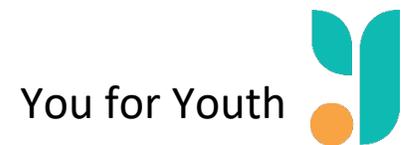




Implementation Planning Checklist

Family Engagement



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Implementation Planning Checklist

Use this planning checklist to document how you will implement high-quality family engagement. It will help you focus on the areas needed for a successful experience.

Check the box for each section as you complete it. Use the Y4Y tool, *Family Engagement Diagram*, as a helpful reminder of the steps listed below.

- Step 1: Build Your Program Team**
 - Identify Potential Team Members
 - Keep Program Team Members Active and Engaged
 - Define Each Team Member's Role
- Step 2: Conduct a Needs Assessment**
 - Collect Three Types of Data
 - Map Assets
- Step 3: Create SMART Goals**
 - Set Program SMART Goals
- Step 4: Determine Logistics**
 - Brainstorm Ideas for Logistics
- Step 5: Intentionally Design Activities**
 - Define Family Engagement Activity Types
 - Identify Activity Locations
- Step 6: Conduct Family Outreach and Recruitment**
 - Reach Out and Recruit
- Step 7: Recruit and Retain High-Quality Staff and Partners**
 - Recruit and Retain Staff
 - Recruit Partners
- Step 8: Implement With Fidelity**
 - Measure Fidelity: Adherence, Dosage, Duration, Environment
- Step 9: Celebrate Success**



Implementation Planning Checklist

Step 1: Build Your Program Planning Team

Having a program planning team is essential for the success of your family engagement plans. Team members can provide critical information about students and resources. Select the team members you would like on your program planning team below.

Tip: To get buy-in from school-day leaders, set up meetings with each to discuss the importance of connecting your out-of-school time program with the school day and student needs. Try meeting with each of the leaders below. The principal and/or assistant principal would be a great person to start with!

When building your program team decide these things:

- Who should be involved?
- Why should they be involved?
- What are their roles?
- How will you get them involved?

Potential Team Members

Below are individuals who could be part of your program planning team. Select the roles you would like to invite to assist with family engagement activity planning. If you have ideas for other role groups, list them in the “Others” section.

- | | |
|---|--|
| <input type="checkbox"/> Teachers | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Counselors | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Title I Coordinators | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Community Organizations and Partners | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Students | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Families | |

Keep Program Team Members Active and Engaged

Once you have your planning team together, you need to keep them active and engaged in your family engagement activity planning. Check the roles you plan to give to each team member.

Title I Coordinator

- Identify families who are champions for your program.
- Hold focus group meetings and collect data.
- Lead outreach and communication projects.
- Assist in developing activities.
- Lead biweekly family engagement planning meetings.
- Educate the program team on family needs, cultures, history and the like.
- Help set a school culture that promotes and values family engagement.





Implementation Planning Checklist

Family Members

- Bring in other families for family engagement events, focus groups and relevant events.
- Help identify family needs.
- Advocate for their children and share ideas about how to teach other parents to advocate for their children.

Students

- Act as a liaison between the program and the home.
- Communicate with families and with program team members.
- Advocate for other students in the program.

Counselors

- Provide guidance on communication with students and families.
- Suggest community resources to meet family needs.
- Provide guidance on counseling services to families.
- Suggest strategies for engaging families.
- Help the program link to school-day family engagement activities.

Teachers

- Provide guidance and support for family activities.
- Provide ideas for educating and involving families.
- Help the program connect to school-day family engagement activities.

Community Organizations and Partners

- Provide ideas and/or resources for family activities.
- Provide data on community trends or family needs.

Use the Y4Y tool, ***Program Team Roster***, to list individuals that you might recruit to your program team.



Implementation Planning Checklist

Step 2: Conduct a Needs Assessment

Collect Three Types of Data

There are three important data sets to gather while assessing the needs of your families: community and school-level needs, family- and student- level needs, and family voice data. Use the checklist below to identify ways you might collect these data.

