
DANIEL COMMUNITY SCHOLARS PROGRAM

THE UNIVERSITY OF
ALABAMA[®] | *Division of*
Student Life
Blackburn Institute

Brushing to the Beat of My Heart

Group 8 - Healthcare Access and Policy

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Issue Research:

The issue of healthcare access, particularly in rural areas, is very important to our group. The overall health ranking for the state of Alabama in 2018, according to America's Health Rankings by the United Health Foundation, was 48th; our Outcomes rank was 49th due to our high deaths in cardiovascular disease and diabetes. We received the lowest scores for primary care physicians and obesity. The issue we have decided to focus on is the epidemic of heart disease and diabetes in the state of Alabama. Through studying the disparities in rural areas in class to visiting health hazard sites first hand, we have all made a connection to our passion to pursue not only equal but cultural focused medicine. With the culture of food desserts, foods high in sodium and sugar, and physical inactivity, the bodies of individuals in the South are placed under extreme duress: programs of the state government and other competitive interests are setting the citizens of Alabama up for health failure, however, it is costing everyone.

A chronic disease is a health condition that lasts one year or more and requires ongoing medical attention or limit activities of daily living or both. According to the CDC, 60% of adults have one chronic disease, and 40% have two or more. In comparison, in 2015, 3.2 million (65.9%) Alabamians had one chronic disease, and 1.4 million (28.9%) had two or more (examples of chronic diseases include heart disease and diabetes). If we were to compare these percentages to the population of Tuscaloosa in 2015, that would mean approximately 64,485 individuals would have one chronic disease and 28,212 individuals would have two or more chronic diseases.

In heart disease, arteries are plagued with excess build up of fat that turns to plaque, narrowing the artery by a considerable amount. The hardening of arteries is due to a diet high in

fat and processed sugars, leading to heart disease and diabetes. In Alabama, over a quarter of the state's population does not consume a single fruit in a day. If a blood clot were to pass through, one may have a stroke or an aneurysm. The disturbing fact about diabetes is that it is 2-4 times more likely to cause cardiovascular disease and is accompanied with other chronic diseases such as hypertension, high cholesterol, obesity, and even nerve damage. According to Alabama Public Health, the leading cause of death in the state of Alabama is heart disease, taking the lives of 13,110 people in 2017.

In Tuscaloosa County, according to GEOSTAT, 29.7% of the population is diagnosed with high blood pressure and 34.4% are diagnosed with obesity. In comparison to the nation, only 26.5% are diagnosed with high blood pressure and 30.3% are diagnosed as obese. When considering the mortality rate of heart disease, rural counties in West Alabama have higher rates in comparison to the nation.

Diabetes, another form of chronic disease, is responsible for 1,173 deaths in Alabama, a higher number in comparison to the state's number of firearm deaths. According to GEOSTAT, 11.7% of the Tuscaloosa population has diabetes whereas 9.8% of the nation has diabetes. Along with heart disease, diabetes has recently been labeled as an epidemic and is progressing at a larger rate than ever before. Due to the lack of insulin or the large amount of ineffective insulin, blood sugar cannot be absorbed by the body. Diabetes, if untreated, can lead to cardiovascular disease, obesity, hypertension, high triglyceride levels, and more. Many do not know they are suffering from a chronic disease due to the lack of screening and health services in rural areas.

According to George Howard at the University of Alabama, Birmingham, heart disease kills southerners more than any other disease. He states children are diagnosed at younger ages

for obesity, diabetes and heart disease. The risk factors that are seen commonly in the state is poverty and lower healthcare access, which possibly means they are without health care coverage. There is a strong correlation with low socioeconomic status to diabetes and heart disease. Howard emphasizes that the lack of specialized physicians to treat cardiovascular disease and diabetes. According to an APR article, “people are doing without healthcare because there are no facilities and they have no money.”

