills* training will cost approximately \$625.00 per 30 youth giving a total cost of \$13,125.00 per year as recommended by the SAMSHA *LifeSkills* estimated training costs.
 - There will be a minimum of 17 sessions of Botvin *LifeSkills* curriculum for each classroom. Each grade level has 6 separate classrooms for a total of 12 classrooms, which means we will be providing services for 600 youth for a total of 206 sessions. In addition, we will be providing 2 additional sessions for the Teen Court program. It will cost \$60.00 per session for a total cost of \$12,360.00 per year for facilitators.

- Youth Coalition
 - It is estimated that the Youth Coalition will create local and regional advertisements in print and video format. In addition they will create and purchase media materials such as posters, t-shirts, brochures and as well as other educational materials for youth and family members.
 - It is estimated the Youth Coalition will purchase incentive items for youth to attend coalition meetings and to advertise the Youth Tobacco Coalition to increase awareness and membership for the coalition. Youth will determine items which will be purchased with final approval from LATUPAC Coordinator.

- Events
 - LATUPAC Coordinator will purchase items for one tobacco free event per year. The event will provide food, educational materials, and promotional items printed with anti-tobacco messages. An assumption has been made that the first year event will be attended by 100 youth and it is estimated that the event will double

in size for years 2, 3 and 4. Type of event will be determined with Youth Coalition input.

- Evaluation
 - The evaluation process for this project initiative will include pre and post tests for the Botvin *LifeSkills* and other process and outcome evaluation for all other components of the project. The cost will not exceed the 10% allowable percentage of the total budget. All evaluation activities will be completed by Davis Innovations.

- In Kind Support
 - LAJJAB will be providing in-kind contributions of office space, phone, electricity, office supplies, computers, printers, and fax machine. The total cost of these will be \$2,000.00 per month for a total of \$24,000.00 in-kind contributions per year.

Local Financial and In-Kind Support

LAJJAB will be providing in-kind contributions of office space, phone, electricity, office supplies, computers, printers, and fax machine. The total cost of these in-kind contributions equal \$2,000.00 per month for a total of \$24,000.00 in-kind contributions per year.

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LOS ALAMOS TOBACCO USE PREVENTION AND CONTROL PROGRAM

Proposed Staffing

LAJJAB is proposing to hire a part-time LATUPAC Coordinator and *LifeSkills* Facilitator who would report directly to the LAJJAB Coordinator. The LAJJAB Coordinator would provide direct supervision and support for all LAJJAB LATUPAC activities.

Los Alamos Juvenile Justice Advisory Board Fiscal Capacity

In May 2007, the County determined that a more formal structure would enhance the collective goal of providing quality and cost-effective youth programs. The County issued a RFP for juvenile services and was awarded a contract for \$139,225. (See FY08 programs/services funded under RFP). In the spring 2007, JJAB filed as a New Mexico non-profit corporation and in July 2007 received 501(c)3 status from the IRS. JJAB is now in a better position to partner with community organizations to solicit funding for enhanced educational services and to serve new areas of need that are identified in the future.

Los Alamos County Appropriations Break-Down:

- Alcohol/Drug (Through Family Council) \$1,000
- Truancy (Through Family Council) \$3,000
- JCC (Through Family Council) \$5,000
- Girls Circle (Through Family Strengths Network) \$7,500
- Parent-to-Parent Through (Through Family Strengths Network) \$3,600
- Family Solutions (Through Family Strengths Network) \$2,250
- Envision Your Future (Through Family Strengths Network) \$6,500
- Safe Haven (Through Family Strengths Network) \$2,500
- Leaders-in-Training (Through YMCA) \$1,500
- Youth Leadership (Through YMCA) \$3,000
- Summer Teens (Through YMCA) \$2,000
- Senior Appreciation (Through YMCA) \$3,000
- rad.Kids (Through YMCA) \$3,000
- Web Page Maintenance (Through YMCA) \$2,000
- Summer Teens (Through LACDC) \$500
- Battle of Bands (Through LACDC) \$500
- 40 Developmental Assets (Through LACDC) \$15,000
- Natural Helpers (Through Schools) \$2,000
- Keep Prom Safe (Through Parks & Recreation) \$1,000
- Open Gym (Through Parks & Recreation) \$1,000
- Survey of Parents / Youth (Through JJAB) \$5,000
- Underage Town Hall (Through JJAB) \$3,000
- JUNTOS (Through JJAB) \$5,000
- Youth Leadership (Through JJAB) \$7,500
- Coordinator \$10,000
- Advertising \$4,500
- Insurance \$1,000
- Accounting \$6,000
- Travel/Training \$2,675
- Telephone \$1,000
- Office Supplies \$1,000
- Grant Writer \$10,000
- Undesignated Funding \$10,000

Los Alamos Juvenile Justice Advisory Board
2008-2009 Tobacco Use Prevention and Control Program Application
LOS ALAMOS TOBACCO USE PREVENTION AND CONTROL PROGRAM

Abstract

The Los Alamos Juvenile Justice Advisory Board (LAJJAB) is proposing a capacity building tobacco initiative to implement the Los Alamos Tobacco Use Prevention and Control Program (LATUPAC). The LATUPAC is a collaborative partnership of Los Alamos Public Schools (LAPS), Los Alamos Family Council, and the Los Alamos Municipal Court's Teen Court Program. The LATUPAC program proposes to prevent tobacco use among youth and young adults, promote quitting among youth who use tobacco, eliminate exposure to secondhand smoke, and identify and eliminate tobacco-related disparities among high risk youth by targeting Los Alamos Middle School students in grades 7th and 8th and youth participating in the Los Alamos Municipal Court's Teen Court Program. The LATUPAC program will serve every LAPS middle school student including: students who have low academic achievement; students who are living in poverty; students who are lesbian, gay, bisexual, transgender, queer, questioning or intersex populations; Spanish-speaking recent immigrants; African Americans; American Indians; Asian Americans; and students with disabilities.

