



# A P P E A L

ASIAN PACIFIC PARTNERS FOR EMPOWERMENT, ADVOCACY AND LEADERSHIP

2021-2022 SPARC Leadership Program

**Policy Project Work Packet**

In order to support your policy projects, we are sharing APPEAL's Policy Change Toolkit here. In addition, we have developed these worksheets to help you think through your policy ideas and what assessments and resources may guide your work. For more information on the APPEAL's 4 Prong Policy Change Model, please review: Tong, E. and Lew, R. (Published online May 24, 2013). Moving Communities Toward Policy Change: APPEAL's 4 Prong Policy Change Model. *Health Promotion Practice*.

The following pages are worksheets for you to guide and organize your policy goals, planning, and any research. The **Flow Chart** is most useful if you need more guidance in defining or revising your policy project for this program. The **Circles of Influence** is useful for understanding who the key decision-makers are for your policy and community.

## Policy Project Fundamentals Flow Chart

**1. GETTING STARTED:**  
Policy Project Area (Tobacco Documents, Data Disaggregation, Flavors/Menthols, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
Personal/Professional Connection to Project Area:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Personal/Professional Connection to Community Impacted by Project Area:  
\_\_\_\_\_  
\_\_\_\_\_

**2a. What you already know about the Project Area:**  
Current Status: \_\_\_\_\_  
Community/Jurisdiction Impacted (be specific):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Other Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2b. Who are the decisionmakers and who/what influences the decisions they make?**  
Primary Audience (community leaders, policymakers, etc.; i.e., who are the primary decisionmakers?):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Secondary Audience (Who or what organizations have direct influence over the Primary Audience? e.g., employers/funders, faith-based organization, well-established colleagues, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2c. Do you/can you build connections with anyone identified in the Primary or Secondary Audience?**  
\_\_\_\_\_  
\_\_\_\_\_

**3a. Preliminary Research Needed to Refine Project Goals:**  
History of Project Area in Community/Jurisdiction (include dates and documents, meetings, persons/groups involved):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3b. Preliminary Research Needed to Refine Project Goals:**  
How does decision-making work in the impacted community/jurisdiction? (i.e., is there a council or board? How often do they meet? How do you participate in meetings?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Circles of Influence Worksheet