In the state of Alabama, 62 out of the total 67 counties are lacking adequate access to primary healthcare. As a group, we defined “adequate” to mean the consistent and continued relationship between doctor and patient and “adequate” access may be harmed due to few offices being located in the county or the scarce commodity of primary care physicians. According to Alabama Public Health, there are 149 primary care physicians per 10,000 of the population. According to *County Health Rankings*, there are 1,380 patients to 1 primary care physician. Many individuals in rural areas resort to their local vet clinics or go to the Emergency Room at the hospital closest to them for non-emergency needs. Due to these non-emergency visits, hospitals are spending tremendous amounts of money on the services they are not required to provide and many are closing or riding of important programs to remain open.

As Alabama currently suffers from the effects of chronic disease, it is projected that between 2016-2030 the state will pay \$671 billion in health care costs. Due to this economic stress, Alabama will spend \$31.3 billion a year and will lose \$13.4 billion in employee productivity. As stated by Alabama Public Health, the economic burden of someone with one chronic disease is 2.5 times more than that of someone without a disease. Most of the funds for the state’s health care costs are for unnecessary non-emergency hospital visits. According to

Fightchronicdisease.org, about 5% of the population accounts for 50% of the state's health care budget when this allocated money could be spent for the development and implementation of primary prevention programming.

In the past few years, many universities and nonprofit organizations have come together to create solutions to heart disease and diabetes epidemic through preventative care. For example, the UA system has created the Rural Medical Scholars Program: a five-year program where a student completes a year of study after their undergraduate studies and has early admission into the medical program. In partnership with Blue Cross, select UAB medical students are offered a scholarship to serve as primary care physicians in a community lacking in primary care for three years after the completion of their residency. The UA system believes that chronic diseases like heart disease and diabetes can be prevented if a patient has a consistent and long-term relationship with a doctor who can hold them accountable. However, seeing a primary care physician is limiting the patient to the medicine available when they might need to see a certain specialist. Another opportunity for change through preventative care is focused on human behavior and facilitating lifestyle change by education. For example, The Whatley Health Organization has a course called Change Your Life, Change Your Lifestyle "CYL2" Diabetes Prevention Program. Through this program, individuals are placed in a course with other classmates. With the assistance of a coach, participants will learn how to eat healthier and how to prevent the development of diabetes and hypertension. In addition, they will pursue their ultimate goal to lose 10-14 pounds in order to reduce the chance of developing heart disease by 58%. The issue is that CYL2 is only offered in Greene, Lamar, Pickens, Sumter, Tuscaloosa, & Walker Counties. Furthermore, there is a strong effort from nurse practitioners through the

Alabama Action Coalition. With their support from the AARP, the organization “harnesses the power of nursing” by advocating for public access to high quality and affordable care, the lack of access to fresh food, air, public transportation and health education. Some nurse practitioners are a cheaper alternative to physicians and set up clinics in rural areas to provide care. For example, Easterseals of Birmingham is a clinic for those who do not have access to healthcare or who are uninsured. The cost is \$20, and most of their equipment is provided through donations.

The state’s policies for covering health costs vary. According to the National Conference of State Legislatures, Alabama is one of four states that does not have a mandate or insurance requirement specific to diabetes coverage. If an Alabamian were to use Medicaid, disposable needles, syringe combinations, and glucose strips are covered in full. However, prescribed insulin is covered with restrictions. There is a Children’s Health Insurance Program (CHIP) diabetes program that has the same coverage as the state’s Medicaid but requires a copay based on a fee group (whether or not you are at the Federal Poverty Level).

According to healthinsurance.org, the Kasier Family Foundation estimated 270,000 people would qualify for tax credits to lower premiums in 2013. In 2014, enrollments for qualified health plans through the health insurance exchange was up by 14%. However, in 2017, enrollment began to decline due to the reduction of marketing and outreach by the Trump Administration. In addition, Alabama has not accepted federal funding to expand Medicaid under the Affordable Care Act, preventing 314,000 individuals from gaining health coverage, with 94% paid for by the federal government. About 21% of Alabama’s population is covered by Medicare, and only 77% of this population are eligible to enroll. For the amount of individuals in the state of Alabama that are suffering from a chronic disease, only few are getting the financial

and medical assistance they need to live out a healthy life. In order to end this cycle, the state needs to invest more in preventative care.

