



AAFP Tar Wars Coordinator Guidelines

(Please print, read, sign, and return to address listed on acceptance page)

Coordinator Responsibilities

1. Running the Program (www.tarwars.org/coordinator.xml)

- Review the Coordinator Tool Kit.
- Solicit Tar Wars presenters and school participation and, if possible, match schools with speakers. (Speaker fees are not charged for presenting the Tar Wars program in the classroom.)
- Respond in a timely manner to inquiries from physicians, health educators and the public.
- Distribute curricula or information on obtaining curricula (via the Tar Wars Web site at www.tarwars.org) to speakers and schools.
- Determine administrative structure and need for regional coordinators based on state size and demographics.
- Delegate responsibilities and empower members of your Tar Wars team or community coalition.

2. Fund Raising

(The state coordinator is responsible for any fund raising activities for the operation of the Tar Wars program in their state. Practical tips on fund raising and grant writing are presented at the Tar Wars Coordinator Leadership Conference.)

- Any corporate association with the Tar Wars program should follow AAFP policy:
- **The AAFP as an anti-smoking, anti-tobacco organization, has no direct association with organizations involved in the manufacture of tobacco products.** Coordinators are welcome to contact the AAFP Tar Wars staff if clarification is needed.
- If fund raising is necessary, ensure full compliance with all applicable local, state and federal fund raising laws.

3. Poster Contest (www.tarwars.org/poster.xml)

- Organize receipt of local contest winners' posters.
- Arrange for a facility and conduct the State Poster Contest.
- Secure judges and solicit prize donations for contest (sample solicitation letters can be found in the Coordinator Tool Kit).
- Arrange for recognition for winners and participants by sending out appropriate press releases publicizing the poster contest.
- Send winning poster, entry form, and authorized release form (go to www.tarwars.org/poster.xml) to AAFP by **May 15, 2002**, for the National Poster Contest, to be held in July 21 – 23, 2002.
- Seek external funding, if possible, for all or part of the airfare and lodging costs for the state winner and one parent/guardian to attend the national contest.
- Assist in making travel arrangements for the state winner and one parent/guardian to attend the national contest.

4. Communications

(A number of AAFP chapters currently serve as the Tar Wars coordinator in their state. Coordinators not associated with AAFP chapters are encouraged to initiate contact with the chapter executive in their state for potential linkage and expansion of their Tar Wars program.)

- Provide information to the AAFP Tar Wars program staff, as requested, on a timely basis.
- Submit the year-end summary (found at www.tarwars.org/coordinator.xml) no later than **August 1, 2002**.
- Provide the AAFP Tar Wars office with copies of news releases or other media contacts (i.e. television or radio spots) for the Tar Wars archives.
- Provide any information (such as measurement tools, methodology, summary information) on evaluation efforts done in your state.

5. Access to Tar Wars® Materials and conditions of use

- The Tar Wars program curriculum and Coordinator Tool Kit are available for download via the Tar Wars Web site at www.tarwars.org. Also available to coordinators at no cost are camera-ready and computer file artwork, training tools for presenters, and other aids.
- The Tar Wars curriculum is copyrighted. Any proposed modification requires written permission of the AAFP.
- Requests to modify the curriculum or logo must be submitted to the AAFP Tar Wars office prior to the use of any modified piece. The request must include: (1) a sample of the proposed modification and (2) a description of the planned use of the modified piece.
- The Tar Wars name and logo is trademarked. State coordinators are authorized to use the logo on routine program materials such as stationery, business cards, and t-shirts for volunteers. Prior written permission of the AAFP is required for all other uses or modification of the logo, specifically:
 - Use of the logo on items for distribution or resale.
 - Use of the logo in conjunction with corporate sponsorship.
 - Use of the logo with any other message (such as another anti-tobacco message).
 - Any modification of the logo.
- State material with the Tar Wars logo must include the ® symbol. This is available in both camera-ready art and computer .tif files from the AAFP Tar Wars office.

6. Coordinator Term and Appointment

- Coordinators serve on an “at will” basis.
- A coordinator has the right to terminate program participation at any time, for any reason.
- The Tar Wars Program Advisors, upon the recommendation of the AAFP Tar Wars National Manager, may recommend terminating the arrangement with a coordinator at any time, for any reason.
- The Tar Wars manager may recommend new coordinators to the Program Advisors in order to fill vacancies. All Program Advisor recommendations on the appointment or termination of coordinators are subject to the approval of the AAFP Board of Directors.
- Coordinators may not represent themselves as agents of the AAFP.

AAFP Staff Roles and Responsibilities

The Tar Wars staff at the AAFP office in Kansas City provides technical assistance to state coordinators and assists in problem solving. This can include updates on youth tobacco use, National Poster Contest information, and other information pertinent to the operation of the program on the state level. Problem solving includes resolution of questions or concerns pertaining to the content of the Tar Wars curriculum, ensuring that state programs are operating within guidelines (see also section on Term and Appointment), and providing annual training for coordinators.

Tar Wars Program Advisors Roles and Responsibilities

The AAFP Tar Wars Program Advisors roles and responsibilities include:

- Providing critical input for the continued success and growth of the Tar Wars Program.
- Making suggestions (e.g., program development and prioritization of activities) for the operation of the program.
- Informing and guiding the AAFP Commission on Public Health (CoPH) on how the Tar Wars Program is working at the local level.
- Serving as CME/CEU presenters, as needed, for conferences.
- Attending the Tar Wars National Poster Contest and Coordinator Leadership Conference, if possible.

The Tar Wars Program reports to the CoPH, which, in turn, reports to the AAFP Board of Directors. The CoPH receives regular reports from the AAFP Tar Wars National Manager.

Acceptance

I have read the guidelines for the position of Tar Wars Coordinator. I understand and accept these guidelines and will communicate to the AAFP office any questions or concerns.

Name of Coordinator

State

Sarah A. McMullen, M.Ed., ICCE
Tar Wars National Manager

Date

Coordinator Name (please print) _____

Address _____

City _____ **State** _____ **Zip** _____

Phone No. _____ **Fax No.** _____

E-mail Address (please print) _____

Co-Coordinator Name (please print) _____

Address _____

City _____ **State** _____ **Zip** _____

Phone No. _____ **Fax No.** _____

E-mail Address (please print) _____

Please complete and return this page to:

AAFP Tar Wars, Attn: Denice Posey, 11400 Tomahawk Creek Parkway, Leawood, KS 66211

Or fax to: AAFP Tar Wars, Attn: Denice Posey at 913-906-6099