

Tips From Former Grantees



Have fun! Parent ACTION is a fun project for families and communities.

Organization:

- Set your goals and develop a work plan and schedule throughout the year.
- Good organization is key to successfully administering grants. Good record keeping would make your semi-annual report writing stress free. Try not to work on anything at the last minute. Work on your report when your memory is still fresh from the activity/event.
- Delegate each piece of the project (such as field trips, party planning, financial reporting, etc.) to a different person. Communicate with each other regularly to check on progress.
- Research places in advance: It is crucial to get all the information about a field trip location well in advance. This allows time to research money-saving tips for visiting those places such as coupons and group discounts.
- Reserve your event place and speaker as soon as possible. During the summer, there are many groups who may want to use the same places as you. You may need to make reservations several months ahead.
- Guest speakers are always busy. They may even forget the workshop you have arranged with them. Remind them a week early and ask them if they still need anything from you before the workshop.

- Read the requirements for activities and budget provided by First 5 carefully so that they will have a guideline to manage your group and organize activities.
- It is important to write down the itinerary and important reminders for a field trip before hand; make sure that everyone in the group has a copy of it before the day of the trip.
- Things don't always go as planned. Improvise if necessary.

Team Work / Leadership:

- Ask your peers for advice and build buy-in to the group by responding to their suggestions on topics, facilitators, and resources.
- Recognize leadership qualities in other parents you are working with. Find ways to help them reach their goals.
- Allow everyone to share responsibility in leadership and planning roles. Have one person facilitate the overall project process to pull the team together.

Communication / Outreach:

- Call or email First 5 San Francisco if you have any questions.
- You may find it helpful to partner with an agency that already has some infrastructure. Don't try to reinvent the wheel yourself.
- Attend and actively participate in the workshops and networking with other Parent ACTION grantees can give you a better sense of the work of First 5 and how to best achieve project goals.
- Ask for in-kind donations. We have been able to get food donated on a regular basis.

- Good outreach is essential for the program to make a bigger impact. It is also one of the more difficult components of any program.
- In order to make change for your community, talk to your district supervisor. Make your voice heard for your community.
- Don't be afraid if you do not have any experience. I learned that even though I didn't have enough experience, I could always get help and resources from community organizations.

Implementation:

- Make sure there are enough parents/volunteers/leaders when engaging in the planned event.
- Stay focused on your task at hand. Don't hesitate to assist other group members when necessary. This will expedite the activity and help it run smoothly.

Evaluation (surveys or questionnaires):

- It may be helpful to develop a questionnaire to measure successes towards reaching your goals. It is a way to reflect on whether your goals were met, change occurred, and if the activities had significant impact.
- Evaluations are helpful to determine whether or not the event/class should be continued the following year.