PREPARE

Curriculum Implementation Plan

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**Instructions**: Start thinking about the logistics involved in implementing your program. Use these questions to anticipate your program’s needs: who will deliver each lesson, where will the classes take place, when will you meet and how often?

Use the Implementation Plan template to draft out logistics, lesson enhancements, and crisis response protocols. Having a clear plan will help you gain support from decision-makers and communicate your program’s needs.

We know this work can be taxing, build in time and space for reflection and self-care as you go on this journey: [Self-care plan for Adults and Elders](https://www.healthynativeyouth.org/wp-content/uploads/2020/03/Self-Care-Plan_Elders-Adults.pdf)

**Curriculum Implementation Plan**

**Lead Educator Contact Information**

**Name:**

**Tribe/Organization:**

**Office # (Direct):**

**Cell #:**

**Email:**

**Name of Supervisor:**

**Email of Supervisor:**

**Add other staff or site points-of-contact, as needed.**

1. **Which curriculum did you choose on** [**www.HealthyNativeYouth.org**](http://www.HealthyNativeYouth.org)**: Add**

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

1. What steps did you take to GATHER community support? An advisiory board? Parents? Students?
2. When you CHOSE the program, did you need approval from the Tribe? School? School Board?
3. **How will you recruit youth in your community to participate in the curriculum?**

**Check out PREPARE – Step 4, for more tips and tools to help recruit youth, caregivers and allies.**

*(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?**

**Check out GATHER – Step 3, for tips and tools to help select the best location for your program.**

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

| **Activities** | **Specific Steps** | **Who is responsible?** | **Timeline for Completion** | **Budget** |
| --- | --- | --- | --- | --- |
| Jan202x | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan 202X |
| 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 a pre- survey from participants (optional) | 1.2.3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Implement the lessons, start to finish | 1.2.3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collect a post-survey from participants(optional) | 1.2.3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **How will you keep students engaged?**

**Check out IMPLEMENT – Step 4, for tips and tools to support student engagment.**

*(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?**

**Check out PREPARE – Get Support, for tips and tools to prepare guest speakers.**

* 1. Clinic staff:
	2. Health educator:
	3. Counselor:
	4. Elders and Culture Keepers:
	5. Teen parents:
	6. Youth in treatment/recovery:
	7. HIV+ community member:
1. **(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?
	3. As an adult facilitator of a health education program, you are required by most state law to report suspected or known child abuse or neglect, including physical neglect, physical abuse, emotional abuse, sexual abuse, sexual assault, child pornography, and drug or alcohol consumption. Inform students that while you will respect confidentiality, there are certain situations that you are required by law to report to ensure their safety or that of others. An excellent resource with up-to-date information on each state’s reporting requirements is the Child Welfare Information Gateway of the Administration on Children, Youth, and Families at <http://www.childwelfare.gov>