

Letter of Commitment

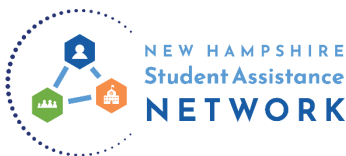
School Name:

School District:

This letter of commitment must be signed by the school administrator (principal or superintendent) that is applying for SAP funding as well as the community based organization, if applicable, that is being contracted to implement SAP at the school.

Checking off the following boxes **acknowledges a commitment** to provide the following should there be an funded SAP counselor position at the above listed school

- Commitment to SAP implementation with fidelity** (please refer to the NH SAP Implementation Guidance and self-assessment/ readiness documents for more details) and the strategies that support effective implementation
 - Professional SAP Counselor, Supervision, and Training, including participation in the SAP Community of Practice and professional development
 - Integration with School Community and Greater Community, including staff trainings, community crisis response, and referral processes
 - Implementation of Universal Strategies - school-wide awareness activities
 - Implementation of Prevention Education - a substance use prevention program conducted with small groups or in classrooms
 - Individual and Group Counseling Sessions with students
 - Data collection, analysis, and reporting
- If applicable, **commitment** to implementation with fidelity **from the prevention organization** supporting the SAP implementation
- Commitment to a Sustainability Team**, details below
- Designated direct report** staff member within the school district and a communication plan to handle issues of concern or grievances
- Participation in the Network's collaborative learning** sessions for SAP school administrators (2 per school year, 1 - 2 hours)
- Assurance that **SAP Counselor will have access to**
 - A private physical space within the school to conduct screening, individual and group sessions
 - At a minimum, laptops, desks, chairs, telephones, and seating equipment for students and/or parents
 - Student data, such as class schedule, parent/guardian contact information



School Administrator leading SAP**Prevention organization, if applicable****Name:****Title:****Signature:****Date:**

Sustainability Team

Each funded school needs to commit to having an SAP Sustainability Team that serves as an advisory team, monitors quality of the program and ensures continuation of services at each funded school. The team will be required to meet quarterly to:

- Review data
- Make suggestions for improvement when necessary, such as
 - modifying school policies to ensure that they are evidence informed and to make the SAP more effective
 - increasing collaboration between the SAP Counselor and other school staff
 - identify community resources, or
 - re-focusing the activities of the SAP Counselor to improve fidelity to the Project SUCCESS Model.
- Develop a sustainability plan that considers the following components
 - At minimum the sustainability plan must include promotion of the program and steps to secure future funding. The plan does not have to be complicated, but it must be data-based and sustainability strategies must address the identified needs. The plan should include presentations and reports to school budget decision-makers.
- Act on the sustainability plan. Funded SAPs will be required to report on sustainability activities.

Within two months of being awarded funds, each funded SAP will be required to name a sustainability team that will include at minimum:

1. one administrator
2. one parent
3. one teacher/guidance counselor
4. the regional SMP and/or local coalition or ATOD service providing Organization
5. and the SAP Counselor.

