Guide to the Asian/Pacific Islander Tobacco Education Network Records

Processed by Ariel Lucas and Valerie Wheat.
UCSF Library & CKM
Archives and Special Collections
530 Parnassus Ave.
San Francisco, CA 94143-0840
Phone: (415) 476-8112
Fax: (415) 476-4653
Email: http://www.library.ucsf.edu/collections/archives/contact
URL: http://www.library.ucsf.edu/tobacco/
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Guide to the Asian/Pacific Islander Tobacco Education Network Records

Collection number: MSS 2001-19

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University of California, San Francisco

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Processed by:
Ariel Lucas and Valerie Wheat
Date Completed:
October 2003
Encoded by:
UCSC OAC Unit

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Descriptive Summary
Title: Asian/Pacific Islander Tobacco Education Network records,
Date (inclusive): 1990-2000
Collection number: MSS 2001-19
Creator: Asian & Pacific Islander American Health Forum
Extent: 7 cartons and 1 oversize folder
8.75 linear ft.
16 digital objects
Repository: University of California, San Francisco. Library. Archives and Special Collections.
San Francisco, California 94143-0840

Abstract: Organizational records of the Asian/Pacific Islander Tobacco Education Network (APITEN) document the work of central office staff in San Francisco and outreach to communities in promoting tobacco education, prevention, and cessation programs targeting Asians and Pacific Islanders in California through conferences, outreach, and technical assistance programs.

Physical location: Archives
Language: English.

Access
Collection open for research.

RESTRICTED materials: Box 1:46, Completed survey forms, 1992; Box 1:51-53 Consultant contracts, 1992-1995

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Preferred Citation
Asian/Pacific Islander Tobacco Education Network records. MSS 2001-19, Archives & Special Collections, UCSF Library & CKM.

**Acquisition Information**
The papers were donated by the Asian & Pacific Islander American Health Forum, the parent organization, in 2001.

**Organizational History**
The Asian/Pacific Islander Tobacco Education Network (APITEN) was founded in 1990 by the Asian & Pacific Islander American Health Forum, with continued funding from California Proposition 99 (the Tobacco Tax and Health Promotion Act). The network's goal is to "promote the sharing of resources among tobacco education, prevention and cessation programs targeting Asians and Pacific Islanders in California." Its member organizations are community-based organizations, county and local government health agencies, and voluntary organizations. APITEN funds projects submitted by these organizations through its "Mini-Grants Program" each fiscal year. With a diverse staff and membership throughout California, APITEN serves Asian and Pacific Islander populations in more than 40 languages.

**Scope and Contents Note**
The organizational records in this collection document the work of APITEN's central office staff in San Francisco, and outreach to communities throughout California, as well as Mini-Grant programs, conferences, and centrally-organized projects such as support for the California Smokers' Helpline. There are 8 series in this collection: Administrative Records; Press and Media Campaigns; Conferences; Membership; Youth Outreach; Mini-Grants; California Smokers' Helpline; Surveys, Focus Groups, and Polls. Where original order was discernible, this was preserved. Otherwise, an assumed order was imposed based on observed groupings.

**Indexing Terms**
The following terms have been used to index the description of this collection in the library's online public access catalog.

**Subjects**
Asian/Pacific Islander Tobacco Education Network
Tobacco--Taxation--Law and legislation--California
Health education--Law and legislation--California
California--Law and legislation--Proposition 99
California--Smoking--Prevention & Control

**Separated Material**
Box 4:20-28, Gathering of Pacific Islanders: Promoting Tobacco-Free Lifestyles, Marina del Rey, California, videotape was removed to TCA videotapes, MSS 2000-28, #335.

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**Series 1: Administrative Records, 1990-2000**
**Physical Description:** Carton 1 - 2:18

**Scope and Content Note**
As a group disbursing Proposition 99 funds, the Network was required to submit workplans, updates, and periodic reports, and to preserve correspondence and other records. This series contains these records as well as APITEN publications. To supplement this series, the Tobacco Control Archives staff has collected printed samples of the Forum's websites.