Community and School-Level Data

- Census data
- Social services data
- Student performance data
- Other: _____

Family and Student-Level Data

- Family profile
- Surveys
- Communication with family members
- Other: _____

Family Voice Data

- Surveys
- Informal conversations
- Focus groups
- Other: _____

Use the Y4Y tools ***Conducting Your Program Needs Assessment***, ***Family Engagement Survey***, ***Understanding Program Families***, ***Interview Protocol Sample*** and ***Focus Group Protocol Sample*** to help you organize and capture needs assessment data.

Map Needs to Assets

Mapping assets helps you identify resources you can use for your 21st CCLC program family engagement activities. Resources may include new partnerships, space, supplies or funding. Use the space below to brainstorm.

Here's an example: *A new restaurant just opened in the area. After speaking with the owner and chef, you find that he really would like to be involved with the community by offering a "Food for the Community" block party every other weekend. You know your high school students want to learn how to cook, and your program's focus is on college and career. You and the chef agree that students can assist in building a garden that will help feed the community, and plan meals and recipes for the block parties, which families can attend. It's a win-win!*



Implementation Planning Checklist

Potential Asset	Potential Resource
Local school district	_____
Community organization	_____
_____	_____
_____	_____
Juvenile justice agency	_____
College/university	_____
Hospital	_____
Local business	_____
_____	_____
_____	_____
Service club	_____
Other: _____	_____

Step 3: Create SMART Goals

Set Program SMART Goals

Creating goals provides a road map for the program. Work with staff and stakeholders to set as many family engagement goals as you see fit, and to ensure everyone understands what the program should achieve. Use the Y4Y **SMART Goals Podcast** to help set your program goals.

<https://y4y.ed.gov/y4yclickandgo/implementing-your-program-with-fidelity/1571>

Do you have program goals around family engagement? Are they SMART program goals? Check your goal-setting status, and make plans to use the SMART goal tool, referred to below, with your team to ensure all your program and activity goals are outcomes based.

- I have program goals around family engagement.
- I have SMART program goals around family engagement.
- I have no program goals around family engagement.

Use the Y4Y tool **Program and Activity SMART Goals** to document and develop program and activity SMART goals.





Implementation Planning Checklist

Step 4: Logistics

Review these logistical areas for family engagement planning and check off any items you need to discuss with your team.

Schedule

- Work with school-day staff schedules.
- Create an annual or bi-annual calendar of family engagement events.
- Offer activities on weekends.
- Schedule virtual events.

Space

- Identify convenient locations around the community.
- Discuss space with facility maintenance supervisor.
- Find out who is in charge of scheduling space.
- Determine the space early in planning.

Budget

- How many family members are you required to serve?
- What activities do you have on your annual calendar?
- What staff will you need to lead those activities?
- How much staff development time will be needed?
- What supplies and materials are needed for each activity?
- Are there any partners who will provide in-kind staff or resources?
- Is there a partnership with school-day activities that can help offset costs?
- Is there a need for transportation?
- Will families need child care?
- Will families need transportation?
- Are there fees for any activities?

Use the Y4Y *Program Supply Request Form*, *Site Operations Plan* and *Family Engagement Calendar* to help staff request supplies.



Implementation Planning Checklist

Step 5: Intentionally Design Activities

Activity Types

There are five basic types of activities you can design for the families you serve. Check the activity types you hope to use, then discuss them with your program team.

Activity Type

- Skill based
- Enrichment
- Family-student shared
- Leadership
- Resource linking
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Activity Locations

Once you’ve decided which types of family engagement activities you want to design, don’t box yourself into thinking the only possible locations are the school or your program space. Sometimes a space in the community better suits the activity type or families’ needs. Below are some options for spaces to host activities. Check the ones you would like to use and add others with your program team.

- Community recreation center
- School
- Local nursery/garden
- Families’ homes (complex amenity centers, etc.)
- Local craft store
- Local park

Use the Y4Y tool **Family Activity Guide** for examples of family engagement activities, and the **Family Engagement Activity Design Planner** to assist you in your planning.





