

# Whatcom County

## Lead Facilitator/Site Coordinator Check list

### When recruiting for your program.....

- You should get approval for recruiting hours from Kate before you attend events. Each program has an allocation of recruitment hours, so we want to make sure a program doesn't exceed their budget.
- All hours worked need to be submitted WITHIN 2 weeks to Cheryl (unless otherwise previously approved by Kate) and need to specifically include what hours are for, location & dates

### 2-4 Weeks Before Your Class

- Review your lead facilitator's folder.
- Set registration deadline for 7-10 days before your class will begin.
- Confirm your building space reservations.
- Schedule a pre-program planning meeting with your facilitators and any other team members
  - Go over the facilitator responsibility sheets to determine who will do what in class
  - You may count up to 2 hours for each team member on your timesheet for this meeting.
  - Do a walk-through of the space you will be using if everyone is not familiar with it.
  - Consider dividing up families so each facilitator follows 2-3 through-out the program & can speak about them at graduation.
  - Plan how to make time for the 1<sup>st</sup> night evaluations.
    - This may involve asking families to come 20-30 minutes early or stay late the first night.
- Develop a meal plan.
  - Contact Cheryl if WSU will be providing meals.

### 1 Week Before Your Class

- Submit registration forms to kate ~ a week before your class begins.
  - You will get a customized roster for your class via email before your first night.
- Give Cheryl your final numbers so she can order meals (if WSU is providing).
- Do (or have facilitators do) reminder calls to families and let them know if they need to come early or stay late on the 1<sup>st</sup> night.
- Pick up and **inventory** your kit (or arrange for a team member to do it)
  - Please don't wait until you arrive for your first night of class to find out whether or not you have everything you need.
  - Verify that all of the the DVDs are in your kit.
- Review your evaluation and registration folders.
  - Read the instruction sheets in each folder.
  - Make sure you have everything you need.

### Before your class begins

- W**ork with kate to finalize the roster~ make changes as needed
- Start lining up your youth panel for week

### 1<sup>st</sup> Night

- Collect all demographic data and attendance for the roster as families check in.
- Get a photo release form for each family.
- Do 1<sup>st</sup> night evaluations.

## Nights 1-7

- Record attendance on the roster, or make sure someone does, as families arrive.
- Complete the facilitator, volunteer & curriculum record at the end of each class (it is located in your registration folder).
- Email Cheryl [ckahle@wsu.edu](mailto:ckahle@wsu.edu) an updated facilitator hours chart for the week no later than noon on Friday (Thursday if it is a long weekend).
  - Everyone's hours should be 4 except for you unless someone left early.
  - Please note if you had any subs or anyone was gone.

Over ➡

## Before Night 7

- Confirm your youth panel.
- Make arrangements with Cheryl for your cake (or other desert), graduation dinner, & sparkling cider (if you plan to have it).
- Make ~~certificates~~ *certificates* (or have a team member do it).
- Load your class photos into one of the existing PowerPoint presentations for the graduation slideshow (or have a team member do it).
- Make arrangements to have equipment to show the PowerPoint slide show.
- Invite school officials, and others as appropriate, to join you for graduation.
- Make sure your evaluation packet has everything needed.
- Collect resource guides to distribute to families.

## During Night 7

- Make sure parent and youth evaluations are completed and put in the evaluation folder. Paper clip each family's evaluations together.
- Makes sure envelopes for youth and parent letters are addressed accurately and completely.

## After Last Night

- Ensure that the kit and all equipment are returned to the Extension office within a week.
- Complete the facilitator portion of the evaluations and submit your evaluation folder within a week.
- Mail the parent/youth letters or give them to Cheryl in the extension office to be mailed at least a week after the end of your program.

### *Other Lead Coordination tasks to consider*

- Schedule & Reserve building space*
- Promote the program within the district*
- Handle registrations*
- Nightly set up and clean up*
  - Whole team*
- Other...*