As we look at the “Laws and Resolutions Pertaining to Health Education,” Alabama’s health education requirements focus on AIDS, CPR, parenting, sexuality, etc; however, the maintenance of health, nutrition, the prevention of chronic disease, and the discussion of the importance of primary care are absent. Health education is very detailed for each year from K-8, mentioning how to make a healthy meal or exercising; however, it is not reinforced at the young adult level. There are a handful of general bullet points to cover from 9-12, and they do not focus on how or why individuals should continue to pursue a healthy lifestyle nor the dangers of developing a chronic disease.

According to the goals of Healthy People 2020, individuals free of preventable disease, disability, injury, and premature death; achieve health equity, eliminate disparities, and improve the health of all groups; create social and physical environments that promote good health for all; and promote quality of life, healthy development, and healthy behaviors across all life stages to attain high quality, long, healthy lives. If we, as the state of Alabama, want to be a part of this legacy, we must start with changing our health care access and education for the people and it all starts with the prevention and treatment of chronic diseases of the heart and diabetes.

The way we could prevent these skyrocketing statistics from occurring to future generations is start by educating our children. However, it would be very difficult for younger children to understand the intricacies of cardiovascular disease, insurance payments, or know the concept of primary physicians. There needs to be a simple way for children to be able to have

autonomy in a way they still feel like they're making a big impact on their health. There is a way: dental health.

The Mayo Clinic has stated that studies on poor dental health increases the risk of bacterial infection in the bloodstream, which can end up affecting ones heart valves. In addition, gum disease is highly correlated with risk of developing heart disease. The Mayo clinic mentions there is strong evidence that individuals with cardiovascular disease and diabetes benefit from periodontal treatment (periodontal diseases stems from gingivitis to the altering of teeth and bone structure).

The American Dental Association states that poor blood sugar control increases the risks for gum problems, with periodontal disease affecting 22% of the diabetic population. Interestingly, a serious gum disease can cause blood sugar to rise, which can lead to more invasive infections to other parts of the body, such as the heart. The ADA recommends that treating gum disease can help improve blood sugar levels, decreasing any progression of disease or infection. If one has periodontal disease, they should go see a specialist. However, the ADA mentions that disease prevention would involve practicing good oral hygiene by brushing your teeth twice a day, having a healthier diet and exercising more to lower blood sugar levels in an attempt to prevent bacterial infections of the mouth.

While dental health has the potential to affect many other systems in the body, Alabama has labeled dental health as their twelfth greatest health concern according to Alabama Public Health. Overall, regardless of whether living in rural or urban counties, less than half of the children on Medicaid received dental care, according to a study in 2013 by ADPH. In West Alabama, many of the counties were in the 29.70-34.81 percentage range.

The Oral Health Branch of the ADPH already has a few initiatives including community water fluoridation, dental screening, and oral health education. The organization works with elementary school programs, preschool programs, Head Start Centers, and Day Care programs through coloring books, activity booklets, and fact sheets.

With the idea of educating children in mind, the Literacy Council of West Alabama focuses on solving the literacy issue in Alabama.

Community Partner:

Research shows that one out of every four Alabamian adults are functionally illiterate. More specifically, about 35% of the illiterate population in Alabama live in West Alabama, and of those, almost 23% live in Tuscaloosa County. In terms of health literacy, which is defined as the degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate health decisions, studies have shown that 81% of patients 60 years of age and older are health illiterate. This unfortunate statistic shows that many are unable to understand literature about their basic health conditions, how to be healthy, how to understand other aspects, like reading prescription labels or instructions. Illiteracy is a problem that is quite literally on our doorstep, and through a potential partnership with the Literacy Council of West Alabama, we hope to address this issue of illiteracy, specifically in terms of dealing with information on chronic health issues, such as diabetes.

