

ADMINISTRATION

**INFORMATION TO PROVIDE SCHOOL ADMINISTRATIONS**

- Develop a list of school you will approach and prospective staff that you will speak to.
 - We recommend going to the school in person and introducing yourself, then following up via email.
- How will this affect students' class time?
- How much will the school will need to be involved?
 - Explain if a teacher or school representative needs to be involved.
 - If needed, find school personnel to work with.
 - Secretaries are often the "gatekeepers" to the school
 - School counselors

**GIVE A CLEAR DESCRIPTION OF YOUR ORGANIZATION**

- Consider how COVID-19 will effect going back to school
 - Make sure you know the school's rules or policies on masks and social distancing.
- Have a simple exchange of information (example: pamphlet and business card)
- What you are doing?
- Why you are doing it?
- Consider bringing a student to share their experiences with your organization.

**HAVE THE FIRST SEMESTER SCHEDULED**

- What topics will you be addressing?
- What dates will you be meeting?
- What events will be happening with your organization?

**MUST HAVE MEMORANDUM OF UNDERSTANDING WITH SUPERINTENDENT, SIGNED BY PRINCIPALS**

- If needed, obtain FERPA documents. These are necessary for some topics to be discussed and helps parents and school districts protect the students personal information.



RECRUITMENT

**DO BOTH A QUANTITATIVE AND A QUALITATIVE ANALYSIS**

- Determine what you did not have last year, but needed.
- Find gaps in programming and fill them in.
- Study the community sector wheel (12 sectors) and determine what sectors you don't have.

**RECRUITING YOUTH**

- Orgs should scout schools having open houses and program introductions.
- See if you can be featured in schools directory or handbook.
- Develop information sheets and marketing materials for different audiences:
 - Youth
 - Parents - who, what, when, where, why
 - Administrators - how does this benefit them, time commitment, before/after school?

**RECOMMENDATIONS FOR RECRUITING ADULT VOLUNTEERS**

- Build relationships in all 12 sectors.
- Find out what your organization can do for others.
- Remember to thank people and help out when needed.
 - Recognition goes a long way!



COMMUNITY OUTREACH & PARTNERSHIP

**JOIN SHAC (SCHOOL HEALTH ADVISORY COUNCIL)**

- Organizations should join SHAC (School Health Advisory Council). SHAC assists school districts in ensuring that community values are reflected in health education instruction. The majority of the SHAC members are parents that are not employed by the school.
 - Connects/access to lots of community that are not employed by the school.

**RESEARCH SCHOOLS OFFERING THIRD PARTY PROGRAMMING**

- Scout schools having open houses and program introductions

**FORMS FOR YOUTH**

- Media slips
- Clearance for participation
- Travel and/or medical form

**ESTABLISH YOUR STARTING BUDGET**

- Make projections through the end of the year
- Include an "untitled" category to use in emergencies.

**BECOME INVOLVED IN EVENTS WITHIN YOUR COMMUNITY**

- Collect schedules of sports going on during each semester (football, basketball, etc.)
- Attend as many community events as possible
- Implement a Student Awards Day