The LATUPAC program will implement the following program objectives and activities: (1) Serve as a tobacco use prevention and intervention referral and resource organization for LAPS and Project Partners by distributing tobacco educational materials and developing and distributing a referral list for tobacco related services. (2) In collaboration with the Los Alamos Public Schools, deliver the Botvin *LifeSkills* curriculum to 600 seventh and eighth grade students at the Los Alamos Middle School to see a 25% decrease in tobacco initiation and use. (3) In collaboration with the Los Alamos Municipal Court's Teen Court Program, deliver the Botvin *LifeSkills* curriculum to 20 youth participating in the Los Alamos Municipal Court's Teen Court Diversion Program to see a 25% decrease in tobacco initiation and use. (4) In collaboration with the Los Alamos Public Schools and the LAJJAB membership, create a Youth Coalition in collaboration with the LAJJAB Youth Leadership Program to create an anti-smoking media campaign for Los Alamos and surrounding communities. (5) In collaboration with the Los Alamos Public Schools, LAJJAB members, and the Youth Coalition, conduct one public event that include awareness and education regarding tobacco use and secondhand smoke for 100 youth.

VII. APPENDICES

APPENDIX A: PROPOSAL COVER PAGE AND ASSURANCES

Los Alamos Juvenile Justice Advisory Board

OFFEROR ORGANIZATION: _____

ADDRESS: 2500 Trinity Dr., Los Alamos, NM 87544

CONTACT PERSON: Sharon Stover TEL. NO. 505.690.4520

AMOUNT OF REQUEST: \$54,718 (Amount the Offeror is requesting through the proposal)

[Certain of these assurances may not apply to your program. Make additions/deletions as necessary to meet the needs of your program. You may use the grid on the next page instead of this page, if you prefer.]

As the duly authorized representative of the Offeror, I certify that the Offeror:

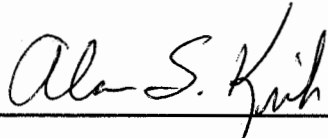
- Meets the following eligibility requirements:
Nonprofit community based organization with 501(c)(3) tax-exempt status with a governing board of directors.
[List program specific criteria, i.e. nonprofit community based organization with 501(c)(3) tax-exempt status has governing board of directors, etc.]
- Will abide by all Federal and State Laws, Rules, Regulations, and Executive Orders of the Governor of the State of New Mexico pertaining to equal opportunity. The Offeror assures the Department of Health that no person in the State of New Mexico shall on the grounds of race, color, national origin, gender, sexual orientation, age, handicap or disability, or religion be excluded from employment with or the participation in, be denied the benefit of or be otherwise subjected to discrimination under any program or activity performed under a contract(s) entered into pursuant to this Request for Proposals.
- Will give the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards.
- Will comply with the provisions of the Federal Certification Regarding Lobbying.
- Will comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.
- Will comply with the provisions of Title VII of the Civil Rights Act of 1964.
- Will comply with the provisions of the Federal Certification Regarding Drug-Free Workplace Requirements.

- Will comply with the DIVISION's guidelines for Governing and/or Advisory Board member to be residents of the area served and representative of the social, economic, linguistic, ethnic and racial target population and shall include consumers of the Offerors services. And shall not employ persons related to board members by consanguinity or affinity within the third degree. This includes father, mother, brother, sister, grandparent, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law, and sister-in-law.
- Will take steps to train and employ recipients of Temporary Assistance of Needy Families (TANF) in collaboration with New Mexico Welfare to Work Contractors and other supported employment programs and will submit quarterly reports documenting its efforts to comply with this provision.

**CERTIFICATION REGARDING
SUSPENSION, DEBARMENT, INELIGIBILITY, AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

The prospective lower tier participant (Offeror) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by an Federal department or agency.

Where the prospective lower tier participant (Offeror) is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.



Signature of Authorized Certifying Official Date

Alan S. Kirk, Board Chair

Printed Name of Certifying Official Title

Taxpayer Identification Number Verification (TIN)



Substitute W-9

FOR AGENCY USE ONLY

Business Unit Number: _____ Date: ____/____/____
 Point of Contact (POC): _____
 POC Initials: _____ POC Phone #: _____

New Mexico Department of Finance and Administration
 Financial Control Division
 DO NOT send to IRS

PRINT OR TYPE

Complete information can be found on the outside edge of this form

<p>TAXPAYER IDENTIFICATION NUMBER (TIN) (Provide only ONE) Sole proprietorship provide FEIN if applicable Federal Employer Identification Number <u>06 1816360</u> or Social Security Number (SSN) _____</p>	<p>BUSINESS DESIGNATION (CHECK ONE) _____ Corporation (C) (S) Or _____ Professional Corporation (PC) _____ Doctor/Medical Facility _____ Attorney/Legal Facility _____ Individual (S) (C) _____ Sole Proprietorship (S) (C) (E) (R) _____ Partnership (S) (C) (E) (R) General Limited _____ Estate/Trust (S) (C) (E) (R) <input checked="" type="checkbox"/> Organization Exempt from Tax (EIN) Under section 501 (c)(3) Are you engaged in the business of providing medical services? _____ Yes <input checked="" type="checkbox"/> No _____ Government Entity (FEIN) or _____ Government Sponsored Entity (FEIN) _____ LLC Taxed As: Corporative (FEIN) Sole Proprietorship (S) (C) (E) (R) _____ Other: _____</p>
<p>LEGAL NAME <u>Los Alamos Juvenile Justice Advisory Board</u> (If registered with IRS as Sole Proprietorship enter your Last Name, First Name, Middle Initial)</p>	
<p>TRADE NAME (If doing business as (DBA) or business name of Sole Proprietorship)</p>	
<p>PRIMARY ADDRESS (Address where correspondence, payments, purchase orders, or 1099's should be sent) P.O. Box or Street Address <u>2500 Trinity Drive</u> City, State, Zip <u>Los Alamos, NM, 87544</u> _____ Primary & Remit _____ Additional</p>	
<p>REMITTANCE ADDRESS (Where payments, if different from primary address, should be sent) P.O. Box or Street Address _____ City, State, Zip _____ Additional _____</p>	
<p>CHANGE OF ADDRESS (Enter new address here) P.O. Box or Street Address _____ City, State, Zip _____ Change of Address applies to: _____ Remittance _____ Primary</p>	
<p>CERTIFICATION Under penalty of perjury, I certify that: I have provided my correct taxpayer identification number and that I am not subject to backup withholding as specified on the reverse side of this form. Print Name <u>Alan S. Kirk</u> Title <u>Board Chair</u> Signature <u><i>Alan S. Kirk</i></u> Phone: <u>505.690.4520</u> Date: <u>11 / 26 / 07</u></p>	
<p>DIRECT DEPOSIT (ACH) *OPTIONAL* Bank Name: _____ Bank Address: _____ Branch Address: _____ Routing #: _____ Account #: _____ _____ Checking Account (If credit card or credit check, NOT DEPOSIT SUFF) _____ Other: _____</p>	<p>FOR FCD USE ONLY DATE RECEIVED: ____/____/____ ENTERED BY: _____ DATE ENTERED: ____/____/____ SHARE VENDOR # _____</p>