Carton 1:1-22  
Asian/Pacific Islander Tobacco Education Network (APITEN) Advisory Committee
Carton 1:1-3  
Correspondence, 1994-97
Carton 1:4-18  
Meeting minutes, 1992-92, 1994-97
Carton 1:19  
Nominees, 1994-95
Carton 1:20  
Resource binder, 1994
Carton 1:21  
Roster, 1993
Carton 1:22  
Statewide Advisory committee Guidelines, 1993
Carton 1:23  
Alcohol and Tobacco Free Funding Policy, 1995
Carton 1:24  
Brochure and information sheet, undated
Carton 1:25-29  
Correspondence and internal communications, 1994-2000
Carton 1:30-42  
California Department of Health Services, Tobacco Control Section grants and contracts
Carton 1:30  
Progress report forms for #90-10980, 1992-1994
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Carton 1:32-33  Planning and grant proposal, 1994
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Carton 1:39  Invoicing forms, 1995
Carton 1:40-42  Progress Report 1995
Carton 1:43  National Telecommunications and Information Administration joint proposal planning 1995
Carton 1:44  University of California Tobacco-Related Disease Research Program letter October 27, 1994
Carton 1:45-49  Needs Assessment Survey
Carton 1:45  Survey 1992
Carton 1:46  Completed survey forms (Restricted) 1992
Carton 1:49  "Strengthening Our Tobacco Control Efforts in the A/PI Communities: Assessing the API Tobacco Education Project", Rod Lew January 15, 1993
Carton 1:50-60  Personnel
Carton 1:50  Subcontractor Agreements 1990-1991
Carton 1:54-55  Network Job Descriptions and Resumes undated
Carton 1:56-60  Staff travel purchase orders 1996
Carton 1:61  Purchase Orders 1996
Carton 2:1-3  APITEN Publications
Carton 2:1  APITEN Final Report: Developing Community Capacity/ Countering Pro-Tobacco Influences/ Reducing Secondhand Smoke
Carton 2:2  Countering Philip Morris's Virginia Slims Ad Campaign Education Kit
Carton 2:3  Tobacco-Free Sponsorship Policy Adoption Kit
Carton 2:4-11  Resource materials/queries received from organizations outside California
Carton 2:4  American Heart Association 1991
Carton 2:5  ASSIST Project Directory, Wisconsin Department of Public Health 1995
Carton 2:6  Center for Substance Abuse Protection (CSAP) Blueprint meetings, Baltimore, Maryland 1993-1995
Carton 2:7  National Asian Women's Health Organization 1993-1994
Carton 2:8  National Cancer Institute/ASSIST Multicultural Task Force 1994
Carton 2:9  Office on Smoking and Health, U.S. Department of Health and Human Services 1992
Carton 2:10  Second Asia-Pacific Conference on Tobacco or Health, Seoul, South Korea August 28-30, 1991
Carton 2:11  University of North Carolina Tobacco Control Training Center 1995
Carton 2:12-17  Task Force on Legislative Education 1994-1996
Carton 2:18  Website page printouts 1999-2001


Physical Description:  Carton 2:19-49
Scope and Content Note
This series contains press releases and material from press conferences sponsored by APITEN and Network members, as well as products prepared by public relations and media professionals to assist public health agencies with media advocacy and targeting their Asian Pacific Islander audience.

Carton 2:19  Advertising information kit from radio station KEST and KOBO, San Francisco and Sacramento 1994
Carton 2:22  APITEN Media/Public Relations Correspondence 1994-1996
Carton 2:23  APITEN News Releases 1993
Carton 2:24  Bay Area Media Advocacy Project (BAMAP), Berkeley 1991-1992
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<td>Billboard Replacement Press Event April 23, 1999</td>
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<td>San Francisco press conference and kits June 4, 1993</td>
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<td>Carton 2:43</td>
<td>Press conference packet of printed material and handwritten notes from a conference including Congresswoman Nancy Pelosi March 1998</td>
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<td>Carton 2:44-45</td>
<td>&quot;How to Do a News Release and a Public Service Announcement&quot; and press conference how to sheet undated</td>
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<td>Carton 2:46</td>
<td>&quot;Smoking on Screen&quot;, ANR Foundation April 14, 1999</td>
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<td>Carton 2:47-48</td>
<td>Tobacco-Related Asian News Clips 1994</td>
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<td>Carton 2:49</td>
<td>World No Tobacco Day Promotion 1994</td>
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Series 3: Conferences 1991-1999