Implementation Planning Checklist

Step 6: Conduct Family Outreach and Recruitment

Outreach and Recruitment

Family outreach and recruitment ensure that you will be able to have family members engaged and able to participate in events. Check the strategies below as your team prepares to connect with families.

- Strategy 1: Develop policies and procedures.
- Strategy 2: Create a marketing plan.
 - Subtask: Identify your audience.
 - Subtask: Understand their needs.
 - Subtask: Brand your program.
 - Subtask: Select your marketing methods.
 - Subtask: Create marketing message.
 - Subtask: Define the benefits.
 - Subtask: Check message appropriateness.
 - Subtask: Conduct ongoing outreach.
- Strategy 3: Engage and support families.

Use the Y4Y tools, *Family Engagement Communication and Record Keeping*, *Knowing Families and Their Culture* and *Supporting and Engaging Families* while conducting family outreach and recruitment.

Step 7: Recruit and Retain High-Quality Staff and Partners

Recruit and Retain Staff

Recruiting high-quality staff will impact whether your family engagement activities are implemented with fidelity. Check the items your team needs to accomplish as you prepare to recruit staff.

- Develop core competencies.
- Target high-quality candidates.
- Select the right interview questions.
- Involve stakeholders in the hiring process.
- Identify potential volunteers (e.g., retired teachers, subject matter experts).
- Identify potential partners (refer to your asset mapping in step 2).

Use the space below to remind yourself of strategies you can use to retain your staff once you have them on board. Add others that you may discuss with your program team!



Implementation Planning Checklist

- **Show appreciation for each staff member’s efforts to do a good job.** A simple “thank you” or public recognition can motivate and encourage desired behaviors.
- **Consider staff temperament and competencies.** To set people up for success, assign tasks that are a good fit for their personalities and skills. If someone loves to build relationships, have that person lead family outreach efforts.
- **Value staff opinions.** At meetings, invite team members to weigh in on what’s working well and what could be improved. Ask for their suggestions on how to move forward. Then use that information to take appropriate actions.
- **Give staff the tools they need to be successful.** People who don’t feel equipped to do their job are more likely to leave. Work with staff to develop professional learning plans, and budget time and money to support their professional growth.
- **Other:** _____
- **Other:** _____
- **Other:** _____

Use the Y4Y tool *Identifying and Recruiting High-Quality Staff, Sample Job Descriptions* and *Interview Protocol Sample* to help you during the recruitment, application and interview processes.

Recruit Partners

Use the checklist below to identify strategies to recruit partners in helping with family engagement activities. Discuss with your program team and add others to the list. Remember to also consider the benefits you have in your geographic area.

- Use your needs assessment data.
- Find partners with shared goals.
- Leverage current contacts, staff, family, professional connections or partners.
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Use the Y4Y tool *Collaborative Partner Request Letter* template to create your own letter to initiate new community partnerships.





Implementation Planning Checklist

Step 8: Implement With Fidelity

Measure Fidelity: Adherence, Dosage, Duration, Environment

When measuring fidelity, be sure to ask yourself the questions below. Share these questions with your program team as they start to integrate measures of fidelity into their everyday work.

- What are you adhering to?
- How should each activity session look?
- What does engagement look like?
- Are the activity leaders prepared?
- When will observations take place, and how will the findings be shared?
- What tools will you use?
- Who will determine the measures for success?
- Other: _____

Use the *Family Satisfaction Survey* tool when measuring for fidelity. Also, be sure to use the *Family Engagement Survey* that you used during your needs assessment to compare results!

Step 9: Celebrate

Remember to take time to celebrate your successes! Use the checklist below to note which tips you want to consider when celebrating the success of your program outcomes.

- Post photos of families engaging in activities or products created during the event.
- Have a program commitment award to recognize families and say thank you.
- Showcase involvement through testimonials.
- Create a flyer or report of program successes as a take-away for the attendees to share or to inspire potential funders to support and sustain your program.