**Los Alamos Juvenile Justice Advisory Board
2008-2009 Tobacco Use Prevention and Control Program Application**

A. Proposed Contract Type

The Los Alamos Juvenile Justice Advisory Board (LAJJAB) is requesting a **Capacity Building Contract** to implement the proposed Los Alamos Tobacco Use Prevention and Control Program (LATUPAC) initiative. Los Alamos Public Schools (LAPS), Los Alamos Family Council, and the Los Alamos Municipal Court Teen Court program are the primary LATUPAC partners. This proposed tobacco initiative is the LAJJAB's first proposal to request TUPAC funding and its first effort to provide tobacco education services to Los Alamos youth. The LAJJAB is interested in working with TUPAC staff to gain valuable technical assistance and training to achieve the proposed scope of work.

The LAJJAB has the structural capacity to fulfill the proposed LATUPAC services. LAJJAB has a paid coordinator staff position and also has office space, Internet service, financial processes, and other organizational structure that will support the implementation of the proposed project. Most importantly, the LAJJAB has a robust group of youth and community partnering organizations who actively serve on the LAJJAB.

J. Appendix

Brief Organizational History

Board Roster

Letters of Collaboration

Letters of Support

Memorandum of Understanding

Copy of Current Bylaws

Organizational Chart

Los Alamos Juvenile Justice Advisory Board
Brief Organizational History

In May 2007, the County determined that a more formal structure would enhance the collective goal of providing quality and cost-effective youth programs. The County issued a RFP for juvenile services and was awarded a contract for \$139,225. In the spring 2007, JJAB filed as a New Mexico non-profit corporation and in July 2007 received 501(c)3 status from the IRS. JJAB is now in a better position to partner with community organizations to solicit funding for enhanced educational services and to serve new areas of need that are identified in the future.

Los Alamos Juvenile Justice Advisory Board Board of Directors Roster

<i>Number of Board meetings held Once a month; 3rd Wednesday at 6:15 at School Board Room</i>	<i>Maximum consecutive years a person can serve on Board</i> Unlimited	<i>Number of Board members authorized by agency by-laws</i> 29
<i>Number of Board members required for quorum: 51%</i>	<i>Length of term of office 2 years, and is subject to renewal</i>	<i>Number of Board members who represent priority populations that offeror has proposed to serve. 25</i>

<i>Name & Title</i>	<i>Affiliation Agency Org. & Address</i>	<i>Phone</i>	<i>Date Term Began</i>	<i>Date Term Expires</i>
Barbara Vigil, First District Judge	District Court, P.O. Box 2268, Santa Fe, 87504	827-4195	11/14/2007	11/14/2009
Michael LeBlanc, Associate Trial Attorney	District Attorney's Office, 327 Sandoval Street, Santa Fe, NM 87504	827-5000	11/14/2007	11/14/2009
Robert Gibson, Los Alamos County Councilor	Los Alamos County, 1465 Camino Redondo, Los Alamos, NM 87544	662-3159	11/14/2007	11/14/2009
Arturo Naegelin, Federal Grants Program Manager Family Services	Children's Youth and Families Department, 1120 Paseo de Peralta, Santa Fe 87501	827-4497	11/14/2007	11/14/2009
Jeannette O. Wallace, State Representative	House Representative, 1913 Spruce, Los Alamos, NM 87544	661-2575	11/14/2007	11/14/2009
Alan S. Kirk, Municipal Judge	Los Alamos County Municipal Court, 342 Kimberly, Los Alamos, NM 87544	662-8043	11/14/2007	11/14/2009
Jody Benson, School Board Member	Los Alamos School District, 3547 Pueblo, Los Alamos, NM 87544	662-4782	11/14/2007	11/14/2009
Pat Casados, Magistrate Judge	State of NM, Magistrate Court, 1319 Trinity Drive, Los Alamos, NM 87544	662-2727	11/14/2007	11/14/2009
Grace Brown, High School Principal	Los Alamos School District, 1300 Diamond Drive, Los Alamos, NM 87544	663-2510	11/14/2007	11/14/2009
Georgina Williams, Prevention Specialist	Los Alamos School District, 1990 Diamond Drive, Los Alamos, NM 87544	662-2783	11/14/2007	11/14/2009
Wayne Torpy, Police Chief	Los Alamos County, 2300 Trinity Drive, Los Alamos, NM 87544	662-8230	11/14/2007	11/14/2009