Physical Description: Carton 3 - 5:20

Scope and Content Note

Statewide conferences and workshops form an important core activity for the Network and its members. Records include conference planning and logistics, programs and materials packets, evaluations, and videotapes. Videotapes were removed to MSS 2000-28 (Tobacco Control Archives Videotapes). Records relating to the California Youth Advocacy Network conferences are in Series 5: Youth Outreach.

Carton 3:1-5

Asian/Pacific Islander Tobacco Control Education Network Statewide Conference, South San Francisco, California May 20, 1991

Carton 3:6-10

2nd A/PI Tobacco Education Network Conference, Long Beach, California October 15, 1991

Carton 3:11-22

3rd Statewide Conference, "United for a Tobacco-free Tomorrow", Oakland, California June 22, 1992

Carton 3:23-34


Carton 3:35-42

5th Statewide Conference, "Empowering the A/PI Community: Building our Skills as Advocates" San Francisco, California June 4, 1993

Carton 4:1-8

6th Statewide Conference, "Reaffirming Our Commitment to a Tobacco-free Tomorrow" Fresno, California December 13, 1993

Carton 4:9-19

8th Statewide Conference, "Future Directions, New Opportunities" Long Beach, California December 12, 1994

Carton 4:20-28

Gathering of Pacific Islanders: Promoting Tobacco-Free Lifestyles, Marina del Rey, California October 13-14, 1994

Scope and Content Note

(Gathering of Pacific Islanders videotape removed to TCA Videotapes, MSS 2000-28, #335)

Carton 4:29

Pacific Islander Leadership Summit II, Carson, California February 19-20, 1999

Carton 4:30-31

Revolt Against Tobacco: California Celebrates 3 Years of Progress, Los Angeles, CA

Carton 4:30

Tobacco Awards Advisory Committee 1992
Series 3: Conferences 1991-1999

Carton 4:31
Conference packet and handwritten notes September 30, October 1-2, 1992

Carton 4:32-5:7
Southeast Asian Summit on Tobacco Control, Fresno, California September 29-30, 1994

Series 4: Membership 1991-1999

Physical Description: Carton 5:21- Carton 6:36

Scope and Content Note

The mission of the Network mandates activities to connect tobacco-control organizations that reach out to populations of included ethnicity. Member organizations participate in workshops, conferences, training, and other events, and they are expected to share information. This series also includes documentation of recruitment of member organizations.

Carton 5:21-27
APITEN

Carton 5:21-23
Consortium meetings and correspondence 1995-1996

Carton 5:24-25
Membership information

Carton 5:26-27
Mailings to network 1994-1995

Carton 5:28-31
APPEAL (Asian Pacific Islander Partners for Empowerment and Leadership) program and meetings 1994-1995

Carton 5:32
Ethnic Network Orientation, California Department of Health Services, Tobacco Control Section, Sacramento January 30-31, 1995

Carton 5:33
Honoring the Past, Planning for the Future/Tobacco-Free Heroes Celebration, BARTER Annual Conference 1999, Northern California Regions and Statewide Ethnic Networks, Oakland April 30, 1999

Carton 5:34-42
34-42 Joint Convener and Joint Ethnic Network Advisory Committee meetings (statewide) 1991-1996

Carton 6:1-12
Network Meetings

Carton 6:1

Carton 6:2-4
Northern California Network

Carton 6:2
Berkeley September 27, 1995

Carton 6:3
Oakland May 23, 1995 October 17, 1995

Carton 6:5
San Diego organizations

Carton 6:6-9
SANDORISBe (San Diego, Orange, Riverside, Imperial, and San Bernardino Counties) area coalition meetings 1995

