

Tips When Starting a SFP 10-14 Program

During every facilitator training session, questions arise as to how to handle the logistics of the program, including childcare, meals, transportation etc. Here are some ideas gathered through brainstorming sessions. Some of them may be appropriate for you in your setting while others may not. If you have more ideas to contribute, please share them with us!

Childcare

- Be sure to have enough child care providers-one fussy child can require an extra pair of hands, as can an injury or even a mild dispute between children.
- Paying the child care providers helps create consistency by giving the providers incentive to provide care all 7 weeks.
- 4-H, Girl/Boy Scouts, service learning for high school graduation or church confirmation classes might be a source of child care volunteers to help keep costs down.
- Another suggestion would be to pay an organization (i.e. 4-H club) a set amount to organize all the child care. It's a fundraiser for the club and takes the planning responsibility off of the facilitators.
- Child care providers should arrive when families do, to share the meals.
- Child care providers should bring activities, healthy snacks for younger children.
- One suggestion is to use a licensed foster home for a child with problem behaviors.
- In the state of Washington, the child care is usually the responsibility of the sponsoring school/organization.

Meals

- Role model nutritious meals.
- Plan simple meals kids like.
- An actual meal works better than snacking all evening.
- Use church groups/HCE to cook/serve/clean up.
- Ask for discounts at Subway, Pizza Hut/donations from local grocery stores.
- Create partnerships to cover costs. Research shows the importance of family meals. Use that valid point when requesting funds from partners.
- School districts may be willing to provide meals, especially since they have kitchens and staff. They could be prepared during the day and then reheated, etc. for the program. They may have AODA money or other money to cover this cost. Or it could be a part of their Fund 80.
- Look for small grants to cover the cost of the meals. Local organizations often will fund the meals. They like funding a specific aspect of the program.
- Consider a potluck at one of the last sessions.
- Picnics would be fun.
- Be culturally sensitive.
- Try themes for meals.

- WA State charges families \$35 (or what they can pay) for program (\$35 is a bargain for 7 weeks of prepared meals!).

Transportation

- Social workers and some programs can provide transportation to families.
- Car pooling/ride share may be suggested.
- Giving a small gas card (\$10.) at least acknowledges the fact that families are incurring costs.

Recruitment

- Flyers, radio/TV PSA's, newspaper
- Other newsletters i.e. Family Resource Centers, local hospital/clinic, 4-H, schools, chamber of commerce
- School open house/registration in fall
- Keep an on-going list of possible families.
- Send personal notes with flyers.
- Back to school programs
- Target professionals in community – counselors, social services, DV agency, judges/DA, Tribal courts, Indian Child Welfare, Kinship/Big Brother/Big Sister.
- Aim for a program mix of single parent, two parent, court involved families and non-mandated families, strong families and struggling families.
- There is a 5 minute promotional video available through Iowa State Extension.
- Consider focusing on one or two particular grade levels for recruitment. For example, really target all 5th grade students in the school districts.
- Consider offering the program the same time each year so that the reputation becomes established-i.e. always in the fall or always in the winter.

Recruitment of Facilitators

- Fidelity of program is good even with facilitators who may be less experienced working with families.
- Partnerships with schools, human services, not-for-profit agencies may provide some facilitators.
- 4-H and Family Living Educators work well together.
- ATODA organizations may have potential facilitators.
- Consider writing a family support grant in order to offer facilitators a stipend.
- WA state pays facilitators - \$25 hr., three hours week.

Scheduling & Timing (location, equipment & supplies)

- Early evenings may work well because families can come directly after work but still get youth home in time to get homework done.
- Do consider when after-school activities end each day.
- Set schedule in advance so families know when to expect it.
- Have it on a consistent basis.

- Weekends, Saturday mornings, Sunday afternoons after church have also been successful times for some groups. The meal can go before or after the program, depending on the start time.
- Location possibilities include schools, churches, Courthouse, agency space, fire stations, hospitals, Senior Centers, etc. You will need at least 3 rooms. The rooms need to be large enough for active movement. One must be child-safe for child care. Consider also where you will be serving meals and where the restrooms and sinks are located.
- Go to where groups are already located.
- Pick a place where participants will feel safe and comfortable.
- The equipment needed is listed at the beginning of each session (**Bold** type are supplies that need to be replenished after each session).
- You will also need a flip chart, TV/VCR.
- When magazine pictures are required, have the pictures cut out before the sessions and organized into categories. If you don't, the participants are likely to spend the evening paging through magazines!
- Magazines might be donated by offices/library/4-H families/HCE, etc.
- Pictures could be cut out as a restitution and community service project for youth (especially those who are too young for regular CS jobs).

Funding Possibilities

- Grants from local foundations, OJTP, United Way, Meth grant, Human Services W2, Drug Free Communities, Banks, WPS, DPI, AODA grants, CAP agencies
- Medical clinics
- Churches
- Fraternal/service organizations
- Banks and Credit Unions
- Donations from businesses
- Schools

Tips for Facilitators (Brainstorming done at 11/2010 training session in Neillsville!)

- Smooth transitions
- No negativity
- Be involved and excited about curriculum
- Be aware of cultural values
- Keep opinions to self
- Boundaries—self-disclosure
- Be aware of socio-economic differences
- Do not stereotype
- Prepare environment to be welcoming and inviting
- Do not judge/laugh, etc.
- Be welcoming/personable/ good listener
- Stay on task/time
- Be able to relate
- Good role modeling

- Set ground rules
- Compassion/have fun
- Know the material
- Be prepared-come early-be organized
- Stay calm under pressure
- Be creative
- Be committed to process and content