



Interview Protocol Sample

Directions: Use this guide to plan out the flow and content of a family engagement interview. Keep in mind that this should not be read verbatim but rather adapted to fit your needs. Interviews are best conducted in a comfortable setting for the family member such as during a home visit. Put family members at ease with a conversational tone and less formal environment.

Opening

Thank you for participating in this interview on family engagement for our 21st CCLC afterschool program. You have been asked to participate in this interview because of the valuable insight you will be able to provide on the topic of family engagement.

This interview is scheduled to last approximately 45 minutes. I will be asking you a series of questions across five themes. These five themes include (1) family involvement in our 21st CCLC program, (2) educational opportunities for families, (3) activities aimed at family building, (4) governance and leadership opportunities for families, and (5) activities aimed at establishing, maintaining, and strengthening school and community partnerships. I will introduce each theme and ask a few guiding questions. However, it is your voice that I am interested in hearing, so I will focus on listening to what you have to say.

One last point before we begin: While we will be using the information you provide to better our program's family engagement efforts, your identity and opinions will be kept confidential. We want this to be a safe space where you can speak openly and honestly.

With that said, do you have any questions before we begin?

Theme 1

The first theme is **family involvement in a 21st CCLC program**. Tell me a little bit about the different ways you are currently involved in the 21st CCLC program. You can also talk to me about the ways in which you may want to become involved in the program in the future.

Additional Sample Questions:

1. Is family involvement in the 21st CCLC program important to you? Why or why not?
2. When was the last time you visited or engaged with the 21st CCLC program?
 - a. Why did you visit? How did it go?
3. How do you usually communicate with 21st CCLC program staff?
 - a. Is this the same or different than how you communicate with your child's regular school day teachers?
4. Which methods of communication do you prefer? Email, telephone, text, written note, social media, etc. Please explain.
 - a. Is there a time of the day (or maybe day of the week) that works best for you regarding the following:
 - i. Communicating with 21st CCLC program staff?
 - ii. Attending 21st CCLC program events?





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Theme 2

The second theme that we will be discussing today is **educational opportunities for families**. These activities include English as a Second Language (ESL) Classes for Adults, GED or High School Equivalency Certificate Programs, nutrition and healthy living courses, and so on. Talk to me a little about these or any other activities that you or other families in our community may benefit from.

Additional Sample Questions:

1. What are some skills families might want to learn?
 - a. Which activities do you think most families in our community would be interested in attending?
2. What might keep families from attending these types of events? Please explain.
 - a. What resources would help families attend these events? (e.g. childcare, food, transportation)
3. When and where should these types of activities take place?
 - a. Discuss dates, times, and locations that you think would work best for families.

Theme 3

The third theme is **activities aimed at family building**. The purpose of these activities is to build strong relationships within and across families. Some examples of activities include: family board game night, family college tours, or a family collaborative science fair. Tell me about these or any other activities you can think of. Do you think families would benefit from these types of activities? Do you think they will be interested in attending activities focused on family building?

Additional Sample Questions:

1. Do you think family building activities would be well received by 21st CCLC program families? Why or why not?
2. What impact do you think these activities may have on...
 - a. families?
 - b. students and their academic performance?
3. What can we do to ensure that these types of activities are well attended?
 - a. How should we promote activities aimed at family building?
 - b. Are there any community groups or organizations that we should collaborate with to make these types of activities possible or better?

Theme 4

Next: **governance and leadership opportunities for families**. These opportunities may include being the family liaison member of the Family Engagement Planning Team, a member of the program's Curriculum Development Committee or leading the development of a special event being sponsored by the 21st CCLC program. In your opinion, is there a benefit to having families involved in governance or other leadership opportunities like the ones I just mentioned?





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Additional Sample Questions:

1. What types of leadership roles should the program offer?
2. What type of decision-making do you feel is most important for family members to play an active role in?
3. How would you recommend we ask and select family members to hold these types of positions?

Theme 5

The fifth and final theme we will talk about today is **activities aimed at establishing, maintaining and strengthening 21st CCLC program and community partnerships**. Examples of these activities may include (1) school and community food, clothing, and supply drives, (2) connecting families to supports or resources, or (3) business coupons and discounts. Please give me your thoughts on these types of joint activities between the 21st CCLC program and community groups.

Additional Sample Questions:

1. What are some other activities which may be beneficial for our families and community?
2. Which community organizations would you recommend we consider partnering with? Why?
3. What community resources, if any, do you think we could use to promote these types of partnerships and events?
4. Are there any events or activities in the community that you or your family has attended in the past and found beneficial or enjoyable?
 - a. Please talk a little bit about why you went, what you liked and what you didn't like.
5. Are there any upcoming community events or activities that you feel 21st CCLC programs should be a part of?
 - a. What would be the value of joining in on these events or activities?

FINAL QUESTION: Is there anything that you would like to add to this discussion that we did not touch upon?

Closing

I would like to thank you for participating in this interview. If you have any questions or concerns about what we have discussed during our time together, please reach out to our program coordinator, (PROVIDE CONTACT INFORMATION). Also, please be on the lookout for future 21st CCLC events and activities and information on how you can continue your involvement in the program. Enjoy the rest of your day!