Kimberly McCormick, Recreation Specialist	Los Alamos County Parks and Recreation Department, 2760 Canyon Road, Los Alamos, NM 87544	412-3019	11/14/2007	11/14/2009
Bernadette Laurantzen, Community Health Council Program Director	Community Health Council, 1505 15 th Street, Los Alamos, NM 87544	500-0049	11/14/2007	11/14/2009
Vacant	Los Alamos National Laboratory	--	--	--
Venessa Finn, Business Analyst Coordinator for Youth Business Grant Program	Los Alamos Commerce and Development Corporation, 190 Central Park Square, Los Alamos, NM 87544	661-4805	11/14/2007	11/14/2009
Kateri Morris, Office of Instruction	University of New Mexico – Los Alamos Branch, 4000 University Drive, Los Alamos, NM 87544	662-0331	11/14/2007	11/14/2009
Heather Teter, Chief Financial Officer	Los Alamos Medical Center, 3917 West Road, Los Alamos, NM 87544	661-9154	11/14/2007	11/14/2009
Vacant	Parent	--	--	--
Darla Dover, District Parent Council Representative	Los Alamos School District – Parent Council, 5395 Quemazon, Los Alamos, NM 87544	661-2314	11/14/2007	11/14/2009
Kelsey Souza, (Student) Los Alamos Key Club	Kiwanis, 626 Meadow Lane, Los Alamos, NM 87544	672-0213	11/14/2007	11/14/2009
Noah Sandoval (Student) Los Alamos Student Council	Los Alamos High School, 2259 34 th Street, Los Alamos, NM 87544	662-4110	11/14/2007	11/14/2009
Vacant (Student) Los Alamos Natural Helpers	Los Alamos High School	--	--	--
Morrie Pongratz, Senior Citizen	Betty Ehart Senior Center, 900 Circle Drive, Los Alamos, NM 87544	662-2728	To be confirmed by board in December	
Keith Lewis, Youth Minister	United Church of Los Alamos, 2525 Canyon Road, Los Alamos, NM 87544	662-2971	11/14/2007	11/14/2009
Joy Freymiller, Advertising Director	Los Alamos Monitor, 256 DP Road, Los Alamos, NM 87544	662-4185	11/14/2007	11/14/2009
Barbara Marcille, Teen Court Administrator	Los Alamos County, 475 20 th Street, Los Alamos, NM 87544	662-8025	11/14/2007	11/14/2009
Vicki Nelms, Athletic Director	Los Alamos School District, 1300 Diamond Drive, Los Alamos, NM 87544	663-2531	11/14/2007	11/14/2009
Adolescent Healthcare Provider	Vacant	--	--	--
Garrett Bosarge, Principal	Los Alamos Middle School, 1 Hawk Drive, Los Alamos, NM 87544	663-2575	11/14/2007	11/14/2009



November 26, 2007

Larry Elmore
DOH/PHD/TUPAC
5301 Central Avenue NE #800
Albuquerque, NM 87108

Dear Mr. Elmore:

It is with great pleasure that I write this letter of collaboration for the Los Alamos Juvenile Justice Advisory Board (LAJJAB) Tobacco Use and Prevention Control Program application. As Superintendent of the Los Alamos Public Schools (LAPS) it is our goal to ensure that each student has met the district standards and graduates with the skills and knowledge required to be a productive member of society. It is through collaboration with our local partners, such as the LAJJAB, parents, and community members, which enables us to plan for quality educational practices, continuous student improvement, and encourage a pattern of lifelong learning in each student.

Our partnership with the LAJJAB has been in existence since 2004 when the Los Alamos School Board and the Los Alamos County Council established the initial program. Since then the LAJJAB has become a non-profit entity and continues to work diligently with the LAPS to ensure sustainable prevention programs to help all youth in Los Alamos. The proposed tobacco prevention initiative will allow the LAJJAB to provide Life Skills trainings for 600 diverse seventh and eighth grade students within the Los Alamos Public Schools' Middle School. It will also allow us to work together along side other community organizations to develop strategies and implementation plans to address the problem of tobacco among youth in Los Alamos. The initiative will also provide a mechanism to create a Youth Coalition that will implement a media campaign on anti-tobacco issues including the dangers of secondhand smoke.

I look forward to working with the LAJJAB and their partnering organizations to implement this proposed tobacco initiative. I believe that through this project, we can reduce the number of youth who initiate tobacco use, reduce their exposure to secondhand smoke, and help youth to quit using tobacco. I hope you will give every consideration to the LAJJAB's request for funding. Thank you for your consideration and please contact me if I may provide any additional information to support the LAJJAB's Tobacco Use and Prevention Control application.

Sincerely,

James Anderson, Superintendent
Los Alamos Public Schools

26



November 26, 2007

Larry Elmore
DOH/PHD/TUPAC
5301 Central Avenue NE #800
Albuquerque, NM 87108

Dear Mr. Elmore:

As District Court Judge for the Los Alamos Municipal Court and Teen Court, I am delighted to provide this letter of collaboration for the Los Alamos Juvenile Justice Advisory Board's (LAJJAB) Tobacco Use Prevention and Control Program application. Leaders from the Courts and LAJJAB share a concern of the growing use of tobacco products, both smoke and spit tobacco, by youth in our community. Unfortunately, there are no current youth prevention or education programs regarding tobacco in Los Alamos County. The absence of such educational programming has led to a visible increase in youth smoking.

I am committed to working with the LAJJAB to initiate necessary tobacco education and awareness through the proposed LATUPAC program by:

- Delivering Botvin Life Skills to 20 youth participating in the Los Alamos Municipal Court's Teen Court Diversion Program;
- Delivering Botvin Life Skills to 600 sixth and seventh grade students enrolled in the Los Alamos Middle School; and
- Establishing a youth coalition to create an anti-smoking media campaign for Los Alamos and surrounding communities.

I fully support this project and believe these efforts will greatly assist us in reducing the initiation of tobacco use by our youth as well as helping our young people to stop using tobacco products. I urge you to support the LAJJAB's proposal for funding and help us bring this critical tobacco education and awareness to the youth of Los Alamos County.

Sincerely,

A handwritten signature in black ink that reads "Alan S. Kirk". The signature is written in a cursive, flowing style.

Alan S. Kirk, Municipal Judge
Los Alamos County Municipal Court



Los Alamos Family Council, Inc.

Administrative Offices
1505 15th Street, Suite C
Los Alamos, NM 87544
505-662-4160
505-662-9707 (fax)

Counseling Center
1505 15th St. Suite A
Los Alamos, NM 87544
505-662-3264
505-662-9707 (fax)

Community Health Council
1505 15th Street, Suite C
Los Alamos, NM 87544
505-500-0049
505-662-9707 (fax)

Youth Activity Center
475 20th Street
Los Alamos, NM 87544
505-662-9412
505-662-9707 (fax)

November 25, 2007

Larry Elmore
DOH/PHD/TUPAC
5301 Central Avenue NE #800
Albuquerque, NM 87108

Dear Mr. Elmore:

As Executive Director for the Los Alamos Family Council, I am happy to provide this letter of collaboration for the Los Alamos Juvenile Justice Advisory Board (LAJJAB) Tobacco Use and Prevention Control Program application. We offer confidential personal counseling, community programs, crisis intervention, and mental health services to the community. In addition, we sponsor the Youth Activity Center and our local Community Health Council Coordinator. We are the only Community Mental Health Agency in town and subsequently, we have had the opportunity to collaborate with many of the local organizations to provide services. We currently have partnerships with the Los Alamos Public Schools (LAPS), Los Alamos County, and the LAJJAB and further collaboration on this tobacco initiative will allow us to continue to reach the underserved youth populations here in Los Alamos.

