

SCCUDD

Schuyler County Coalition on Underage Drinking and Drugs

106 South Perry Street Watkins Glen, NY 14891

Phone: 607-535-8140 Fax: 607-535-8157

www.schuylercounty.us/SCCUDD

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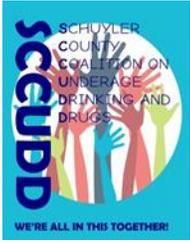
Schuyler County, NY

Tips for Tabling and other Events

Events and tabling are a chance for SCCUDD to increase its presence in the community, recruit new members, and are a representation of the coalition and the work we do. It is extremely important to be organized and professional so that the event organizers and the public get the best impression of the coalition. To ensure this happens, the following protocol is designed to help with event preparation, guidelines for tabling, and recording the event into REACH.

Event Prep:

- When a tabling opportunity is presented, take the request to the prevention committee if time permits. If the event date is too soon to allow for this, email Executive Board to gain approval for SCCUDD to table at the event.
 - Keep in contact with the event organizer and make sure to find out the age group served, topics they would like discussed, and whether we will need to bring our own table.
- After Executive Board approval, you will need to gather volunteers. For tabling you should have a minimum of 2 people and a maximum of 4 people.
 - For other non-tabling events, determine the tasks/roles needed and recruit volunteers to fill these specific roles.
 - Volunteers should be fully oriented members of the coalition who can speak to Coalition activities and initiatives – it is best if they have attended at least one full coalition meeting.
 - Email volunteers the details of the event as soon as possible and be sure to send reminders at a day or up to a week before the event.
 - Remind volunteers before the event begins that they are welcome to speak to their experiences within the coalition, but may not speak on behalf of the coalition. They may provide information about the coalition and activities and refer to the Project Coordinator for any questions about SCCUDD's stance on substances or other more in-depth questions about the coalition.
- What to take with you: For tabling, make sure that you take the SCCUDD Tabling Box. For other events, ensure you bring any items or technology necessary, such as a projector or presentation. You may also want to bring the Tabling Box for some events like Community Forums. You will find the following items in the box. If you are running low, be sure to refill anything you may need. Check the SCCUDD Merchandise Inventory if you need to know where to find additional resources.
 - Current/Up to date fact sheets/Brochures
 - Swag/Merchandise
 - Drunk Busters Goggles, Cones, Tennis Balls
 - Wheel Of Misfortune Board and Questions
 - Table Cloth
 - Applications
 - Activity Recording Sheets



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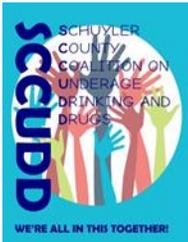
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At Event:

- Arrive beforehand with enough time to fully set up the table, projector, or whatever other setup is required for the event. The setup will depend on the amount of space and technology available and the type of event. Generally, include some of the following elements found in the tabling box:
 - SCCUDD Trifold
 - Wheel of Misfortune
 - TipLine Cards
 - SCCUDD Brochures
 - STAND Brochures
 - Up to date information or fact sheets on Alcohol, Tobacco, Marijuana, and Opioids: these should be developed by SCCUDD or other reputable organizations.
 - Small prizes/swag
- Make sure that volunteers sign in to the activities sheet and brief them on what they will be doing. Examples of what volunteers might be doing include:
 - Running drunk buster goggles
 - Running the wheel of misfortune
 - Talking to parents/youth about SCCUDD initiatives and activities
 - Timekeeping for presenters
 - Greeting event attendees
- Record the number of people you speak to and the average length of time you spoke to people
 - For tabling events, it is likely you spoke to each person for 3 to 5 minutes.
 - For events like community forums, it is likely you spoke to everyone for an hour or more.
- Be sure to take pictures of the event for promotional or newsletter purposes. Pictures cannot include the faces of anyone not in the coalition, but can show the backs of their heads. Keep photo consent in mind.
- Break down the table and whatever else you brought and make sure that everything goes back into the tabling box. Ensure volunteers sign out on the Activity Recording Sheet. Leave the space how you found it.

After Event:

- Return tabling or other materials to the office.
- Scan Activities Recording Sheet and save it into the S drive under the appropriate year in the Services Provided folder: [INSERT LINK](#)
- Enter the event into REACH
 - You will need to enter it twice. Once as a Service Provided and once as Resources Generated.
 - Services Provided:
 - You will include the number of people you spoke to from the activities sheet and the approximate length of time you spoke to them Ex: 50 people x 0.05 hours (3 minutes) = 2.5 hours
 - Resources Generated
 - You will include the number of volunteers and the cumulative time they served as volunteer hours Ex: 5 people volunteered 1 hour = 5 volunteer hours total



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Drunk Busters Instructions:

Make sure that youth participating in Drunk Busters aren't just taking away the message that alcohol makes things look funny and stumble around. The event should be set up so that youth do an activity like walking a straight line on the floor or catching a tennis ball without the goggles. This should come easily to them. Then choose a strength of goggles and have them do the same activity with the goggles. This should be harder. Ask them what the goggles felt like and how it changed the difficulty of the activity. Talk to them about how alcohol affects the body in negative ways including making it hard for you to see and do normal things that should be easy.

If the students are older, discuss drinking and driving risks or how alcohol can also affect their decision-making capacity. If the students are younger, just let them try to the goggles and make sure they come away knowing that alcohol affects their vision negatively.

Wheel of Misfortune Instructions:

The Wheel of Misfortune can be adjusted to the difficulty level necessary. For younger students, no matter which subject they may land on, ask them one of the good/bad drug questions or tailor the questions further if needed (Ex: Who gives them medicine? Or what are some activities we do to keep our bodies healthy?). For older students, use the card from the topic they land on. If they are unable to answer the first question, let them spin the wheel again for a different topic until they get a question correct. Youth win a prize for the question they answer correctly.