



## The 3-Month Planning Phase

Since Parent ACTION is a small grant, planning is essential to its success. Without planning, groups may not know where they are going and why they are doing certain activities.

**The three-month planning phase** gives groups the time they need to set goals, select an outcome, and plan activities that supports the goals and outcome.

One of the best ways to plan is through a group meeting. Your group can explore the areas below during the meeting. It will most likely take more than one meeting to finalize your group's plan. **Below is a suggested process:**

### Meeting #1/ Discussion Points:

- 1). What is your group's over-arching vision? (Where does your group want to be?)
- 2). What are your group's goals? (What are the milestones that will lead us closer to our vision?)
- 3). Decide which First 5 outcome your group should focus on based on these vision and goals.

*Initially it may be difficult to have people talk about vision and goals. However, **it's much easier to have group members talk about their own vision and goals for their children or families.** Once people start talking about their own vision and goals, the facilitator should **capture some key themes** members have in common. Those common themes can help your group formulate your overall vision and common goals.*

*Prior to the next meeting, your group should **research activities that support** the selected outcome.*

### Meeting #2/Discussion Points:

- 1). Explore activities that **coincide with your group's goals and the selected outcome. Please be specific as to how the activities link to your group's goals and the outcome.**
- 2). Discuss **evaluation method** (How will you evaluate impact of your activity afterwards?)

*Your group **may need to meet one more time** to discuss activities in detail after meeting #2.*

### **What Do We Need to Submit During the Planning Phase?**

- The Group's Vision Statement Planning Template
- The Activity and Budget List Template

### **What Will Happen After the Forms Are Submitted?**

- First 5 staffs will provide input regarding the information provided on both templates
- First 5 will approve them if they meet our program expectations
- First check will be issued and groups may start their activities

**Planning your activities:**

**What kind of activities are in line with Parent ACTION?**

Activities that are directly **linked to your goals and support one of the 3 Outcome Areas:**

- 1). Providing opportunities for parents to help their children become Kindergarten ready
- 2). Providing opportunities for parents to develop their leadership and/or advocacy skills
- 3). Providing opportunities for parents to create lasting community assets

Activities that are **conceived and led by parents.**

Activities that **are more likely to have long term impact versus one time events.** For example, we encourage grantees to think of activities that provide consistent opportunities for parents to develop relationships with each other and learn from prior experiences. One time events typically do not lead to these types of results.

**Activities that are consistent and reinforce a few key themes throughout the grant year versus scattered activities.** You should think of your overall goal/vision and develop an activity plan that would reinforce a common theme(s) that would support your group's goals, which ultimately aligns with one of First 5's outcome areas. For example, instead of having 1 fieldtrip to the zoo, 1 workshop on child development, and 1 library visit, it might be better to provide a series of experiences that would reinforce the learning ( a series of similar experiences instead of one time activities). Children do learn best through repetition!

**Build small “reinforcers”.** The impact would be much greater if you plan small **pre or post activities to support the learning from the bigger activities.** For example, after a series of family music/movement circles, it might be a good idea to plan a special event that culminates the experiences such as a group discussion around how parents have used what they learned and what they are doing at home with their children. Group discussion like this furthers the relationships among parents and strengthens the positive impact from the activities.

### Check List for Planning Phase

<u>Item #</u>	<u>PRIOR to the planning meeting: Things you should have answers to</u>	<u>Yes, No, Maybe</u>	<u>What will you do about it if the answer is NO or Maybe?</u>
1.	Do your group members know each other and have a relationship with each other?		
2.	Do your group members understand what Parent ACTION is about and why your group was created?		
3.	Do you members know when the planning meeting is and where it will take place?		
4.	Do you have childcare and translation (if needed) arranged?		
5.	Will you need food or beverages for your meeting? Who will bring them?		
6.	Do you have the planning templates and other relevant First 5 information (such as the First 5 outcome areas, MOU, the Fiscal Rules, etc.) ready for your group discussion?		
7.	Who will be the facilitator? (If nobody feels comfortable facilitating, will you have someone outside to facilitate?)		
8.	Who will be the note taker?		
9.	Who will make the reminder calls or send emails to people regarding the planning meeting?		
10.	Have you thought about what process you will use to assign roles/responsibilities to your group members?		

<u>Item #</u>	<u>AFTER planning meeting: Things you should evaluate or plan before the implementation phase</u>	<u>Yes, No, Maybe</u>	<u>What will you do about it if the answer is NO or Maybe?</u>
1.	Did people show up to the meeting?		
2.	Does it seem like most people participated in the planning meeting or does it seem like a few people led the entire process?		
3.	Is everyone clear about his/her action item and/or responsibility?		
4.	Do group members have roles they feel comfortable with?		
5.	Did you group make progress on the agenda items? Were decisions made with consensus or were decisions made by a few people?		
6.	Did it “feel” like a productive meeting?		
7.	Have you set a date for the next meeting?		
8.	Did the childcare and translation arrangement work out?		
9.	Did the meeting facility meet your needs?		
10.	How will you communicate with group members? (phone, emails, others?)		

### Role Assignment

Below is a suggested structure for delegating roles. Feel free to be creative if you want to try different structures that work best for your group. Roles can be rotated or shared among group members.

Project Name: \_\_\_\_\_

### Leadership Roles:

<b>Leadership Roles</b>	<b>Potential Responsibilities</b>	<b>Name(s) of Person(s) Responsible</b>	<b>Contact Information</b>
Group President/Leader	Overall coordination of the group		
Co-President/Co-Leader	Share responsibilities with the President/Leader. This person may also be playing other roles for the group if necessary.		
Group Treasurer	Keep track of the group's budget and finances		
Group Secretary	Fulfill administrative tasks such as note taking and collect report-related paperwork. (Members can rotate this role.)		
Group Communicator	Draft flyers; Do outreach to community; Remind people of key meetings and events.		

**Supportive Roles:**

Supportive Roles	Primary Contact Name and Contact Information	Backup Contact and Contact Information	'Report To' Leader & Contact Number (From leadership roles)
Bring food to activities/events			
Help with setup/clean up			
Help facilitate planning meetings			
Request in-kind donations			
Help collect feedback from activities			
Contributing to the reporting form (giving anecdotes and feedback, help collect receipts, etc.)			
Coordinate specific events (it may also work that each member coordinates one event and rotate throughout the year)			