Carton 6:10
Santa Ana meeting October 26, 1995

Carton 6:11
Stockton meeting May 22, 1995

Carton 6:12
Various Southern California coalition meetings 1993-1995

Carton 6:13-14
American Cancer Society, Advocacy Institute - Smoking Control Advocacy Resource Center SCARCart Partners 1997-1998

Carton 6:15-17
Promotional materials and development of network brochure 1995

Carton 6:18-28
Resource material and communication with California organizations

Carton 6:18-20
Americans for Nonsmokers’ Rights

Carton 6:18
Mailing to Ethnic Networks and brochure for “Tobacco Control in the 90’s: The State of the Art” national conference 1992

Carton 6:19
Policy Information and Strategy Exchange Teleconference (PISE) 1998-1999

Carton 6:20
Proposition 99 1994

Carton 6:21
Association of Bay Area Health Officials (ABAHO) Alternative Sponsorship Project, Oakland 1992

Carton 6:22
California Lavender Smokefree Network/CLASH 1995

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California PreEmption Education Project (CPEP), Americans for Nonsmokers’ Rights/Western Consortium for Public Health 1994

Carton 6:26
Contra Costa County Health Department Tobacco Prevention Project 1992

Carton 6:27
Miscellaneous Northern California organizations 1992-1995

Carton 6:28
Vietnamese Community Health Promotion Project, University of California San Francisco 1995

Carton 6:29-33
Statewide ethnic networks

Carton 6:29
African American tobacco education

Carton 6:30-31
American Indian tobacco education
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**Series 4: Membership 1991-1999**  
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**Carton 6:33**  
Rural networks  
**Carton 6:34-35**  
Statewide Meetings/California Department of Health Services Tobacco Control Section  
**Carton 6:34**  
Statewide Asian Tobacco Education Grant Awardee Meeting, Long Beach September 25, 1990  
**Carton 6:35**  
Statewide Projects Meeting packet, San Francisco March 12, 1993  
**Carton 6:36**  
Tenth Annual Miss GAPA & Gay Asian Pacific Man Pageant program, San Francisco October 24, 1998

**Series 5: Youth Outreach 1993-2000**  
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APITEN  
**Carton 6:37-41**  
Multi-Ethnic Youth Summit  
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Evaluation 1998  
**Carton 6:42**  
Youth Subcommittee/Youth Fellowship 1998-1999  
Completed permission forms (RESTRICTED)  
**Carton 6:44**  
Gathering of Pacific Islanders ‘99... A Youth Convening August 13-14, 1999  
**Carton 6:45**  
Asian Pacific Youth Conference Steering Committee 1998-2000  
**Carton 6:46**  
AAPI Youth Tobacco Education Working Group 2000  
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California Department of Health Services, Tobacco Control Section  
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Youth Access Workgroup 1996-1998  
**Carton 6:51**  
Youth 2K And Beyond Conference planning 1998-1999  
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California Youth Advocacy Network (CYAN)  
**Carton 7:1**  
Advisory Committee 1997-2000  
**Carton 7:2**  
Brochure and miscellaneous undated  
**Carton 7:3**  
Youth Access Training evaluation April 1997  
**Carton 7:4**  
College Advocacy Conference 1999  
**Carton 7:5-6**  
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**Carton 7:6**  
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**Carton 7:7-8**  
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**Carton 7:9-14**  
Other organizations  
**Carton 7:9**  
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**Carton 7:10**  
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**Carton 7:11**  
San Diego Friday Night Live 2000  
**Carton 7:12**  
Stop Teenage Addiction to Tobacco (STAT) 1995  
**Carton 7:13**  
Stop Tobacco Access for Minors Project (STAMP) 1995-1998  
**Carton 7:14**  
Youth Media Network 1998-2000  
**Carton 7:15-18**  
Resource material  
"Preventing Tobacco Use Among Young People: A Report of the Surgeon General -- At a Glance" and information on national town meeting 1994  
**Carton 7:16**  
Regional Adolescent Cigarette Use 1990-1996, University of California, San Diego, Tobacco Control Policies Project 1996  
**Carton 7:17**  
Youth Access to Tobacco resource material 1994-1996  
**Carton 7:18**  
Youth and Smoking/Tobacco Use resource material 1993-1999

