

**PRESENTATION CHECKLIST**

Please review and complete the following checklist to help us conduct a successful OK2SAY presentation at your school.

1. **OK2SAY School Contact Form**

Each school building is required biannually to complete an [OK2SAY School Contact Form](http://www.mi.gov/OK2SAYContact) so the technicians have an efficient means to communicate with school personnel after hours. The emergency contact information will be kept confidential and accessed only if there is a life-safety emergency involving a student in the building.

1. **Be Familiar with Presentation Content**

It is important to be familiar with the content discussed in the presentation. Please take the time to view the videos featured in the presentation.

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| 4th through 5th Grade | * [Do You Really Know Who You Are Talking To?](https://www.youtube.com/playlist?list=PLIwM-zOlzVR6y4vJO0CYmIaXlmq1N-B67) * [Talent Show: If you Wouldn’t Say it in Person, Why Say it Online?](https://www.youtube.com/playlist?list=PLIwM-zOlzVR6y4vJO0CYmIaXlmq1N-B67) * [The Price of Silence](https://www.youtube.com/playlist?list=PLIwM-zOlzVR6y4vJO0CYmIaXlmq1N-B67) * [Color Your World With Kindness](https://www.youtube.com/playlist?list=PLIwM-zOlzVR6y4vJO0CYmIaXlmq1N-B67) |
| 6th through 8th Grade | * [Words Are Powerful](https://www.youtube.com/playlist?list=PLIwM-zOlzVR7tFfyBsfYJmIx3sN-fNYPz) * [Empty Seats](https://www.youtube.com/playlist?list=PLIwM-zOlzVR7tFfyBsfYJmIx3sN-fNYPz) * [Predators Lure Teens](https://www.youtube.com/playlist?list=PLIwM-zOlzVR7tFfyBsfYJmIx3sN-fNYPz) * [Pass it On](https://www.youtube.com/playlist?list=PLIwM-zOlzVR7tFfyBsfYJmIx3sN-fNYPz) |
| 9th through 12th Grade | * [Evan](https://www.youtube.com/playlist?list=PLIwM-zOlzVR4ptGRTOpFruAkdfII5-D-Q) * [OK2SAY – Looking through Different Glasses](https://www.youtube.com/playlist?list=PLIwM-zOlzVR4ptGRTOpFruAkdfII5-D-Q) * [It All Adds Up](https://www.youtube.com/playlist?list=PLIwM-zOlzVR4ptGRTOpFruAkdfII5-D-Q) * [Teen Suicide Awareness](https://www.youtube.com/playlist?list=PLIwM-zOlzVR4ptGRTOpFruAkdfII5-D-Q) * [Financial Sextortion](https://www.youtube.com/playlist?list=PLIwM-zOlzVR4ptGRTOpFruAkdfII5-D-Q) * [Tomorrow’s News](https://www.youtube.com/playlist?list=PLIwM-zOlzVR4ptGRTOpFruAkdfII5-D-Q) |

**Middle and High School presentations:** The presentations cover topics that affect Michigan students and fall under the top tip categories. We understand that some students have encountered traumatic experiences such as suicidal attempts, sexual assault, self-harm, substance use disorder, child abuse, or other forms of violence. In order to create a safe, understanding, and supportive environment, we recommend beginning each presentation with a cautionary notice. The presenter will address this matter with you.

1. **Teacher-School Staff Presentation Notification**

It is important to inform teachers and staff about the OK2SAY student safety presentation and the topics covered. Please share the notification with the appropriate school building personnel. This document includes a link to the presentation videos.

* [Teacher-Staff Presentation Notification](https://bit.ly/TeacherStaffPreparation)

1. **Parent Notification & Opt-Out Form [Optional]**

To customize the document according to your school’s preference, please visit our website ([ok2say.com](http://www.ok2say.com)) and access the Word version available. Distribute the document so parents have an overview of what their child(ren) will see. We also encourage parents to preview the accompanying videos. If a parent does not want their child to attend the presentation, kindly request them to complete the form provided and return it to the school.

Additionally, schools may want to consider offering the [Parental Guide to OK2SAY](https://www.michigan.gov/ok2say/-/media/Project/Websites/ok2say/2023/PDF/Parental-Guide5.pdf), which offers a more thorough explanation of the student safety program.