We are look forward to working with the LAPS and the LAJJAB in providing instructors for the Botvin LifeSkills training. Our commitment for the project will include:

- Delivering the structured curriculum implementation of Botvin LifeSkills to 600 seventh and eighth grade middle school students at the Los Alamos Middle School; and
- Delivering Botvin LifeSkills for the Los Alamos Municipal Court's Teen Court Diversion Program and the Juvenile Community Corrections youth who are currently on probation or parole in Los Alamos County.

This letter serves as our commitment to fully participate in the proposed initiative. Our agency is honored and enthusiastic about the opportunity to work closely with the LAJJAB and the LAPS to participate in this important tobacco initiative. We hope that your agency will give this application the utmost consideration for funding.

Sincerely,

Joy Beery, Executive Director
Los Alamos Family Council

A Northern New Mexico/Los Alamos United Way Agency

501 (c) (3)

*Los Alamos
Community Health Council*

*P.O. Box 4717
Los Alamos, NM 87544*

TUPAC

Tobacco Use Prevention and Control Program

The Los Alamos Community Health Council would like to support the Los Alamos Juvenile Justice Advisory Board in pursuing funds to prevent tobacco use by young adults in our community. Local funds to educate the community about secondhand smoke and assist in promoting cessation for youth and adults who smoke would be a wonderful addition to the residents of Los Alamos.

A program aimed at our middle school population of seventh and eighth grade students would be the perfect place to start. As a team leader for the one of four Los Alamos Youth Leadership (LAYL) teams, the potential resources within LAYL is great.

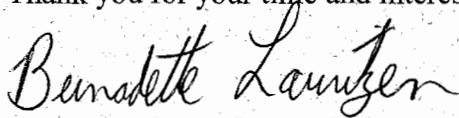
A youth driven campaign to eliminate tobacco use is also a large step for promoting the development assets of these young leaders. It will help to empower them as to the difference they can make right in their own community.

Our work with the Teen Court Diversion program and potential of having a life skills option would be an added asset to the community.

It is the belief of many in the community and the data shows that smoking is the gateway drug for many local youth that often leads down a path to more devastating drug use.

The Los Alamos Community Health Council hopes you will support the Los Alamos Juvenile Justice Advisory Board to pursue this important work in our community.

Thank you for your time and interest in our work.



Bernadette Lauritzen
Community Health Council
Coordinator
505-699-5969

Maternal & Child Health

PO Box 4717
Los Alamos, NM 87544
500-0049
www.lafamilycouncil.org/MCH

Dear Tobacco Use Prevention and Control Program,

The Maternal & Child Health subcommittee supports the work of the Juvenile Justice Advisory Board in pursuing funds to eliminate smoking in our community.

The Botvin Lifeskills work would be an excellent plan to target our middle school population. The funds used to properly plan the strategies and goals for the project would guarantee success. The idea to implement it into curriculum would also be an additional bonus for the project.


The students from the Los Alamos Youth Leadership program would be a great fit to implementing an anti-tobacco campaign and each additional year would be able to work with the schools and community to educate and prevent youth from smoking.

Our Teen Court Diversion program and local counseling center could provide an asset to the community in working with a Life Skills segment to the diversion program.

We hope you'll consider the request of the Juvenile Justice Advisory Board to apply for the funds. The work they have done in the Los Alamos Community is essential to the health of Los Alamos.

Feel free to reach me at 505-662-4160 if I can be of further assistance.

Sincerely,



Karen Greenfield
Coordinator's Assistant



THE FAMILY YMCA
1450 Iris Street
Los Alamos, NM 87544
(505) 662-3100
Fax: (505) 662-7505

November 20, 2007

Larry Elmore
DOH/PHD/TUPAC
5301 Central Avenue NE #800
Albuquerque, NM 87108

Dear Mr. Elmore:

As Executive Director for the The Family YMCA, I am pleased to provide this letter in support of the Los Alamos Juvenile Justice Advisory Board (LAJJAB) Tobacco Use Prevention and Control Program application. Our mission is to build strong kids, strong families, and strong communities in spirit, mind, and body. We work hard to provide the best facilities and programs that will support total community wellness.

I am convinced that the LAJJAB will strengthen our community by delivering Botvin Life Skills for youth participating in the Los Alamos Municipal Court's Teen Court Diversion Program and at the Los Alamos Middle School to all 7th and 8th grade students. In addition, I am particularly excited about establishing a Youth Coalition in our community to create an anti-tobacco media campaign for Los Alamos and surrounding communities.

This letter serves as my commitment to support the LAJJAB in the implementation of their proposed prevention and education project. I appreciate the LAJJAB's leadership and their willingness to reach out to priority populations by providing programming and education. Thank you for your consideration and I hope you will join me in fully supporting their application for funding.

Sincerely,

Linda Daly, Executive Director
The Family YMCA

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We build strong kids, strong families, strong communities.



MEMBER AGENCY OF LOS ALAMOS AREA UNITED WAY



Los Alamos Family Council, Inc.

Administrative Offices
1505 15th Street, Suite C
Los Alamos, NM 87544
505-662-4160
505-662-9707 (fax)

Counseling Center
1505 15th Street, Suite A
Los Alamos, NM 87544
505-662-3264
505-662-9707 (fax)

Community Health Council
1505 15th Street, Suite C
Los Alamos, NM 87544
505-500-0049
505-662-4194 (fax)

Youth Activity Centers
1505 15 Street, Ste. C
Los Alamos, NM 87544
505-662-9412
505-662-4194 (fax)

November 19, 2007

Larry Elmore
DOH/PHD/TUPAC
5301 Central Avenue NE #800
Albuquerque, NM 87108

Dear Mr. Elmore:

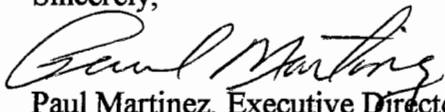
On behalf of the Los Alamos Youth Activity Center, I am happy to write this letter in support of the Los Alamos Juvenile Justice Advisory Board's Tobacco Use Prevention and Control Program application. The Youth Activity Center provides a variety of enriching activities to hundreds of Los Alamos youth per year and the proposed youth tobacco initiative is a perfect compliment to the services we are currently providing. The Youth Activity Center provides a free, safe, drug, tobacco, and alcohol-free environment for Los Alamos youth. The center offers a wide range of activities including a pool table, Ping-Pong, foosball, shuffleboard, board games, sports, crafts, and summertime bi-weekly field trips.

