***Awareness to Action***

***Stewards of Children Facilitator Agreement***

Awareness to Action (A2A) is a program of Children’s Service Society of Wisconsin d/b/a Children’s Hospital of Wisconsin Community Services (CHWCS) with funding provided by CHWCS and the Wisconsin Child Abuse Prevention Board. A2A is an initiative focused on preventing child sexual abuse by helping adults and communities take action to protect children.

The prevention education program for adults utilized by A2A is Darkness to Light’s award winning Stewards of Children. A2A has made a commitment to provide facilitator trainings and on-going support to Stewards of Children facilitators throughout the state.

As a facilitator supported by A2A, you agree to the following Best Practice Guidelines for Stewards of Children presentations:

* **Participants should register for trainings**. From past experience, just putting up fliers does not typically get a good response for a training, so it is important to put a registration process in place for each training that is coordinated. Collect necessary information from participants to ensure a successful training: Name, mailing address, phone number, email address.
* **The Awareness to Action logo and funder tagline must be included on all materials created for each Stewards of Children training.** You agree to use the logo and tagline as stated above in accordance with the standards further described on the attached **Awareness to Action logo guidelines**. The tagline is as follows: *Awareness to Action is a program of Children’s Hospital of Wisconsin Community Services with funding provided by Children’s Hospital of Wisconsin Community Services and the Wisconsin Child Abuse Prevention Board.*
* **Conduct *Stewards of Children* trainings with fidelity.** As per your facilitator agreement with Darkness to Light, all *Stewards of Children* programs must be done to fidelity and be at least 2 hours in length. Fidelity means that the facilitator is following the curriculum order, content, training materials as specified by the curriculum developer, and curriculum training manual.
* **Register a minimum of ten (10) people for each scheduled training.** In order to have a successful training and one that is cost effective for you/your agency and your time, a minimum of ten people should be registered. This is a best practice for *Stewards of Children*. If less than ten people are registered, the training should be cancelled and rescheduled.
* **If possible, two facilitators should attend each scheduled training.** If possible, try to have two facilitators at each scheduled training. Although this is not required, the most effectively run and impactful trainings have had two facilitators.
* **Come prepared with all essential training materials.** Training materials include all *Stewards of Children* booklets, workbooks, and DVDs. In addition, you must have copies of community resources and referral information available to all participants that attend each scheduled training. Community resource and referral information is essential. At most trainings, participants will identify some aspect of assistance they are interested in. Having these guides or resource lists available is excellent customer service for the participant and is essential to the participant receiving needed services in a timely manner.
* **Secure your training facility and training equipment.** To ensure a successful training experience, contact the location for the training in advance to make sure that the facility has the proper audio visual equipment for playing the *Stewards of Children* DVD.
* **Complete and submit all evaluation forms for each *Stewards of Children* training.** You agree to have participants complete all evaluation tools required by A2A. In order to continue to provide essential materials for these trainings, A2A must be able to show its funders and donor community that it is making an impact with the number of individuals being trained. Evaluation forms are the only way A2A has of giving our stakeholders data driven results that will continue their investment in this program.

**Instructions for Ordering Books and Administering Surveys**

A2A has purchased the *Stewards of Children* Interactive Workbooks from Darkness to Light and provides them to facilitators throughout the state of Wisconsin at a reduced charge of $3.50/workbook and charges a flat rate of $10 for shipping. These books will continue to be made available at this reduced cost as long as there is funding available. A2A reserves the right to limit the amount of books available to individual facilitators to assure fair distribution of materials. To obtain the workbooks for your scheduled presentations, email A2A@chw.org. Please be sure to request your materials at least two weeks before your presentation and be sure to include the address where you want the workbooks delivered.

Once A2A has received your request for a materials and payment, you will be sent the requested number of participant workbooks along with a master copy of the Pre-Training Evaluation, Post-Training Evaluation and a Participant Information Survey. Please make copies of these documents for all training participants. Since we will be mailing a 6 month follow-up survey to participants, it is important that we have an address for each participant. If your organization utilizes a sign-in sheet for participants, please be sure addresses are included and mail a copy back to A2A along with all other evaluation material. A template sign-in sheet is provided. While this version is not required, the data included on this sheet is required.

Each of these documents will have a Training ID Number printed on them. This number is specific to your training. The Training ID Number will enable us to correlate the number of workbooks requested and the number of participants trained.

The Pre-Training evaluation and Participant Information Survey should be distributed and completed prior to the beginning of the Stewards of Children program. The Post-Training Evaluation should be completed at the end of the program.

The Pre and Post Evaluation Forms have a space for a Participant ID Number. Please ask each participant to fill the last four digits of their telephone number. This will enable us to track the learning that occurred for each participant.

Once the training is done, all of the evaluations tools should be mailed back to Awareness to Action, 325 N. Commercial St., Suite 400, Neenah, WI 54956. A2A will compile all of the data from throughout the state and provide facilitators with a comprehensive report.

Please contact Mary Kleman at (920) 969-7955 or [Mary.Kleman@cssw.org](mailto:Mary.Kleman@cssw.org) with any questions.

Signature below confirms my understanding of and compliance with the terms of this agreement.

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Facilitator/Organization Signature

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Printed Name and Title

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Organization Printed Name (if applicable)

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Date

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Children’s Hospital of Wisconsin Community Services

Bridget Clementi, Executive Director, Community Health and Education

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Date