Communities That Care:
Risk & Protective Factors Work Group
Key Tasks

Youth Survey	Analyze Data	Identify Factors	Report Progress	Evaluate Changes
☐ Assist with obtaining school support for the CTC Youth Survey, and assist with administering the survey in local schools ☐ Identify sources of local data and begin collecting this data to use with the results of the CTC Youth Survey	☐ Analyze the results of the CTC Youth Survey along with local data ☐ Identify the populations and geographic areas with high risk levels and low protective levels	☐ Identify priority risk and protective factors for the community, based on the CTC Youth Survey results and local data ☐ Work with Outreach to solicit community input to determine two to three top risk factors to focus on	☐ Decide who will report progress and findings to the Community Board verbally ☐ Work with Resource Assessment to create the Community Action Plan (CAP) ☐ Work with Outreach to distribute CAP in the community	☐ Design and implement an evaluation of changes in community-level outcomes ☐ Ensure that the CTC Youth Survey is administered every two years, and re-assess risk and protective factors

Communities That Care:
Resource Assessment Work Group
Key Tasks

Establish Protocols	Create Guidelines	Develop Processes	Approve Curriculum	Foster Connection
☐ Establish protocols for how CTC members and work groups will communicate internally	☐ Establish bylaws for the CTC to follow; If desired, have the CTC Coordinator request copies of bylaws from other local CTCs	☐ Establish process for new members of the CTC	☐ Plan a curriculum for educating new Key Leaders and CTC members who join after the KBO and CBO	☐ Develop and hold team-building activities for CTC members
☐ Establish protocols for how the CTC will communicate with and report to the community	☐ Assist Executive Work Group with tracking Milestones & Benchmarks, if needed	☐ Include: How do new members sign up? What materials are given? How often is CTC training offered? Who trains new members?	☐ These new member educational events are usually between two to six hours long	☐ Develop and hold recognition activities for CTC members