***Research suggests that it could take up to three years to develop and implement a high quality fatherhood program in a school. Schools should keep this timeline in mind, being innovative when challenges arise rather than getting discouraged. A common theme when beginning programs geared toward engaging male role model is that they often start strong but lose momentum as the year progresses. Well organized and consistent efforts in the areas below will ensure the success of your program.***

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| **The Man Power Coordinator** |
| The Man Power Coordinator will be key to the success of the Man Power Program. While the Man Power Team will collaborate with and support the coordinator through the planning and implementation process, the coordinator will be the spokesman for the program and a mentor to the fathers and other men that would like to participate. It is crucial that the coordinator be consistent and thorough in their efforts to connect with the participants and help them find personal satisfaction in their experiences. |
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| **The Man Power Team** |
| The Man Power Team will work in conjunction with the Man Power Coordinator to manage the program at the school. The team will be responsible for planning, promoting, managing and evaluating all aspects of the initiative and events as well as recognizing contributions of participants. The Man Power Team should have representation from parents, community and staff. In order to align Man Power efforts with existing efforts within the school, schools should consider including one or more representatives from the Family Engagement Team and the Volunteer Site Contact on the Man Power Team as well.  |
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| **Promotion** |
| * **Plan Ahead**
* *Consider setting the schedule for the upcoming school year during May or over the summer whenever possible.*
* **Promote Early and Often**
* *Promote the initiative and first event at enrollment, open house and porch visits, if possible.*
* *Make promotion for the initiative an ongoing process, utilizing every opportunity to generate excitement and garner support.*
* *Allow at least 2 weeks for promoting events.*
* **Utilize a Variety of Methods to Promote the Initiative and Events**
* *When promoting events, less is not more. Utilize multiple methods on multiple occasions to get the word out.*
* *Utilize traditional methods: flyer, postcard, reminder sticker, sign in office/hall, newsletter, ParentLink call, marquee.*
* *Take advantage of non-traditional methods: website, personal phone call, face-to-face invitation, letter from the principal, student-made banners and invitations, e-mail invitation.*
* **Encourage Community Participation**
* *Host a community information meeting. Invite businesses, churches, neighborhood groups, civic groups and residential neighbors to learn about the school and be a part of the program.*
* *Ask local businesses, churches and other groups to display promotional materials inviting community participation and share successes.*
* **Include Mom**
* *Moms may initially feel left out when they learn that there is a program just for fathers and father figures. Provide moms with information to explain why fatherhood initiatives are valuable and what their role is.*
* *Consider hosting an event for moms, such as Muffins with Mom, in correlation with a male-focused activity.*
* **Host Promotional Events**
* *Promotional events provide opportunities for men to get informed, get inspired and get involved.*
* *Promotional events provide opportunities for celebration and recognition.*
* **Request Media Coverage**
* *Complete and submit a USD 259 Tip Sheet 2 weeks prior to your event.*
* **Distribute a Recap Newsletter After Promotional Events**
* *Provide an overview of the information shared at the event; include pictures.*
* *Include an invitation for others to get involved and instructions on how to do so.*
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| **Managing Information and Scheduling** |
| * **Contact Information**
* *Any person that volunteers in USD 259 must complete the Volunteer Registration Short Form*
* *Utilize this form to collect contact information and availability.*
* **Master Calendar**
* *Hang a large calendar and ask men to indicate the day and time they would like to volunteer.*
* *Make a copy of the 11 x 17 calendar template for each month you would like volunteers and write in the month and days (printing blank monthly calendars out of Outlook is also an option).*
* *Provide blank appointment cards for the men to write down the days and times they signed up for.*
* **Man Power Contact Information and Master Calendar Database**
* *This database is a tool that allows contact and scheduling information to be managed in a central location.*
* *As contact and scheduling information is submitted, it should be entered into the database*
* *Within the database, information can be sorted by attendance at events, scheduled visits, grade of students, etc.*
* *The database can be utilized to generate postcards and mailing labels.*
* **Provide Reminders**
* *At the beginning of each month, send a reminder to each person scheduled to volunteer within the upcoming month. Include the day/time of the scheduled visit and contact information in case they need to cancel or reschedule.*
* *The Coordinator should make a personal phone call to each volunteer 1-2 days prior to their scheduled visit*
* *If the volunteer is personally connected to a child at the school, put a reminder sticker on the child’s shirt the day prior to the scheduled visit.*
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| **Recognition** |
| * **Be Attentive to Volunteers’ Needs**
* *Provide an orientation to the building and go over procedures at volunteers’ first visit.*
* *Be courteous, offer support, provide feedback and show gratitude for their contribution.*
* **Recognize Contributions on a Regular Basis**
* *Develop a system for thanking volunteers.*
* *Recognize contributions privately and publicly.*
* *Ensure that the system is sustainable and can be implemented consistently.*
* **Recognition and Appreciation Ideas**
* *Provide special Man Power buttons for volunteers to wear instead of the generic Visitor’s Badge.*
* *Provide volunteers with a Free Lunch Ticket for a school lunch each time they visit.*
* *Send a thank you note or make a personal phone call as men sign up to volunteer, as they complete a scheduled visit or contribute in other ways.*
* *Display pictures and names of volunteers on a “Man Power Wall of Fame” near the entryway.*
* *Thank volunteers by name and share Man Power celebrations in the newsletter on a monthly basis.*
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| **Evaluation** |
| * **Collect Feedback from Male Participants**
* *Administer surveys at promotional events.*
* *Ask volunteers to complete a brief evaluation after each scheduled visit; leave the materials and a drop box in the office where they sign in and out.*
* *Conduct informal evaluations through conversation; ask participants about their visit and if there is anything that would increase their level of satisfaction.*
* **Collect Feedback from Staff**
* *Complete the Recap form with the Man Power Team after each event.*
* *Ask staff to complete a brief evaluation of the volunteer visits; either after each visit or monthly.*
* *Invite all staff to offer input to be considered during Man Power planning meetings.*
* **Respond Promptly to Questions, Concerns and Requests**
* *Review and compile data from event reflections within a week after the event, respond to any questions or concerns.*
* *Assign a person (or establish a rotation schedule for Man Power team members) to review and respond to the daily evaluations at least weekly.*
* *Review and respond to staff input within a week of collection; when staff feel heard and valued, they are more likely to support the program.*
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