Our communication with Charlotte Voss, Executive Director of the Literacy Council of West Alabama, began three weeks ago through finding her organization in our issue research phase, and ever since, we have been communicating about the logistics of DCS, the need for health literacy programming, and how, even though the LCWA does not typically work in the health realm, they look forward to potentially partnering with us to create a program that could reach people through literacy. She and her board met on Wednesday, October 9, 2019, and following this board meeting, she requested a meeting with members of our group in person so that we could discuss potential projects in person. This meeting took place on Thursday, October 17th, with Charlotte Voss and group members Megan McCrory and Cassie McCarley. Through this meeting, we talked about the various aspects of the project, about both the Blackburn

Institute and the Literacy Council of West Alabama, and brainstormed projects together. During this meeting, Mrs. Voss agreed that our groups together have the unique opportunity to meet a need in West Alabama, and she is eager to expand the LCWA's scope of service. She suggested looking into needs for literacy centered around dental care, because this topic might be more applicable and easier to understand for younger audiences than issues such as heart disease or diabetes. After our meeting with Mrs. Voss and doing more research into dental care, we agree that we can meet a need by focusing on dental hygiene education for elementary-age children in an underserved county surrounding the Tuscaloosa area.

In terms of expectations for involvement, we discussed how if selected, our project would receive the help of all members of our class and potentially Fellows and Advisory Board members. The LCWA will have to involve minimal time from their own staff, but at the conclusion of our project, we would hope to pass along the rights to the book to the Literacy Council of West Alabama, and from there, they could distribute the book to children in the remaining counties surrounding Tuscaloosa with whom they have previously established partnerships. Mrs. Voss was open that they do not really have the funds necessary for future implementation of this project, but hopefully, we could work out a way to keep this project running long after the initial project implementation. To evaluate the success of the project, we would hope to see children in the schools we visit and present the book to be excited about oral hygiene, having begun a conversation and teaching them good health values that, hopefully, they will maintain for the rest of their lives.

Proposed Action and Sustainability

[PROJECT OVERVIEW]

[Goal]

- Provide opportunities for literacy that are culturally and educationally appropriate for ages K-3 regarding dental care through a book and related programming
- Encourage positive behavioral change towards personal dental care and health within K-3rd graders of one of the following counties:
 - *This Elementary School will be decided within the Blackburn Class of 2019. These elementary schools were identified as ones with needs by the Literacy Council of West Alabama: Hale County (2 Schools), Greene County (1 School), Pickens County (3 Schools).*

[Roles & General Responsibilities]

- Project Coordinator: Megan McCrory (Community Partner Specialist)
 - Coordinating with LCWA and elementary schools on the distribution of books and related programming, oversee project as a whole
 - Educating and providing appropriate resources and information for volunteer teams to use in the creation of the Book
 - Approving finalized books, advertisements, volunteer teams, press releases, and program itineraries
- Community Partner: Literacy Council of West Alabama (LCWA)

- Educating and providing resources and guidance on creating the most age-appropriate Book and maintain communication within the selected schools and Project Coordinator
- Assisting in approval of finalized books, advertisements, volunteer teams, press releases, and program itineraries
- Team Leaders: Arianna Kellum, Cassie McCarley, Allysa Rapadas
 - Each TL will be in charge of dividing responsibilities and coordinating book drop-offs and logistics per school(s) chosen, as well as managing the Book through its process of creation through providing appropriate resources and information for volunteer teams to use in the creation of the Book and keeping the teams motivated and accountable
- Volunteers: *see VOLUNTEER MANAGEMENT section*

[HEALTH, SAFETY, AND ENVIRONMENT]

[Physical] *addressed in pre-trip meetings on what to expect*

- Volunteers will be transferred from The University of Alabama to the chosen Elementary Schools for book drop offs
- Volunteers will be physically assisting in the transportation of approximately 700 books and 700 toothbrushes to the chosen Elementary School
- Volunteers will be in charge of packaging books and dental care materials into bags ready for drop-off

