SUPPORT PACKAGE SUMMARY

*Fellows Kick-Off Curriculum is available at:* [*bit.ly/2014summerfellowcurriculum*](http://bit.ly/2014summerfellowcurriculum)

*All support materials are available at:* [*bit.ly/2014summerfellowsupport*](http://bit.ly/2014summerfellowsupport)

Please see below for a summary of what you’ll find in the Summer Fellows Support Package. These materials will help you, the training organizer, prepare for and execute a smooth, successful Summer Fellows Kick-Off training in your community. Please take a moment to read this guide thoroughly, read each of the attachments, and ask your OFA point of contact if you have any questions.

**1-Read First-Summer Fellows Support Package (this document)**

This is a summary and explanation of each document contained in the Summer Fellows Support Package.

**2-Venue Checklist**

Use this checklist to make sure your venue has everything you need to run a successful Summer Fellows Kick-Off training.

**3-Tips for Organizing an Excellent Training**

The perfect training requires serious over-preparation. Take a look at this guide for some tips to help you prepare down to the finest detail and take your event from great to excellent!

**4-From Receiving Curriculum to Delivering an Effective Session: How to Prepare**

This guide is designed to help trainers *master* the material they are assigned to cover at the training. Each person serving as a trainer at your Summer Fellows Kick-Off should review this guide as soon as they receive their assignment for the training. It explains the best way to read, absorb, and prepare to deliver the curriculum.

**5-Ten Practices of Fantastic Trainers**

This guide is designed to help trainers effectively *deliver* their assigned material. Each person serving as a trainer at your Summer Fellows Kick-Off training should review this quick guide and keep these best practices in mind as they facilitate their session.

**6-Sign-in Sheet**

Print more than enough copies to have everyone sign in before entering the conference. Think through the best location for your sign-in table so that the process is efficient, but nobody enters without signing in.

**7-CUSTOMIZE-Participant Agenda**

This is the public facing agenda for the day, to be distributed to all conference participants. *If holding a paperless conference, this agenda should be written in large print on posters throughout the venue.*

**8-CUSTOMIZE-Participant Evaluation**

This is the participant evaluation for the end of the day. *Even paperless conferences should include an evaluation.*

**9-Directional Arrows Multipurpose**

These can be used any way you choose. They are typically paired with signs labeling locations throughout the venue, such as restrooms. You can make them point any direction of your choice.

**10-Time Keeping Signals**

The designated timekeeper for each session should use these signals to keep the facilitator on track. The timekeeper should hold up the signal until the facilitator makes eye contact to confirm s/he has seen it. The timekeeper should also connect with the facilitator prior to the module in order to get on the same page about any specific needs of the facilitator (for example, the facilitator may want to count down different sections instead of just the overall session).

**11-CUSTOMIZE-Staffing Grid Template**

This is a spreadsheet you should use to assign out roles throughout the day, so that everyone knows who is responsible for what and when. Below are some important roles to make sure are included:

|  |  |
| --- | --- |
| For each module: | At various times: |
| - Trainer  - Time keeper  - Trainer’s Assistant (take notes on butcher paper, handle A/V issues, etc.)  - PPT clicker (advances slides if there is no PPT remote) | - Room setup  - Registration setup and execution  - Parking/outside directional captains  - Set up/break down meals  - Set up/break down snacks  - Directional (during breaks and transitions) |

**12-CUSTOMIZE-Master Printing and Packing Checklist**

Customize the signs needed for your state (promoting state social media accounts), add any additional items you’ll need to print or pack, and then use this list to guide you in your preparation!

**13-Crib Sheet**

This is a template crib sheet to be filled in by incoming OFA Fellows. Sections include: OFA contacts, my schedule, conference call, webinar & meeting schedule, program goals, operational tools & resources available, and existing volunteer leadership in state.