Scope and Content Note  
APITEN was active in coalitions of organizations such as the California Youth Advocacy Network (CYAN), sponsoring conferences, training, and technical assistance in youth advocacy, as well as campaigns to stimulate leadership among young people as the “future leaders” of tobacco control. This series includes materials from the California Department of Health Services Tobacco Control Section programs Stop Tobacco Access to Kids Enforcement (STAKE) and “Operation Storefront”, a program that mobilized young people against tobacco advertising.
Series 6: Mini-grants 1995-2004

Physical Description: Carton 7:19-29

Scope and Content Note
This series contains memos, correspondence, training agendas, and publicity materials generated in planning and overseeing APITEN mini-grants. These grants were awarded to proposals for short-term, innovative, and creative projects, events, or activities that would enhance APITEN's tobacco-free message in California. Priority areas were policy advocacy, media advocacy, community-led research, and collaboration.

Arrangement
Arrangement is by date.

Carton 7:19
List of Mini-grant applicants and recipients 1995-1996

Carton 7:20
Mini-grants correspondence 1995-97

Carton 7:21
Visalia Mini-grant training September 20, 1995

Carton 7:22
Stockton Mini-grant training October 2, 1995

Carton 7:23
Network mailing Mini-grant training 1996

Carton 7:24
Press release announcement Mini-grants February 5, 1996

Carton 7:25-27
Alameda County Mini-grant material packets 3 1997

Carton 7:28
Mini-grant Subcommittee meeting June 9, 1997

Carton 7:29
Mini-grants brochure 2001-2004

Series 7: California Smokers’ Helpline 1997-1999

Physical Description: Carton 7:30-34

Scope and Content Note
As the only group offering services from native speakers of Asian and Pacific Islander languages, the Network made a significant contribution to the California Smokers' Helpline. Records from the hotline include advertisements, brochures, meeting agendas, correspondence, survey results, and news clippings. Focus group results are included in Series 8, Opinion Polls and Focus Groups.

Arrangement
Arrangement is by date.

Carton 7:30
Training Course for Telephone Counseling at University of California, San Diego undated

Carton 7:31
California Smokers’ Helpline brochure and other materials 1997-98

Carton 7:32
Statistics 1997-99

Carton 7:33
"Smoker's Helpline" news clippings (in Asian and Pacific Islander languages) 1998

Carton 7:34
Advisory Committee Meeting March 12, 1999

SERIES 8: Surveys, Focus Groups, and Polls 1990-2000

Physical Description: Carton 7:35-40

Scope and Content Note
Network members conducted extensive surveys, polls, and focus groups to evaluate their programs and investigate the demographics of their target populations. Records of these events are preserved in the form of questions, samples, results, summaries, and (in some instances of small surveys) complete sets of responses.

Arrangement
Arrangement is by date.

Carton 7:35
"Advertising: How Does It Rate?" Student Survey Sheet

Carton 7:36-38
Filipino Smoking Prevalence Survey 1990-1991

Carton 7:39
Youth Purchase Survey, California Department of Health Services, Tobacco Control Section 1995

Carton 7:40
Asia Pacific Health Care Venture Focus Group report 1999

Carton 7:41-49
California Smokers' Helpline

Carton 7:41
Recommendations for Korean, Vietnamese and Chinese brochures (based on focus groups) 1998
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<td>Cantonese Contractor January-June, 1999</td>
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<td>Focus Groups, Chinese and Korean March-June 1999</td>
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<td>Community Awareness and Opinion Poll</td>
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<td>7:49</td>
<td>&quot;Butt Out Blues&quot; teacher's guide evaluated by APITEN subcontractor focus group</td>
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<tr>
<td>7:50</td>
<td>Community Awareness and Opinion Poll Results 2000</td>
</tr>
</tbody>
</table>

Series 9: **Oversize 1990-2000**

- Physical Description: 1 folder
- Scope and Content Note
- Oversized material used in training.

**Oversize 8**

- Thirteen sheets of butcher paper with writing in colored marking pen ca. 2001