**SCHOOL LETTERHEAD**

***Template Letter of Participation from School District***

***Tomei Kuehl, MPA Date***

Sub-award Principal Investigator,

Colorado Department of Public Health & Environment

4300 Cherry Creek Drive South

Denver, CO 80246

Phone: 303-692-2049

Tomei.kuehl@state.co.us

Dear Ms. Kuehl:

The School/District (name school) is pleased to participate in your project to evaluate the *Sources of Strength* suicide prevention program funded by the Colorado Department of Public Health and Environment and the Centers for Disease Control and Prevention. This project is consistent with our goals to strengthen student-adult connectedness, enhance positive student coping behavior, reduce suicidal behavior, reduced bullying behavior, and reduce sexual violence behavior.

The School/District agrees to participate in the *Sources of Strength* program including all phases of the study. The School/District understands that the Sources of Strength program (two years duration) will begin in our school either in Fall 2017 or after Fall 2019 after a waiting period, and our assignment to time of training will be random (like the flip of a coin). Along with all other schools, our participation in the evaluation will begin in Fall 2017. We understand that by training schools at different times, the program impact can be carefully evaluated. We also understand that each year during the two year implementation period, our staff will receive *Sources of Strength* training.

Please initial here to show you understand the terms and conditions listed above: \_\_\_\_\_\_\_\_\_\_

The school administration will support the program with the following:

* At least two Adult Advisors will be selected to provide overall coordination beginning in Fall 2017 or Fall 2019 depending on when program implementation begins.
* A representative sample of high school students will complete anonymous surveys twice during each school year (fall and spring). The surveys are computer-administered and include questions about students’ experience and behavior related to depression, suicidal ideation, bullying, and sexual harassment violence as well as connections to caring adults, peers, and school. (Study team will mail parent notification letters with option for parents to decline their child’s participation.)
* All high school staff will be invited to complete anonymous surveys twice during each school year beginning in Fall 2017. The surveys are computer based and include questions about staff’s knowledge about school culture, student connectedness, and their experience communicating with students about problems such as sexual violence, bullying, and suicide concerns.
* Review its own protocol, or create a protocol, to ensure there will be an appropriate response to students with life-threatening behavior (templates provided); schedule staff training in the protocol (30m -1hr by study team); identify community resources such as sexual violence crisis programs and suicide crisis response programs; assign Adult Advisor or other staff to coordinate ongoing protocol use and address concerns with research team.

Please initial here to show you understand the terms and conditions listed above: \_\_\_\_\_\_\_\_\_\_

* When *Sources of Strength* training begins in our school, we will fully support Adult Advisors to:
	+ Attend a four hour training for their roles in mentoring student Peer Leaders to conduct safe suicide prevention messaging and overall coordination of program.
	+ Recruit student Peer Leaders (with signed parent permission forms provided by Colorado Department of Public Health).
	+ Schedule training for Peer Leaders and Adult Advisors together (1/2-day workshop).
	+ Provide ongoing supervision of Peer Leaders to complete supportive messaging activities to youth and adults over 3-4 months. Student Peer Leaders will complete brief surveys before and after their training.
	+ Ensure Adult Advisors and Peer Leaders meet twice monthly for an hour each time.

Please initial here to show you understand the terms and conditions listed above: \_\_\_\_\_\_\_\_\_\_

* The Research Team (Colorado Department of Public Health and Environment, University of Florida, and University of Rochester) will provide:
	+ Certified training for (a) Adult Advisors in mentoring student Peer Leaders to conduct safe suicide messaging, and (b) Peer Leaders, which will be provided by Sources of Strength. Training will be provided by Sources of Strength at no cost to the school.
	+ Ongoing technical assistance from Sources of Strength and the research team to implement the full two-year program at no cost. Assist in planning for program sustainability.
	+ Access to best practice suicide protocols and practices as well as training on implementation of the protocols.
	+ Assist the school in all aspects of the evaluation including notifying parents of the anonymous classroom surveys and give them the opportunity to decline their student’s participation. The Colorado Department of Public Health and Environment staff will assist in the administration of the surveys.
	+ Monitor safety of the study and provide regular feedback to the School/District.
	+ Provide school specific evaluation data identifying positive school climate measures, youth-adult connectedness measures, and bullying, suicide, and sexual violence behaviors.
	+ Provide up to $400 per year to each school implementing *Sources of Strength* to pay for expenses such as: substitute teachers, food, and any additional materials required to implement the program successfully.

Please initial here to show you understand the terms and conditions listed above: \_\_\_\_\_\_\_\_\_\_

Sincerely,

[Name]

High School Principal

Questionnaire:

1. How many students are registered at your school at this time?
2. About what percentage of students at your school receive a free or reduced price lunch? (Circle one)

0-10% 11-20% 21-30% 31-40% 41-50% Over 50%

1. What type of community is your school in? (Circle one)

Urban Suburban Rural

1. Has your school experienced a youth suicide in the school and/or in the nearby community in the last 12 months? (Circle one)

Yes No

1. In the last five years, has your school received the *Sources of Strength Suicide* Prevention Program? (Circle one)

Yes No

1. How would you describe your schools’ capacity to implement and maintain the *Sources of Strength* program after completing the training sessions (i.e. a minimum of two Adult Advisors who meet twice a month for an hour with Peer Leaders)?

1) Not very strong 2) Somewhat strong 3) Very strong

1. Shortly describe your schools’ capacity to implement a wellness program that involves the participation of students and staff.
2. Do you believe your Adult Advisors and Peer Leaders will be able to meet at least 1-2 times per month during the course of the project for at least an hour each time?

Yes No

1. Would you be willing to participate in the study even if your school would not receive the Sources of Strength program for another two years (beginning fall 2019)?

Yes No

**Please review the expectations of an Adult Advisor and identify Adult Advisors by name below.**

It is important that the Sources of Strength effort has a Coordinator from the school level that will organize and champion the efforts of the Sources of Strength program. The Coordinator does not have to be a part of the mental health staff/support team, any member of the Adult Advisor team can function as a coordinator, but they do need to be well networked in the school and community. Please take time in identifying a coordinator who can be strategic in this role; like all Adult Advisors, it is best if this person is not "appointed" but rather volunteers to fill this role. They should exemplify the key values of caring, connection and positivity, in addition to demonstrating the good/great levels of skill as identified in the Adult Advisor Skill Set Matrix.

A Sources of Strength Coordinator should be organized, collaborative, passionate, and have adequate time available to commit to this work. The coordinator is the hub of communication, relaying information among the administration, the Adult Advisor team and the Peer Leaders. They keep their finger on the pulse of the impact of the program, as the team continues to meet together, applying the messages of Hope, Help and Strength to their own lives, and then carrying out campaigns in the school and community. They will need to mobilize the larger Adult Advisor team to support the program and the Peer Leaders. During the program implementation, they will also serve as the primary point of contact for the research team and Sources of Strength staff and trainers, as they schedule training logistics, follow-up meetings, and order resources and materials, etc.

|  |
| --- |
| Printed Name of Interested Adult Advisors |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

Thank you for your interest in our study

**Please return application to Tomei Kuehl at tomei.kuehl@state.co.us**