I wholeheartedly support the Los Alamos Juvenile Justice Advisory Board's tobacco initiatives to provide Botvin Life Skills curriculum to 7th and 8th graders at the Los Alamos Middle Schools and the Teen Court Diversion program, and for the creation of the Youth Coalition. All of these programs will have a positive affect on all of the youth who utilize our facilities.

Many of the youth we serve are deemed at risk and have low academic achievement. These young people often qualify as underserved populations and unfortunately do not have access to preventive education they deserve. We believe the Juvenile Justice Advisory Board's proposed project will assist us, as a community, to address the alarming rates of tobacco use among our youth and ultimately prevent tobacco use initiation and eliminate their exposure to secondhand smoke.

Please accept this letter as my commitment to fully support the Tobacco Use Prevention and Control grant proposal. I hope you will join me in supporting their proposal and giving Los Alamos' youth a chance to realize the negative impact tobacco can have on their future.

Sincerely,


Paul Martinez, Executive Director
Los Alamos Youth Activity Center

November 26, 2007

Larry Elmore

DOH/PHD/TUPAC

5301 Central Avenue NE #800

Albuquerque , NM 87108

Dear Mr. Elmore:

I am pleased to write this letter in support of the Los Alamos Juvenile Justice Advisory Boards' (LAJJAB) Tobacco Use Prevention and Control Program application. As a youth in the Los Alamos community, I value the LAJJAB because involves both adult leaders such as judges, school board members, county council members, as well as youth representatives. As a member, I assist these concerned and caring adults in brainstorming and carrying-out ideas to keep teenagers off alcohol, drugs, and tobacco. I feel that as a team we are currently successful at providing activities to help keep kids safe as seen by our movie nights at the local theater, teen dances, and other events held after athletic events. However, we are all concerned with the growing use of tobacco by our friends and peers. I believe that in collaboration with the LAJJAB and the Los Alamos Youth Leadership program we can form a youth coalition to address and produce an anti-tobacco media campaign where we can have fun and help prevent youth from initiating the use of tobacco products and help youth quit!

In addition, I feel that the LAJJAB is there for our at-risk youth who are currently in trouble from public disturbances, alcohol possession, and traffic offenses. Our community wants to give these youth a second chance. In addition, they want teenagers with first offenses to participate in Teen Court to clean their record in exchange for service and education. This program provides a win-win situation by helping students to serve the community for their infractions or experience real life serving as a jury member or attorney. It also enables teenagers to rethink their actions and improve without being penalized too harshly for bad decisions. I support the LAJJAB's initiative to add as an option for life skills training as a part of the Teen Court Diversion program.

This letter serves as my commitment to support the LAJJAB's Los Alamos Tobacco Use and Prevention Control Program. Thank you and I hope you will support LAJJAB and give Los Alamos ' young people a chance to stop tobacco from negatively impacting their lives.

Sincerely,



Noah Sandoval

Student Council President

Los Alamos Juvenile Justice Advisory Board Member

2259 34th Street

Los Alamos , NM 87544

New Mexico Department of Health Public Health Division

Chronic Disease Prevention and Control Bureau

Tobacco Use and Prevention Control Program (TUPAC)

Memorandum of Understanding (MOU)

Between Project Partners:

Los Alamos Juvenile Justice Advisory Board

and

Los Alamos Public Schools

I. Partner Identification

The Los Alamos Juvenile Justice Advisory Board (LAJJAB) and the Los Alamos Public Schools (LAPS) recognize that New Mexico's youth tobacco use rates remain one of the highest in the nation and that smoking rates among youth appear to increase dramatically from middle to high school grades. LAJJAB and LAPS also recognize that currently, there are no tobacco control initiatives within the LAPS. To this end, LAJJAB and LAPS agree to work together to implement the **Los Alamos Tobacco Use and Prevention Control Program** targeting 600 seventh and eighth grade students within the Los Alamos Public Schools' Middle School. Project goals include:

- Preventing tobacco use initiation among Los Alamos youth and young adults;
- Promoting quitting among Los Alamos youth who use tobacco;
- Eliminating Los Alamos youth's exposure to secondhand smoke; and
- Identifying and eliminating tobacco-related disparities among population groups within the Los Alamos Middle School.

The LAPS serves a diverse population of students. Because the **Los Alamos Tobacco Use and Prevention Control Program** will serve every LAPS middle school student, the LAJJAB and LAPS are dedicated to serving all students including students who have low academic achievement, who are living in poverty, who are lesbian, gay, bisexual, transgender, queer, questioning or intersex populations, Spanish-speaking recent immigrants, African Americans, American Indians, Asian Americans, and students with disabilities.

II. History of Partner Collaborative Relationship

LAJJAB and LAPS have worked together in various capacities since 2004 to explore the needs of children and youth in Los Alamos County and to develop and implement

programs to meet those needs. The LAJJAB and the LAPS collaborate on many projects, programs, and events that support Los Alamos' youth and families. The LAJJAB, LAPS, and other community agencies actively participated in the development of the proposed Los Alamos Tobacco Use and Prevention Control Program initiative.

III. Authority

This agreement is under the authority of The Los Alamos Juvenile Justice Advisory Board and the Los Alamos Public Schools and relevant provisions of law and organizational policies.