1. **Supplemental Resources**

After a presentation, consider offering a student debrief questionnaire. The questionnaire will reveal the student’s understanding of the OK2SAY program and help aid in the identification of students who may be struggling with issues that impact their safety or the safety of others.

* [Student Debrief – OK2SAY Presentation Reflection Questions](https://www.michigan.gov/ok2say/-/media/Project/Websites/ok2say/2023/PDF/2-page-Student-Debrief.pdf)

We also provide some suggested post-presentation discussion questions. The questions are designed to spark thoughtful small group or class discussions on student safety.

* [Fourth and Fifth Grade Questions](https://www.michigan.gov/ok2say/-/media/Project/Websites/ok2say/2022/PDFs/4-5_Questions_ver2_746389_7.pdf?rev=dbb2f3bda8fd4f97ba1301c2f6248a5f&hash=34123C012575B8FE7A1AE73D45402C8D)
* [Middle School Classroom Discussion Questions](https://www.michigan.gov/ok2say/-/media/Project/Websites/ok2say/2022/PDFs/OK2SAY_Middle_School_Classroom_Discussion_Questions_ver2_743096_7.pdf)
* [High School Classroom Discussion Questions](https://www.michigan.gov/ok2say/-/media/Project/Websites/ok2say/2022/PDFs/OK2SAY_High_School_Classroom_Discussion_Questions_ver2_743097_7.pdf)

1. **In-Person Presentation - Required Equipment**

If the presenter is in-person, schools are responsible for providing the following equipment which must be set up before the presenter’s arrival:

* Computer and Projector
* Screen
* Microphone (for large groups)
* Speakers / Sound System, and
* Cable to connect a computer to the projector.

Ideally, the presenter would utilize their own laptop to use to show the PowerPoint presentation.

1. **Virtual Presentation Technology**

The virtual OK2SAY presentation(s) will be delivered live over Zoom. Your presenter will create and send a link to the Zoom Meeting prior to the presentation.

The email with the Zoom link will include instructions to adjust the settings from the Zoom meeting window.

1. **Teacher/Staff Feedback Forms**

A key to maintaining successful programming is feedback. We ask all teachers and staff in attendance to complete a [feedback form.](https://forms.office.com/pages/responsepage.aspx?id=h3D71Xc3rUKWaoku9HIl0V0fgwYBUdVOotKW-IjtqtZURDNHT1VTWjRGMjE5MDVLODZOMkFQU1NBUS4u)

1. **Whitelisting Option**

If your school utilizes a firewall system that blocks outside communication, please consider allowing students to communicate with OK2SAY technicians by whitelisting the following email addresses or domain names: [ok2say@mi.gov](mailto:ok2say@mi.gov) and [ok2say@michigan.gov](mailto:ok2say@michigan.gov).

This will enable two-way communication if a student submits a tip via the OK2SAY App or the website. This will help our OK2SAY technicians gather more tip details to better address any referred incidents.

1. **Promotional Materials**

If you checked the "yes" box to accept promotional items on your presentation registration form, the Michigan State Police Office of School Safety will send a box of promotional products prior to your presentation date.

Additional FREE [promotional materials](https://www.michigan.gov/ok2say/ok2say-promotional-material), which include posters, brochures, contact cards, stickers, and more can be ordered on the OK2SAY website.

1. **Digital Promotional Materials**

Promote OK2SAY with [digital promotional materials](https://www.michigan.gov/ok2say/resources/digital-promotional-materials), including indoor and outdoor digital signage, utilize the OK2SAY logos and social media graphics, or download posters for digital sharing, printing, and posting at ([www.mi.gov/ok2say/resources/digital-promotional-materials](http://www.mi.gov/ok2say/resources/digital-promotional-materials)).

1. **Add OK2SAY Technician Desk Phone Number to Your Mobile Phone**

For easy reference, please save the OK2SAY Technician Desk number in your mobile phone: **OK2SAY Technician Desk: (517) 284-3020.**

If you receive a call from OK2SAY and need to return the call, please use the designated callback number: **OK2SAY Callback: (517) 284-3137**

By saving these numbers, you'll be able to quickly and easily contact OK2SAY if needed.

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