



**Community Anti-Drug Coalitions of America
National Community Anti-Drug Institute**

2010 Ambassador Program Application

Submission Deadline: Saturday, May 29, 2010/11:59pmEST

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2010 Ambassador Program Application

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2010 Ambassador Program Application

Becoming a National Community Anti-Drug Coalition Institute Ambassador: A FACT SHEET

Please read before submitting applications to the Ambassador Program.

Thank you for your interest in becoming a CADCA Institute Ambassador! This program provides a great opportunity for anti-drug coalition volunteers and professionals to broaden his/her knowledge and expertise to build stronger, effective coalitions. By participating in this program, you have the opportunity to learn from experienced CADCA Institute trainers and other experts on how to address community substance abuse problems, and how to serve as a coalition leader.

What is CADCA's National Community Anti-Drug Institute?

As a vehicle for building community coalition effectiveness through training, technical assistance, evaluation, research and capacity building, CADCA's National Coalition Institute (the Institute) works continually to help America's community anti-drug coalitions get smarter faster. CADCA administers the Institute with a grant through the Drug-Free Communities Support Act.

The Institute aims to increase the knowledge, capacity and accountability of substance use/abuse prevention community coalitions throughout the nation. The Ambassador Program allows individuals to receive training from the Institute to hone skills known to be effective for community planning and mobilizing, to address substance use and abuse problems in his/her community.

What is the National Community Anti-Drug Coalition Institute Ambassador Program?

In 2009, CADCA's National Coalition Institute launched a new initiative called the Ambassador Program – a two-year workforce development program to increase the number of 18-30 year old new coalition workforce leaders in economically challenged communities.

The Institute's assessment of coalitions surfaced the need to singularly focus on and expand our efforts to increase the number of coalitions in economically challenged communities, because too few young professionals from diverse communities enter the coalition field. To meet these two challenges, the Institute designed the Ambassador Program to increase and foster a new generation of prevention leaders.

Nominees are being recruited from substance abuse prevention coalitions and those that address conditions associated with the use of substances. Each will receive extensive training at no cost to his/her related community coalition. Coalition leaders can nominate one individual to the program. Once accepted, coalition leaders, the Ambassador, and the Institute partner to develop and implement a rewarding professional development experience.

2010 Ambassador Program Application

Becoming a National Community Anti-Drug Coalition Institute Ambassador Fact sheet cont'd

What are the eligibility requirements for applying to the program?

Applicants must:

- Complete an application that reflects a commitment to participate in the Ambassador Program for 2 years
- Be between the ages of 18-30
- Be nominated to the program by their coalition leader (executive director, program director)
- Be engaged in community service – examples include, but not limited to: volunteer with a local substance abuse prevention coalition, crisis center, or at a local school, civic organization like Boys and Girls Clubs, YWCA/YMCA, or faith-based efforts through a church, mosque or temple (for example), Red Cross, American Cancer Society, or other national organizations, etc.
- Have an interest in pursuing the coalition field as a career path
- Demonstrate the ability to complete the program as designed (including all trainings)
- Describe the economically challenged community the nominating coalition serves
- Have not attended the National Coalition Academy

What are the benefits of the Ambassador Program?

1. **Ambassador Program Personal Advisor** – The CADCA Institute Ambassador Program Manager will serve as a personal advisor and help customize the Ambassador's Individual Leadership Plan that includes training progress and achievements. This unique benefit allows the Institute to get to know Ambassadors and provides an opportunity for a continuous assessment of strengths and identification of areas of improvement.
2. **2010 Mid-Year Training Institute** — the focus of this training is to build a stronger, more effective coalition workforce, and offers in-depth instruction geared specifically for coalition leaders and staff. CADCA Institute will cover cost for travel, registration, lodging, and other related expenses up to a specified amount (to include a subsidy provided for meals). Travel costs will be determined based on CADCA's travel policy.
3. **†The 2010-2011 National Coalition Academy** – Ambassadors must commit to enroll in this yearlong innovative training program that combines three-weeks of classroom training, distance learning and web-support. By the end of the Academy training, you will have developed a community assessment, logic model, action plan, intervention plan, evaluation plan and sustainability plan. CADCA Institute will cover cost for travel, registration, lodging, and other related expenses up to a specified amount (to include a subsidy provided for meals). Travel costs will be determined based on CADCA's travel policy.
4. **CADCA's National Annual Leadership Forum 2012** – The Forum is CADCA's signature training, advocacy, and networking event. Convened in Washington during the month of February, leaders from across the country learn and share from some of the nation's leading experts in substance abuse prevention, intervention, research, treatment and recovery. You will benefit from a lineup of results-driven workshops and plenary sessions that will enhance your effectiveness. CADCA's Institute will cover costs for travel, registration, lodging, and other related expenses up to a specified amount (to include a subsidy provided for meals). Travel costs will be determined based on CADCA's travel policy.

