



Host Site Responsibilities

Thank you for your interest in hosting a **Talk Early & Talk Often** workshop. The Michigan state agencies working in the area of teen pregnancy prevention are pleased to partner with local communities. If you are interested in hosting a parent workshop, please review the following responsibilities, complete the **Request to Host Workshop** form (save it to your computer), and email your saved file as an attachment to Barb Flis, Coordinator at teto@parentactionforhealthykids.org. You will be contacted within two weeks. If you have been selected as a host site, your workshop will be posted on the statewide **Talk Early & Talk Often** website.

Each Host will have responsibility for the following:

Before the workshop:

- ✓ Select a workshop time that is convenient for parents/caregivers in your community. It is suggested that most workshops take place in the evenings or on weekends.
- ✓ Identify a suitable location for the workshop, including adequate parking. To maximize the benefit for participants, table and chair seating is preferred.
- ✓ When you have exact location information, it is important to send it to us via teto@parentactionforhealthykids.org along with your registration phone and email information.
- ✓ Agree to publicize the workshop to parents/caregivers of school youth through several channels including but not limited to local media, schools, churches/synagogues, youth serving agencies, etc.
- ✓ Facilitate the decisions on whether to provide child care, dinner or snacks/water at the workshop as desired and make sure those items are taken care of.
- ✓ Set up a method (phone in and/or email) to take advance participant registration and fill out the **Registration Form** (provided.) Continually monitor the progress of the sign up's so that you can take action to further promote the activity if necessary.
- ✓ Have a minimum of 20 and a maximum of 50 parent/caregiver participants registered 48 hours prior to the workshop. **Without a minimum of 20 participants, we may have to cancel the workshop.** Your workshop facilitator will contact you prior to the workshop date to get the final registration numbers.

During the 2 hour workshop the Host will:

- ✓ Greet and sign in participants on the **Registration Form** (provided).
- ✓ Hand out a workshop packet and provide instructions to each participant.
- ✓ Prior to the start of the workshop, collect Pre-workshop surveys from each participant.
- ✓ Serve as support person to the workshop Facilitator, to ensure that all housekeeping details are in order. It is recommended that the host site have at least two people designated to support the event and carry out needed tasks.
- ✓ Assist the Facilitator at the workshop by participating in a scripted role play as a model for workshop participants. You may choose to assign this duty to another person. Please do this in advance of the workshop and inform the Facilitator.



Host Site Responsibilities (cont.)

After the workshop the Host will:

- ✓ Collect the Post-workshop surveys from each participant to give to facilitator.
- ✓ Provide Workshop Facilitator with a copy of the **Registration Form** (provided.)
- ✓ Help workshop Facilitator pack up materials
- ✓ It is imperative that the Host remain with the Workshop Facilitator and escort him/her safely to his/her car.
- ✓ Manually complete a **Workshop Host Reflection** form (which will be mailed to you) and return it in the pre-stamped, pre-addressed envelope within one week of the workshop.

Other pertinent information:

- ✓ This is a workshop for parents/caregivers of middle and high school youth. All advertising should be targeted to that audience and workshop slots should be reserved for that audience.
- ✓ To support parent and encourage participation, we ask that there be no observers at the workshop. All who attend (including media) must participate in the learning activities.
- ✓ To ensure the integrity of the program and evaluation, no other materials can be distributed or displayed at the *Talk Early & Talk Often* workshop.
- ✓ Participant packets, pencils and all other program materials will be brought on the day of the workshop by workshop Facilitator.
- ✓ No electric or electronic equipment is needed for the workshop.

As a host site you will receive the following:

- ✓ **Workshop Flyer** – This flyer allows you fill in your specific workshop information (personalize).
- ✓ **Timeline and Tips for Workshop Planning & Increasing Attendance** – This will help you formulate your plan for the workshop to insure its' success.
- ✓ **News Release** – This sheet will assist you in marketing your workshop. It can be given to local organizations, newspapers, radio and cable stations and school administration personnel to increase awareness for the workshop.
- ✓ **Registration Form** – This form is for writing down names of parents/caregivers who have either phoned or emailed in their desire to attend.
- ✓ **Registration Information Sheet** - provided to assist when answering questions.
- ✓ **Workshop Host Task List** - This is the list of tasks that you will need to do the evening of the workshop.

For more information contact:

Barbara Flis, Coordinator

Email: teto@parentactionforhealthykids.org or call: **248-538-7786**

Please visit the **Talk Early & Talk Often** website a
www.michigan.gov/talkearly or www.parentactionforhealthykids.org

