**Appendix C: School Substance Use Policy Action Plan**

***Directions:***  Use this form as a template to develop an action plan that will serve as a road map for creating/evaluating/reviewing/revising your policy.

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| **Action Steps**  *What Will Be Done?* | **Responsibilities**  *Who Will Do It?* | **Timeline**  *By When? (Day/Month)* | **Resources**   1. *Resources Available* 2. *Resources Needed (financial, human, political & other)* | **Potential Barriers**   1. *What individuals or organizations might resist?* 2. *How?* | **Evidence Of Success**  *A. How will you know that you are making progress?*  *B. What are your benchmarks?* |
| **Step 1:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 2:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 3:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 4:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **Step 5:** |  |  | **A.**  **B.** | **A.**  **B.** |  |