**JACKSON COUNTY DRUG-FREE COUNCIL, INC.**

**2025**

**ANNUAL AGENDA**

**January 14** Monthly public coalition meeting at 4:00 p.m. followed by Quarterly Board Meeting at 5:15 p.m.

* **2024 3rd quarter grant reports due 1/1**
* County Auditor’s report of deposits in Community Drug Fund for previous year (including January’s deposit for December’s collections)
* Select grant review committee, schedule date to review application, instructions, & timeline
* Collect annual statistics, identify barriers & success for Comprehensive Community Plan
* Review of service agencies/organizations, identify most problematic substances, SA services/activities/programs list
* Evaluation & contract renewal of Coalition Director & Coalition Assistant by Board Members
* Quarterly LCC Report due to ICJI in Intelligrants (Oct-Dec) by 1/15
* *Substance Use Disorder Treatment Month*

**February 11** Monthly public coalition meeting at 4:00 p.m.

* Report annual statistics for Comprehensive Community Plan
* 2024 Grant Recipient Presentations provided by representative
* Conflict of Interest forms signed by grant review committee, board members, & Coalition Directors
* Advertise grant applications & post on website
* Comprehensive Community Plan: Risk & Protective Factors, Brainstorming
* *Marijuana Awareness Month*
* *National Prevention Day in Washington, DC 2/3/25*
* *International Children of Alcoholics Week (Feb 9-15, 2025)*

**March 11** Monthly public coalition meeting at 4:00 p.m.

* **2025 Grant Applications due by 3/1/25**
* Grant Review Committee meeting & recommendations for funding
* Update Comprehensive Community Plan – Brainstorming, SMART Goals, Plans to Achieve Goals
* Secure supportive data/statistics
* Community Drug Fund grant recommendations included in CCP budget
* *National Inhalants & Poisons Awareness Week 3/16/25 (3rd full week in March)*
* *National Alcohol and Drug Facts Week – 3/17/24 - 3/23/25*
* *Take Down Tobacco National Day of Action – April 1st* annually

**April 08**  Monthly public coalition meeting at 4:00 p.m. followed by Quarterly Board Meeting at 5:15 p.m.

* ***Comprehensive Community Plan in Intelligrants due April 1st (Annually)***
* **Final 2024 quarter reports due by 4/1/25**
* Schedule grant recommendations on County Commissioners’ agenda (required) & County Council
* *National Alcohol Awareness Month*
* *National Drug Take Back Day – April 27, 2025*

**May 13** Monthly public coalition meeting at 4:00 p.m.

* End of Year (Q4) LCC Report due to ICJI in Intelligrants (Jan-Mar) by 5/1
* Present grant recommendations to County Commissioners (required) & County Council (optional)
* *National Youth Traffic Safety Month*
* *National Prevention Week, May 11-17, 2025 (MH & SA disorders)*
* *World No Tobacco Day, May 31, 2025*

**June 10** Monthly public coalition meeting at 4:00 p.m.

* Report approval or changes by County Commissioners/Council
* Notify grant recipients of available funds and Grant Agreements

**July 08** Monthly public coalition meeting at 4:00 p.m. followed by Quarterly Board Meeting at 5:15 p.m

* **2025 First quarter grant reports due by 7/1**
* Quarterly Performance Report due to ICJI in Intelligrants (Apr-June) by 7/15

**August 12** Monthly coalition meeting at 4:00 p.m.

* Annual review of Comprehensive Community Plan with ICJI Regional Manager
* *National Night Out at Jamestown Apartments – community educational booth (1st Tuesday)*
* *International Overdose Awareness Day – prevention & remembrance (August 31st)*

**September 09** Monthly coalition meeting at 4:00 p.m.

* Nominating Committee begins seeking candidates for officers and board member positions
* Indiana Business Entity Report due by 9/30/26 (every 2 years)

*National Recovery Month*

*Fetal Alcohol Spectrum Disorders (FASD) Awareness Day 9/9 @ 9:00 am bells toll around the world*

*National Suicide Prevention Week (second week in September)*

**October 14** Monthly coalition meeting at 4:00 p.m. followed by Quarterly Board Meeting at 5:15 p.m.

* **2025 2nd Quarter Grant Report due by 10/1**
* **E-file IRS form 990-N** for past year update (annually)
* Nominating committee presents slate of board members
* Election of new board members to replace expired/retiring board positions
* Quarterly Performance Report due to ICJI in Intelligrants (July – Sept) by 10/15

*National Drug Abuse Awareness Month*

*National Substance Abuse Prevention Month*

*College Alcohol Awareness Week (3rd week of October)*

*Red Ribbon Campaign (October 23-31)*

**November 11** Monthly coalition meeting at 4:00 p.m.

* Nominating committee presents slate of officers
* Election of new officers from panel of board members
* *The Great American Smoke out 11/20/24 (third Thursday annually)*

**December 09** Monthly coalition meeting at 4:00 p.m.

* Distribution of new board members & officers list.
* Review & Update Action Committees
* *National Impaired Driving Prevention Month*