[Emotional] *addressed in pre-trip meetings on what to expect*

- Volunteers will be challenged to think outside of the box and explore creative abilities in contributing to the Book in reaching its educational goal and value
- Volunteers will potentially interact with elementary school students, as well as be within a potentially unfamiliar community

[Reputational] *addressed in pre-trip meetings on professionalism*

- The University of Alabama and The Blackburn Institute are branded within the Book, distributed to almost 700 students
- Volunteers will be representing The University of Alabama and The Blackburn Institute during drop off

[Financial] *emergency budget will be taken into account*

- Extra finances may be needed with damaged or incorrect books during print or transportation of the books, as well as toothbrushes
- Extra finances may be needed in the case of emergency travel in case of an accident during transportation to and from the selected county

[Environmental] *addressed in pre-trip meetings on what to expect*

- Volunteers will be in a potentially unfamiliar community
- Volunteers will be present within potentially unfamiliar elementary schools

[Communication] *addressed in pre-trip meetings through education and expectations*

- Risk of volunteers on not being able to fully communicate the purpose of the book to elementary school students, teachers, or parents, causing harm within reputation and validity of the project

- Risk of unethical language use or inappropriate conversations despite intentions when speaking to community members or each other
- Communication during book drop off will need to be coordinated

[Timing] *addressed in pre-trip meetings of logistics and expectation of commitment*

- Drop off of books may interfere with Blackburn student schedules and school schedules if not communicated properly
- Book drop off may coincide with different holidays or events occurring at the elementary schools, making it difficult to schedule an event date and time

[VOLUNTEER MANAGEMENT]

[Types of Volunteers]

- Point of Contact needed for each team
- Event Team: 25-35 Students
 - Main responsibilities include the distribution of books within the chosen elementary schools, representing The Blackburn Institute and The University of Alabama within the chosen community during the book drop-off, and preparing the book and other materials through packaging before drop-off date
 - *Foreseeable* Time Commitment: Required attendance in Pre-Trip meeting, drop-off day, and the packaging of materials
- Creative Content Team: 5-15 Students
 - Main responsibilities include creating age-appropriate and engaging content and illustrations for the book, *working with Marketing and Outreach Team for*

illustrations, as well as being able to present and educate the rest of the volunteers about the book and the process of its creation

- Potential Collaboration: students within Capstone Agency, the Art Department, or the Media Center for the creation of content for this book
- *Foreseeable* Time Commitment: 2 hours MAX per week, *more work will be in the 'Pre-Drop Off' Stages*
- Marketing & Outreach Team: 5-15 Students
 - Main responsibilities include creating age appropriate and engaging illustrations for the book; creating informational flyers (regarding the importance of dental health and a 'how to' use the dental hygiene materials, the book itself, and the LCWA) tailored to volunteers to recruit *if needed*, The University of Alabama, parents of the children receiving books, involved faculty and staff, and the children themselves, creating social media posts and advertising content as needed, and creating and implementing a press release for The DCS Project for the Blackburn Institute
 - Potential Collaboration: students within Capstone Agency, the Art Department, or the Media Center as a partner in the creation of content for this book
 - Required: have at least one (1) photographer to document the whole process (creation of the book drop off), cameras can be rented from Library or from own personal equipment

- *Foreseeable* Time Commitment: work with the Creative Content Team as needed, 2 hours per week MAX time commitment
- **ALL volunteers are expected to support the other teams
 - Examples of this include showing up to stuff bags/ drop off books even if you are not on the Event Team or making the effort to give feedback to versions of the book created by the Creative Content and Marketing & Outreach teams
- **Students can be a part of more than one team

[General Responsibilities/ Opportunities for The Blackburn Institute]

