**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.** |  |