†Priority consideration will be given to Ambassador candidates if their coalition leader plans to also enroll in the Academy at their own expense with their nominee.

2010 Ambassador Program Application

Becoming a National Community Anti-Drug Coalition Institute Ambassador Fact sheet cont'd

After the Ambassador Program application is submitted, what is the process for selection?

- All applications submitted by the deadline will be reviewed to determine if requirements were met.
- Completed applications will be reviewed and scored by Institute and other CADCA staff members. The review may include a phone interview between the nominee and CADCA staff, which allows the applicant to expound on information provided in the application. Incomplete or late applications will not be reviewed.
- By late May 2010, candidates will be notified of acceptance to attend the 2010 Mid-Year Training Institute, Phoenix, AZ, July 25-29, 2010. Attendance at the Mid-Year is an extension of the selection process.
- Final review and letters of acceptance into the Ambassador Program will be determined by August 31, 2010.

CADCA Institute Ambassador Program

Fact Sheet for the Nominating Coalition

The National Community Anti-Drug Coalition Institute Ambassador Program is designed to increase the number of a new generation of coalition workforce leaders in economically challenged communities.

Candidates must be nominated to the program by his/her coalition leader (executive director, program director, CEO, etc.) using the form provided on pages six and seven of this application. Your nominee should meet the eligibility requirements listed on page three.

Nominating Coalition Responsibilities

If nominee is selected, each nominating coalition will:

- Ensure the Ambassador is available to attend and participate in all program activities. The Institute will provide advance notice of training dates.
- Provide Ambassador exposure to local coalition events and activities that will enhance his/her learning experience.
- Serve as a point of contact to CADCA Institute for the Ambassador Program.
- Participate in the program orientation, accommodate calls from CADCA Institute (as needed), and be willing to coordinate conference calls with the CADCA Ambassador Program manager (or other Institute staff).
- Meet one-on-one (in person or phone) with the Ambassador once per month, which will help ensure his/her success in the program, and enhance overall communication between you and the Ambassador.
- As needed, provide Ambassador with access to a secure office/desk space with computer, access to internet and private email, office supplies, daily access to phone, fax, voicemail, photocopier, and printer.
- Seek opportunities to publicize your CADCA Ambassador's involvement in the workforce development and leadership program through various communication vehicles (newsletter, website, TV, radio). The CADCA Institute is willing to assist you in any media efforts related to your Ambassador.
- The nominating coalition is responsible for contacting the Institute if it is determined the Ambassador is unable to continue in the program.

CADCA Institute Ambassador Program

Coalition Recommendation and Nomination of Candidate Form

CADCA's National Coalition Institute is pleased you have identified someone from your coalition for this program. Please follow the instructions below that require you to provide a personal recommendation and a description of the economically challenged community you serve. Read and sign the statement of understanding, and email at jpayne@cadca.org.

AMBASSADOR NOMINEE

*First Name _____ *Last Name _____

COALITION LEADER

*First Name _____ *Last Name _____

*Coalition Name _____

*Title _____ *Primary Role _____

*Coalition Address _____

*Email _____

Coalition Website (if applicable) _____

*Drug Free Communities grantee? Yes No

*Have you been a Drug Free Communities grantee in the past? Yes No

1. *Please describe the economically challenged community you serve (200 words or less).

2. *Please provide a personal statement related to your nominee, and why you feel he/she is an excellent candidate for the Ambassador Program (250 words or less).

I have read and understand the requirements and expectations for _____
(Coalition name)
to participate in the CADCA Institute Ambassador Program and hereby nominate
_____ as a candidate to the CADCA Institute Ambassador Program.

Print Coalition Leader Full Name and Title

Signature

CADCA Institute Ambassador Program

Application Form

Congratulations for being nominated by your coalition leader as a candidate to the CADCA National Coalition Institute's Ambassador Program! You will find the experience rewarding while gaining exposure to and networking with others who share your interests and passion for becoming strong community advocates and leaders. Below are a few frequently asked questions about the program.

I've been nominated as a candidate for the Ambassador Program, what should I do first?

You should take time to read the entire application, and make note of any questions along the way, and present them to the person that nominated you to the program. You should also feel free to email your questions to Janine E. Payne at jpayne@cadca.org.

If selected, what expectations and areas of responsibility are associated with this program?

All Ambassadors are expected to participate in the following:

1. Attendance and participation in all program and training activities assigned by the Institute:
 - a. 2010 Mid-Year Training Institute, Phoenix, AZ, July 25-29, 2010
 - b. National Coalition Academy (3 weeks over approximately 6 months)
 - c. CADCA's National Annual Leadership Forum 2012
 - d. Personal Development Project
2. Participate in an orientation session hosted by the Institute within weeks of the announcement of the selections.
3. Participate in regularly scheduled progress meetings with the CADCA Institute Ambassador Program Manager.
4. Meet one-on-one with coalition supervisor/mentor once per month.

