**XYZ Tribe’s/Organization’s**

**Curriculum Implementation Plan**

***Month/Year – Month/Year***

**Lead Educator Contact Information**

1. **Name:**
2. **Tribe/Organization:**
3. **Office # (Direct):**
4. **Cell #:**
5. **Email:**
6. **Name of Supervisor:**
7. **Email of Supervisor:**
8. **Which curriculum did you choose to implement on** [**www.HealthyNativeYouth.org**](http://www.HealthyNativeYouth.org)**: \_\_\_\_\_\_\_\_\_\_\_\_**

*(Write a few sentences, thinking about the following questions…)*

1. Who weighed in on the decision? An advisiory board? Parents? Students?
2. Will you need approval from the Tribe? School? School Board?
3. How will you gain support from local decision-makers?
4. **How will you recruit youth in your community to participate in the curriculum?**

*(Write a few sentences, thinking about the following questions…)*

1. Are you building upon an existing youth program or creating a new one?
2. How will you build interest for youth and their parents?
3. Will you collect permission or consent forms?
4. How will you keep in touch with participants and their parents to schedule sessions?
5. **When and where will you teach the lessons?**

*(Write a few sentences, thinking about the following questions…)*

* 1. During the school day? Afterschool? Weekends? As a summer program?
  2. Do you have an alternate location as back-up?
  3. Is the location easily accessible for students?
  4. Is transportation an issue or could it be a potential barrier? If it is a barrier, what can you do to support your youth’s transportation needs?

1. **What is your intended timeline for implementing the curriculum?**

*(Write a few sentences, thinking about the following questions…)*

* 1. How often will you meet?
  2. How many lessons will you cover per day, week, month?
  3. Will you offer one lesson over multiple days? Multiple lessons in one day?
  4. Will you collect a baseline survey to evaluate the training?

1. **Create a rough timeline and budget for you Curriculum**

| **Activities** | **Specific Steps** | **Who is responsible?** | **Timeline for Completion** | | | | | | | | | | | | | **Budget** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jan  201x | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan 201X |
| Facilitators Training | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Parent/youth outreach | 1.  2.  3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collect parent/youth consent forms | 1.  2.  3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hosting a kick-off event | 1.  2.  3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collect baseline survey from participants | 1.  2.  3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Implement the lessons, start to finish | 1.  2.  3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collect post survey from participants | 1.  2.  3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **How will you keep students engaged?**

*(Write a few sentences, thinking about the following questions…)*

* 1. How will you re-engage youth if participation rates start to drop off?
  2. Will you offer incentives? If so, what will you use; when will you give them out?

1. **How will you select your co-facilitator?**

*(Write a few sentences, thinking about the following questions…)*

1. What skills/traits will you be looking for?
2. How will you train them?
3. How will you plan for transition of staff and/or educators, if there is turnover?
4. **Who will you invite to attend the class as a guest speaker?**
   1. Clinic staff:
   2. Health educator:
   3. Counselor:
   4. Teen parents:
   5. Youth in treatment/recovery:
   6. HIV+ community member:
5. **(Important!) How will you respond to a youth in crisis?**

*(Write a few sentences, thinking about the following questions…)*

* 1. Do you have a local health clinic or mental clinic that you can refer students to?
  2. What are the reporting requirements for your organization, Tribe, or State?

1. **How will you keep your community informed about the curriculum?**

*(Write a few sentences, thinking about the following questions…)*

1. Newspapers?
2. Social media?
3. Email?
4. Calendar?
5. **What are your plans for longer term program sustainability?**

*(Write a few sentences, thinking about the following questions…)*

1. Will you train teens to act as peer educators?
2. Will you work with your organization to sustain and integrate the lessons as an ongoing effort?
3. Do you plan to leverage community support or other grants?