**Sustainability Training**

**Ideas for Generating Shared Resources**

During both sessions of the APP Sustainability Training, participants brainstormed the following ideas for resources that could be generated for sustaining their efforts. The ideas are divided into the categories of In-Kind Resources, Shared Assets and Shared Positions. Some resources are listed as in-kind and shared assets; the difference would be whether the service or item was given or is being shared between two or more entities.

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| **IN-KIND RESOURCES** |
| **Supplies** |
| * Food, snacks, drinks
* Gas/Fuel
* Educational materials
* Materials for prevention strategies
* Public awareness campaign materials
* Office supplies
* Meeting, training supplies (flip charts, etc)
* Poster board
* Copy paper
* Toilet paper
* Paper towels
* Water
* Paper products & utensils (for meals, snacks)
* Postage
* Pencils, markers, erasers
* Signage, banners
* Printer ink
* Copier toner
* Coffee
 | * School supplies
* Books Book bags, back packs
* Tablecloths
* Goggles (for effects of drinking)
* Air freshener
* Flyers, brochures Toiletries
* Gift cards & coupons for supplies
* Cleaning supplies & equipment Tokens for public
* transportation
* Computer software provided by Tech Soup at a significant discount for non-profits
* Plants
* Clothing
* Toys
* Cell phone minutes
* Cell phones
* Passes for concerts, museums, sports events
 | * Trophies, awards
* Gift items (i.e., for silent auction, recognition, door prizes, etc.)
* T-shirts, lanyards, totebags & other promotional items
* Gift cards, coupons
* Mouse pads
* Office furniture
* Copier
* Tablets, computers (free or discounted)
* Household furniture
* Chairs, tables for events
* Printers
* LCD projectors
* Fax machine
* Phone system
* Appliances (kitchen)
* Donated automobiles, boats to be auctioned for fundraising
* Donated automobiles, vans for transportation
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| **Facilities & Space** | **Salaries & Benefits** |
| * Office space, rent
* Utilities, cable, Internet
* Phones
* Bathrooms
* Use of kitchen
* Event venues
* Free use of park space and community centers
 | * Meeting space
* Club space
* Free use of golf course for golf tournament
* House, housing
* Hotel room or upgrade
* Restaurant space
* Rental equipment
 | * Other agency, government or business partner covers all or part of staff salary, benefits
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| **Services** |
| * Volunteer time
* Printing
* Production services
* PSAs
* Photography
* Graphic design
* Website development, maintenance
* Internet connection
* Tech support, tech repair
* Grounds keeping
* Administrative, clerical support
* Evaluation services
* Grant writing
* Pro bono legal services
* Fiscal agent
* Fiscal management
* CPA, accounting, bookkeeping
* Audit services (free or discounted)
* Investment counseling, planning
* Transportation (free or discounted use of vans, buses, school buses, etc.)
* Advertising space
* Carpooling
* Medical, dental exams
* Construction, renovations
* Pest control
* Cleaning services, maintenance, housekeeping
* Public relations, marketing services
* Staffing for strategies, events
* Bulk mailing
 | * Training, staff development
* Interns (college students, high school students)
* Agency taking the lead on implementing strategies
* Youth Action Team, Youth Advisory Board
* Adult Advisor for youth action team
* Fund raising
* Workshop presenters, key note speakers
* Sharing expertise
* Sharing data
* Team-building facilitation
* Emotional support
* Advocacy
* Counseling
* Call answering services
* Translation services
* Parents as chaperones, chauffeurs
* Social media – set up, maintenance
* Collaboration
* Strategic planning
* Free or discounted booth rental
* Facilitation
* Placement of movie ads
* Newsletter
* Delivery services
* Trash pick-up
* Internet connection
* Telephone services
* Parking
* Billboard space
* Newspaper space
* Security
* Camp counselors
 | * Wellness counselor, coach
* Editing, proof-reading
* Childcare, babysitting
* Blog maintenance
* Catering
* Hosting a Red Ribbon Week event
* Hosting a special event
* Disc Jockey (DJ)
* MC (Master of Ceremonies) for event
* Massage therapist
* Field trip venues
* Involved families
* Law enforcement services
* Planning, zoning department services
* Newspaper subscription
* TV time
* Radio time
* Design of infographics
* Writing and placement of articles
* Mentoring
* Use of Batch Geo, GIS mapping
* Human Resources
* Lodging
* Receptionist services
* Storage space
* Supervision
* Publicity
* Provision of water cooler
* Gym membership
* Driving simulators
* Cable service

Space to post banners, posters |

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| **Shared Assets** | **Shared Positions** |
| **General*** Shared use of copier
* Shared use of common areas
* Two (or more) agencies each cover the cost of different equipment or services that they share (i.e., one agency pays for water cooler while the other pays for Internet connection)
* Multiple agencies sharing data

**Travel*** Shared lodging with agencies splitting the cost
* One agency covers the cost of lodging & shares the room with someone from another agency
* One agency provides per diem for someone from another agency
* Carpooling to meetings, conferences

**Training*** Agencies provide cross-training within areas of expertise
* Agency invites others to attend a training they are paying for
* Credentialed prevention professional mentors someone working on his/her credentialing
* One agency pays for the registration fee for someone from another agency
* Multiple agencies split the cost for a Training of Trainers or other training
* An agency provides scholarships for others to attend training event
 | * Loaned executives – businesses pay their employees while they are working at a non-profit, often to help with a fundraising event
* Two or more agencies share the cost for an independent contractor:
	+ Attorney
	+ Graphic artist
	+ Media specialist
	+ Web master
	+ Nurse
	+ Evaluator
	+ Event planner
	+ Conference coordinator
* College interns that are shared between 2 agencies or when supervision is provided by one agency, but the intern is placed at another
* Two or more agencies share the services of a Youth Advisory Board
* Two or more agencies share clerical, reception or administrative support.
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