CADCA Institute Ambassador Program
Application Form

Instructions:

1. Before you begin the application, please read the entire package to ensure you allow enough time to complete and submit your package no later than Saturday, May 29, 2010/11:59pmEST. Late or incomplete applications will not be reviewed.
2. To apply, please type and complete all sections, and include required signatures, and email to ipayne@cadca.org. Include continuation (extra) sheets as needed.

APPLICANT BACKGROUND

CADCA Member # (if applicable) _____

*First Name _____ Middle Initial _____ *Last Name _____

*Home Address _____

*City/State _____ *Zip Code _____ *Country _____

*Home Phone _____ Cell Phone _____

*Primary Email _____ *Office email _____

*Age _____

*Coalition Name _____

*Coalition Address _____

*City/State _____ *Zip Code _____ *Country _____

*Coalition Phone _____

Coalition Website _____

*Name of Nominating Coalition Project Director (or equivalent) _____

*Address of Nominating Coalition _____

*City/State _____ *Zip Code _____ *Country _____

*Length of time involved with nominating coalition _____

CADCA Institute Ambassador Program
Application Form

† DEMOGRAPHICS (OPTIONAL)

†*Gender:

Male

Female

†*Ethnicity:

American Indian or Alaska Native

Hispanic/ Latino

Asian American

Native Hawaiian & Other Pacific Islanders

Black/African American

White (non-Hispanic)

Uo@|

Please feel free to type below the race/ethnicity that best represents you.

Language(s)

*Primary language _____ Secondary language _____

*Please check the box that best describe your community:

Rural

Urban

Other _____

Suburban

Frontier

What is the approximate size of the community you serve? _____

† *Gender or Ethnicity does not affect your eligibility in any way. CADCA will use this information to determine the degree to which members of diverse sections of the eligible population are aware of and apply to the program.*

TELL US ABOUT YOURSELF

1. *Have you attended the Mid-Year Training Institute in previous years?

Yes (If yes, when/where _____)

No

2. *Have you ever received a scholarship to any CADCA event?

Yes (If yes, when/where _____)

No

3. *Have you ever attended the National Coalition Academy?

Yes (If yes, when/where _____)

No

4. *What is your primary role in your nominating coalition? (CHECK ALL THAT APPLY)

Community Prevention Leader

Community Treatment and Recovery Leader

Community Outreach Leader

Community Prevention Staff

Community Prevention Volunteer

Other _____

CADCA Institute Ambassador Program
Application Form

5. *Based on the primary role you identified in question 3, are you considered:
 Volunteer Staff? Paid Staff?
6. *Briefly describe your current position and responsibilities within your coalition.
7. *Any kind of military involvement in past or current? If so, please describe.
8. *Tell us about your community engagement experience(s)? For instance, have you been or are currently involved in any community projects? If so, elaborate on your role and the level of fulfillment you gain from being involved in these activities.
9. *Describe the economically challenged population your coalition serves.
10. *Tell us about any time when you stood out as a leader, or should have stood in as a leader? What did you learn from that experience?
11. *List a few accomplishments or important events in your life (you determine length).
12. *Why do you want to become a CADCA Institute Ambassador, and why have you chosen community coalition work as a career field (200 words or less)?

CADCA Institute Ambassador Program
Application Form

Provide a ***Letter of Recommendation** from someone other than the person that completed the statement/nomination (limit 1 page), and who knows of your coalition or community involvement. The letter should indicate support for your participation in this workforce development program. Please have the person who drafts the letter, sign and submit a PDF document to jpayne@cadca.org.

For Ambassador Nominees: To expedite our receipt of this form and your package, please read, sign, and then email this signed form in your package to jpayne@cadca.org.

*Applicants Full Name: _____

*Coalition Name: _____

*Coalition Director's Name: _____

***Please indicate by clicking the box that you agree to travel and attend the following CADCA events:**

- Mid-Year Training Institute, Phoenix, AZ, July 25-28, 2010
- CADCA National Annual Leadership Forum 2012, Washington DC (February 6-9, 2012)
- National Coalition Academy (3 weeks commitment over a six-month period, 2010 – 2011)

I have read and understand the requirements and expectations of the CADCA Institute Ambassador Program, and accept the nomination and responsibilities.

Print Name of Nominee

Signature of Nominee

CADCA Institute Ambassador Program

SUBMISSION CHECKLIST

Application is due: Saturday, May 29, 2010/11:59pmEST
(Late or incomplete applications will not be reviewed)

Please do not include this page with your application

- Read all pages of the application before you begin.
- Complete all sections of the application package, and return to jpayne@cadca.org.
- Follow up with the person you selected to provide the letter of recommendation.
- Email Janine E. Payne at jpayne@cadca.org if you have questions.

Use the space below to type or write additional reminders:

- _____
- _____
- _____
- _____
- _____
- _____



(2009-2011 CADCA Institute Ambassadors)