- Blackburn Class of 2019: responsibilities include creation of the book, creating and presenting age-appropriate presentations of the Book and its goal, transportation and packaging of all necessary materials to and from the chosen elementary schools, and advertising the importance of and being an advocate about the purpose of the book to the chosen elementary schools, their families, The University of Alabama, and all involved
- Blackburn Advisory Board Members, Fellows, and Alumni:

responsibilities/opportunities include contributing to the book through critiques, advice, or guidance, artistic ability, and ideas to enhance message that reaches the goal throughout the process of the creation of the book and advertising the importance of and being informed about the purpose of the book

[Recruitment]

- While Volunteers will largely depend on the Blackburn Class of 2019, volunteers may be recruited under the following circumstances
 - In the case of a shortage of volunteers, the following will occur *in this order*:

- Blackburn students who are current Alabama students
- Blackburn Alumni and Fellows*
- Blackburn Advisory Board Members*
- The University of Alabama students with required skills *
 - *See “Potential Collaboration” within [Types of Volunteers]*
- LCWA staff, board members, and/or volunteers from Tuscaloosa Community*

* = *pending The Blackburn Institute Project Coordinator approval*

- In the case of needed recruitment to those past the Blackburn Class of 2019, informational emails, flyers, and social media advertisements will be created by the Team Leaders and Project Coordinator and be posted publicly as deemed necessary; this will occur within the beginning phases of the Project Timeline
- The Blackburn Class of 2019 will choose their team preferences on January 26th
 - Information will be sent to The Blackburn Class of 2019 through email regarding roles prior to the January 26th meeting, questions can be answered during the January 26th meeting, and Team Preference form will be due on January 26th at 11:59:59 post-meeting

[Training and Goals]

- Event Volunteers
 - Goal: to equip and empower volunteers to advocate and speak confidently and appropriately about the book, the importance of dental health, the LCWA, and what The Blackburn Institute is
 - Led by Project Coordinator and Team Leaders
 - Risk Management and Briefings will occur
- Creative Content and Marketing & Outreach Team
 - Training will be required for volunteers who are in Creative Content and Marketing & Outreach
 - Goal: to equip and empower volunteers to advocate and speak confidently and appropriately about the book, the importance of dental health, the LCWA, and what The Blackburn Institute is, set expectations and discuss timelines, and provide resources and knowledge regarding what needs to be prioritized within the Book
 - Risk Management and Briefings will occur

[Communication]

- Communication throughout this project will be maintained through text, email, call, and GroupMe
- Pre-Drop Off communications will be sent to all involved with the appropriate information through email, as well as an invite to a GroupMe and contact information of the Project Coordinator and Team Leaders

- Form to choose team preferences will be sent out using Qualtrics

[Team Culture]

- A social/informational meeting will be held on January 26th welcome everyone, introduce the purpose of the project, introduce LCWA and project coordinators/team leaders, as well as set expectations for the team as a whole
- Each Volunteer Team will also meet together following a similarly structured meeting
 - *See [Training and Goals] above for more details*

[TRANSPORTATION]

- Personal transportation will be utilized for book drop-off

[EVALUATION]

- *The type of evaluation will depend on resources within the Elementary Schools, a short evaluation will be sent to families and faculty 3-weeks post-drop off to measure confidence in students on dental care hygiene behaviors*
- LCWA will lead and assist in this evaluation for sustainability purposes as well as be encouraged to follow up 3-months post-drop off

[BUDGET] *see Budget Narrative for more Information*

- Cost of printing and binding books
- Cost of printing informational materials

- Cost of toothbrushes, bags, and any additional materials regarding dental care
- Transportation of 25-35 students and staff to elementary schools
- Potential snacks/meals for each Volunteer Team during meetings
- Potential informational flyers for print for volunteers

[MEDIA TIMELINE]

- Contact: Marketing & Outreach Point of Contact

[Pre-Event]

- Volunteer Recruitment, Awareness Campaign/Press Release, Event Promotion
 - Social Media, Emails, Advertisements through campus
 - Work with LCWA with the Press Release and promotion of Project and its importance
- Meetings will be advertised as progress continues with the Book through Social Media and photos