IV. Roles and Responsibilities of Each Partner Including Resources each Partner will contribute to the Project

A. The Los Alamos Juvenile Justice Advisory Board is an established non-profit organization in Los Alamos County. The Los Alamos Juvenile Justice Advisory Board was established in 2004 by the Los Alamos School Board and Los Alamos County Council. LAJJAB is recognized within Los Alamos County as a leader in prevention and intervention initiatives to youth. LAJJAB engages over 25 individuals; including youth and representatives from educational, legislative, law enforcement, judiciary, social and health services, media, recreation, and other community organizations. LAJJAB works with these community members and leaders to research gaps in youth services and develop and implement youth intervention and prevention programs to meet these identified needs. In addition to the Los Alamos Public Schools, LAJJAB's partnering agencies include, but are not limited to, Los Alamos Family Council, Los Alamos Commerce & Development, Central Avenue Grill (Teen Dances), Family Strengths Network, Community Health Council, the YMCA, Leadership Los Alamos, and the County of Los Alamos. In addition, the current JJAB board consists of voting members from a variety of organizations including; New Mexico Children, Families, Youth Department, Los Alamos Chamber of Commerce, Los Alamos County Council Member, District Court Judge, Los Alamos School District Parent Council Member, Los Alamos DWI Coordinator, local faith community members, local newspaper, Los Alamos Public School Board member, Los Alamos Medical Center, Los Alamos Magistrate Court Judge, Los Alamos Community Service Coordinator, Municipal Court Judge, Los Alamos Parks and Recreation, Los Alamos Police Department, Community Seniors, State Representative, University of New Mexico-Los Alamos, and numerous youth members.

As the lead agency and coordinator of the proposed Los Alamos Tobacco Use and Prevention Control Program, the LAJJAB will:

- Monitor, review, and coordinate all grant funds, goals and objectives.
- Administer the grant project and participate in all New Mexico Department of Health TUPAC sponsored meetings and activities.
- Provide in-kind office space, office equipment, telephones and direct supervision for the Project Coordinator.
- Serve as the lead agency for the project and conduct all project activities.

- Work with the LAPS to coordinate the delivery of the structured curriculum implementation of Botvin Life Skills to 600 seventh and eighth grade middle school students at the Los Alamos Middle School.
- Work with the Los Alamos Municipal Court to provide Botvin Life Skills to youth participating in the Los Alamos Municipal Court's Teen Court Diversion Program.
- Work with LAPS on school policies and enforcement procedures.
- Develop a local smoking cessation referral system for students and parents.
- Work with LAPS to conduct all project evaluation activities including collecting, analyzing, and reporting data.
- Establish a Youth Coalition in collaboration with the Los Alamos Youth Leadership Program to create an anti-smoking media campaign for Los Alamos and surrounding communities.
- Work with LAPS officials and community organizations to develop strategies and implementation plans to address the problem of tobacco among youth in Los Alamos.
- Coordinate and conduct public education and awareness regarding tobacco use.
- Serve as a tobacco use prevention and intervention referral and resource organization for LAPS and Project Partners.

B. The vision of the **Los Alamos Public Schools (LAPS)**, in partnership with the total community, is to ensure each student has met the district standards and graduates with the skills and knowledge required to be a productive member of society. The LAPS mission is that all students will meet or exceed district standards, which were established according to national, state, and local guidelines. Parents and community members are an integral part in planning for quality educational practices, continuous student improvement, and encourage a pattern of lifelong learning in students. The LAPS has one middle school, the Los Alamos Middle School (LAMS), that serves 600 diverse seventh and eighth grade students. The vision of the LAMS is a healthy atmosphere where all kids succeed. The LAMS community is dedicated to developing individuals who think, question, reason, and imagine. The LAMS mission is to empower all students to become caring citizens who contribute to their local, national, and global communities. LAMS staff fosters students' self-worth by recognizing social, emotional, physical, and intellectual needs in a healthy environment. As result, LAPS is committed to partnering with LAJJAB to implement the **Los Alamos Tobacco Use and Prevention Control Program** to every LAPS middle school student.

As a partnering agency of the proposed Los Alamos Tobacco Use and Prevention Control Program, the LAPS will:

- Work with the LAJJAB to implement all project activities.
- Work with the LAJJAB and other Project Partners to deliver the structured curriculum implementation of Botvin Life Skills to 600 seventh and eighth grade middle school students at the Los Alamos Middle School.
- Support the LAJJAB and the Los Alamos Municipal Court's efforts to provide Botvin Life Skills to youth participating in the Los Alamos Municipal Court's Teen Court Diversion Program.
- Work with LAJJAB to review school policies and enforcement procedures.

- Work with LAJJAB to distribute information regarding local smoking cessation for students and parents.
- Work with LAJJAB to conduct all project evaluation activities including collecting, analyzing, and reporting data.
- Work with LAJJAB to develop strategies and implementation plans to address the problem of tobacco among youth in Los Alamos.
- Support LAJJAB's efforts to establish a Youth Coalition in collaboration with the Los Alamos Youth Leadership Program to create an anti-smoking media campaign for Los Alamos and surrounding communities.
- Work with LAJJAB to conduct public education and awareness regarding tobacco use.

V. Partner Commitment to Project Goal Achievement

The purpose of this Memorandum of Understanding is to commit personnel and resources to this project. Each collaborating partner agrees to the roles and responsibilities outlined in the proposal and commits to work together to achieve stated project goals. Project Partners are committed to student wellness and success and will not engage nor condone any activities that might compromise a participant's safety and wellness.

VI. Term

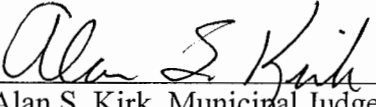
This Memorandum of Understanding shall take effect on the date of signature of the parties, and will remain in effect for the duration of the **Los Alamos Tobacco Use and Prevention Control Program** or 12 months, whichever comes first. This agreement may be renewed with the agreement of both parties.

VII. Amendment

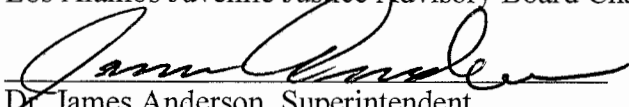
This Memorandum of Understanding may be amended in writing at any time by mutual agreement of the parties.

VIII. Termination

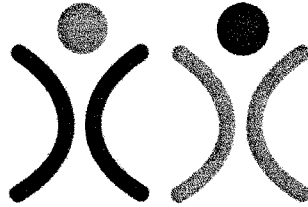
The Los Alamos Juvenile Justice Advisory Board and the Los Alamos Public Schools may terminate this MOU upon 90 days advance written notice.


