

## Flow Chart for Certified Facilitators All Grades

### 1. Volunteer Facilitator

Point of contact at the school will be identified for you

### 1. School Facilitator

Make direct contact with teacher

### 2. Preliminary Contact with Teacher (unless the Teacher is also the Facilitator)

By email, telephone, or in person, cover the following information: overview of the curriculum; approach to the program; classroom culture and discipline procedures; what the teacher should expect from the presentation (length, activities); the role of the teacher during and after the presentation; and the evaluation process.

**What to give the teacher:** your contact information and the website

### 3. Review Curriculum

Review the curriculum. Practice the presentation and activities for Session 1.  
Familiarity is key!

### 4. Conduct Session 1

Prior to the session, remind the teacher about the evaluation and to take notice of the children's reaction to the overall program, activities, and the safety rules. Thank the teacher after the session is complete and ask for feedback. **What to give the teacher:** reinforcement activities including the corresponding standards alignment, any materials, and the parent information sheet for Session 1.

### 5. Contact Prior to Session 2

Contact the teacher. This can be done just prior to conducting Session 2 if the sessions are conducted one day apart, or if time allows, between sessions. Remind the teacher of the reinforcement activities, ask if there is anything you should know about the children's responses to the program from Session 1, and ask if he/she has any questions.

Confirm Session 2.

### 6. Review Curriculum

Review the curriculum. Practice the presentation and activities for Session 2.  
Familiarity is key!

### 7. Conduct Session 2

Prior to the session, remind the teacher about the evaluation and to take notice of the children's reaction to the overall program, activities, and the safety rules.

**What to give the teacher:** reinforcement activities including the corresponding standards alignment, any materials, and parent information sheet for Session 2

### 8. Follow-up and Evaluation

After Session 2, email the teacher to thank her/him and send the link for the evaluation survey. Encourage the teacher to make contact if any questions or concerns arise, or if there is a request to facilitate a reinforcement activity.

Give the teacher your contact information. Complete the facilitator evaluation survey.

\* The consent process at the school should begin at least two weeks prior to initiation of the steps outlined above. The flow chart assumes that the consent process is at or near completion, but this should be confirmed with either the school contact or the teacher.