[Drop Off]

- Informational/Educational Flyers and Material
 - Materials: Printed flyers, pamphlets, books
 - On-site photographer for the distribution of the books in the schools

[Post-Event]

- Work out transition of all media with LCWA and any other involved organizations
- Give copyrights of books and materials to LCWA

[ENGAGING OTHERS]

From the creation of this book and the process of compiling all needed materials regarding the importance of dental health, the Blackburn Institute has the opportunity to pull together intergenerational and a variety of skill sets and personalities to create unique and impactful material for K-3rd graders within the communities of West Alabama. This book was the chosen product because it will allow the readers to be empowered to make a positive behavioral choice, equipping them with the tools to take action upon this behavioral change, as well as practice health literacy. Ultimately, this book's goal is to be a sustainable way for these students to enlighten themselves or have familial involvement, ultimately relating to primary health prevention through this health educational opportunity. The LCWA is a great community partner for this due to their emphasis on literacy: with their assets, we will be able to maximize the opportunity to reach and educate our audience through a tangible object, potentially encouraging parents to also be involved in something as quick as a bedtime read. Overall, this project works to collaborate different sections of the community - The Blackburn Institute's interest in preventative health and the LCWA's mission to improve literacy in West Alabama – to create sustainable impact for communities in West Alabama.

[GENERAL TIMELINE]

1. Project Recruitment: January 26th

1. Qualtrics Survey will be sent to current Blackburn Class regarding interests in which team they would like to be a part of / have the time commitments for *before* the meeting
 1. Sign Ups will include choices of preferences (listed in order), any recommendations for needed ‘talent’ from UA Students for collaboration with Creative Content and Marketing & Outreach teams
2. During the meeting, the current Blackburn Class will have a chance to ask questions post presentation
3. After the Blackburn Class signs up (Qualtrics will be due 11:59:59 of January 26th), recruitment becomes open to the rest of the Blackburn Institute, and then students at the University *if deemed necessary*

2. Pre-Drop Off: January 30th– March 6th (6 Weeks)

1. Week One: *see ‘Volunteer Management’ for more information on these meetings*
 1. Introduction meeting will occur with all of the volunteers and all involved
 2. Schools will be sent a Media Release forms for permission of Media to be taken when books/materials are dropped off
2. Weeks Two – Five:
 1. The three teams will collaborate and eventually come up with the creation of the Book, a full event outline and needed materials
3. Weeks Five – Six:

1. Finalized book will be presented at a final meeting* with all Volunteers, Advisory Board Members, Fellows, Alumni, and other interested students
 2. Commitment of attendance for book drop off is finalized
 3. Books will go into print, as well as all other informational materials
 1. ~3 days to Print, Informational Materials will be printed as needed
 4. *Final Meeting is called Pre-Drop Off
 1. *Packaging Event*: stuff bags of toothpaste, toothbrushes, and other informational materials, showcasing final copies of books, and optional writing notes for kids for bags
3. Drop Off (48 Hours Preparation): 3rd Week of March
1. Volunteers meet at The University of Alabama
 2. Volunteers place books and all materials securely into transportation to travel to the chosen elementary schools
 3. Event Team distributes all materials, Team Leaders greets elementary school leaders and leads Event Team
 4. Gather all of the materials needed for return and head back to The University of Alabama
4. Post-Event
1. Transition of materials to LCWA, finalizing media footage
 1. Evaluation surveys, documentation of project, media, and any other materials that come to mind, and give copyrights of book to LCWA
 2. Send Thank You Letters to the schools, volunteers, and all involved

<i>Expenses</i>			\$ -	\$ 4,179.80	
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<i>Expenses</i>			\$ -	\$ 4,179.80	
TOTAL EXPENSES				\$ 4,179.80	
DIFFERENCE				\$ 820.20	Balanced or Budget Surplus