 Alan S. Kirk, Municipal Judge
 Los Alamos Juvenile Justice Advisory Board Chair

11/27/07
 Date


 Dr. James Anderson, Superintendent
 Los Alamos Public Schools

11-26-07
 Date



**BY-LAWS OF THE JUVENILE JUSTICE
ADVISORY BOARD**

SECTION I. NAME

- A. The name of the Committee shall be The Los Alamos Juvenile Justice Advisory Board (JJAB), hereinafter referred to as the "Board". This Board was established March 17, 2004.

SECTION II. GUIDING PRINCIPLES

- A. Strengthening the family in its primary responsibility to instill moral values and provide guidance and support to children;
- B. Supporting core institutions (schools, churches, and youth service organizations) in their roles to develop capable, mature, and responsible youth;
- C. Promoting delinquency prevention as the most cost-effective approach to reducing Juvenile Delinquency;
- D. Intervening immediately and effectively when delinquent behavior first occurs to Prevent delinquent offenders from becoming chronic offenders, and from progressively committing more serious and violent crimes;
- E. Establishing a system of graduated sanctions that holds each juvenile offender accountable, protects public safety, and provides programs and services that meet identified treatment needs;
- F. Identifying and controlling the small percent of serious, violent, and chronic juvenile offenders who commit the majority of juvenile felony-level offenses.
- G. Promoting a continuum of services in the community to help attain these principles.

SECTION III. PURPOSE

- A. Public awareness of youth issues;
- B. Development of strategies to ensure a rapid response to youth in crisis;
- C. Data collection and analysis to determine needs and a risk profile;
- D. A resource assessment and identification of the service gaps in the community;
- E. A prioritization of services;
- F. Education for the community on the Continuum Model;
- G. Coordination of agency/department policies to enhance the service continuum;
- H. Promotion of the use of best practices and science based service delivery models; and,
- I. To engage the community in solutions and to galvanize community resources for prevention and immediate intervention, thereby improving the lives of our youth, their chances for success, and building a healthier community.

SECTION IV. 1. MEMBERSHIP

Membership in the Juvenile Justice Advisory Board shall include the responsibility to attend Board meetings in person. An alternate, selected by the Board member or appropriate agency, may represent the agency on a temporary basis.

Agency	Elected/Appointed
1) District Court	Appointed by Agency
2) District Attorney's Office	Appointed by Agency
3) Los Alamos County Council	Elected/Appointed by Council
4) Children, Youth and Families	Appointed by Agency
5) Legislative House Representative serving Los Alamos	Elected
6) Municipal Court Judge	Elected
7) Magistrate Court Judge	Elected
8) Los Alamos School Board	Appointed by LAPS Board Chair
9) Los Alamos High School	Appointed by LAPS
10) LAPS Prevention Specialist	Appointed by LAPS
11) Los Alamos County Police Dept.	Chief of Police or Appointed by LAPD
12) Los Alamos County Recreation Dept.	Appointed by head of Rec. Dept.
13) LA Community Health Council	Appointed by Agency
14) Los Alamos National Laboratory	Appointed by LANL Public Affairs
15) Chamber of Commerce	Appointed by Agency

Established 2004- Adopted June 16, 2004
Revised November 14, 2007

16) UNM-LA	Appointed by Agency
17) Los Alamos Medical Center	Appointed by Agency
18) Parent	Appointed by JJAB
19) Parent	Appointed by District Parent Council
20) Youth	Appointed by JJAB
21) Youth	Appointed by JJAB
22) Youth	Appointed by JJAB
23) Senior	Appointed by Senior Center
24) Faith Community	Appointed by Ministerial Alliance
25) Media	Appointed by JJAB
26) Teen Court Administrator	Appointed by Agency
27) LAPS Athletic Activities Director	Appointed by LAPS
28) Adolescent Healthcare Provider	Appointed by JJAB
29) LA Middle School Representative	Appointed by LAPS

2. VACANCIES

Persons appointed or elected serve out the remainder of the term to which they were elected and then are subject to renewal.

3. TERMS

- A. The term for Officers and Board members shall expire two (2) years from the effective date but, is subject to renewal.

SECTION V. 1. OFFICERS

- A. The elected Officers of the Board shall be a Chair, Vice-Chair, and Secretary. The affairs of the Board shall be under the direction of its Officers. Officers shall not receive monetary compensation; reimbursement is allowed as defined in policy.
- A. Only members in good standing within the Sponsoring Organization/Agency shall qualify to hold office on this Board.

2. VOTING

- A. As a representative of the Board, it is assumed that each member of the Board will have a personal interest in matters that may affect the interest they represent. Other than such personal interest, however, any member who has a personal or organizational interest in any matter to be considered by the Board shall not participate in any unsolicited discussion, vote, or other action of the Board with respect to that matter. Any member with actual or apparent conflict of interest shall immediately notify the Chair in advance of any discussion, voting, or other action undertaken by the Board on the particular issue or action that creates conflict.

B. Only one (1) Board position shall represent one (1) vote.

3. QUORUM

A. A Quorum shall consist of 51% or more of filled positions

4. OPERATING PROCEDURES

A. The Board shall govern the Organization in all cases to which they are applicable and in which are consistent with these By-Laws or policies adopted by the Board.

SECTION VI. MEETING PROCEDURES


A. An annual meeting of the members shall be held in the month of MARCH of each year. Regular meetings shall be held at least once per month. The JJAB Chair may call special meetings.

SECTION VII. BY-LAWS REVISION

By-Laws may be reviewed and updated upon approval by 51% of filled Board positions.

SECTION VIII. SUB-COMMITTEES

A. Sub-Committees with open membership may be established and given a charter by the Board and each shall have a Standing Chair. The Chair of the Sub-Committee may be a member of the Board or Appointed by the JJAB Chair. A JJAB Board member will be on the Sub-Committee to act as Liaison to the JJAB.



Chair Date

Vice-Chair Date

**Los Alamos Juvenile Justice Advisory Board (LAJJAB)
2008-2009 Tobacco Use Prevention and Control Program Application**

**LOS ALAMOS TOBACCO USE PREVENTION
AND CONTROL PROGRAM (LATUPAC)**

