

FACE Program Goals Action Plan for: Recruitment, Enrollment, and Engagement

FACE School:

Date:

Team Members:

Continuous improvement must be ongoing and documented.

Goals and Achievement Strategies	Timeline	Individuals Responsible/Involved	Evidence (How will you check your progress?)	Evaluation (How did you do?)	
				Achieved	Started
<p>Goal: Recruitment Number of families currently enrolled: _____ Recruit # of families by _____</p> <ul style="list-style-type: none"> • Develop a yearly recruitment and engagement calendar (August-May) that focuses on detailed recruitment techniques. <ul style="list-style-type: none"> • Where? • Why? • Discuss recruitment techniques during weekly team meetings <ul style="list-style-type: none"> • Add topic to weekly team meeting agenda • Distribute program outreach materials <ul style="list-style-type: none"> • Staff will? • Interval/frequency? • To whom? • Types of materials • Community presentations <ul style="list-style-type: none"> • Staff will? • Contact targeted organizations: • Maintain regular contact with referral sources and develop mutually beneficial relationships <ul style="list-style-type: none"> • Staff will create mutual referrals with Head Start and Tribal Preschools • Contact targeted organizations: • Regularly update waiting list and contact interested families 	<ul style="list-style-type: none"> • June-August • Every week • August, October, December, February, April • Sep., Nov., Jan., March, May • Once a month 	<ul style="list-style-type: none"> • Coordinator and Adult Education Teacher • FACE Team • Parent Educators and Early Childhood Teacher • Parent Educators and Early Childhood Teacher • All Staff 	<ul style="list-style-type: none"> • Submit copies of documentations to supervisor for review and approval • Record items discussed during team meetings (minutes) • Update plan to record outreach strategies accomplished (to whom, date, and type of materials distributed) 		

<p>Goal: Engagement</p> <ul style="list-style-type: none"> • Strengthen engagement of families <ul style="list-style-type: none"> • Develop an incentive plan • Utilize FACE bucks and store • Quarterly mailing of notes/postcards with a fun message and suggestions for fun family activities • Discuss engagement techniques during weekly team meetings <ul style="list-style-type: none"> • Add engagement as a topic to current agenda • Plan for next engagement strategies • Empower families through FACE services <ul style="list-style-type: none"> • Personal visit strategies <ul style="list-style-type: none"> • Families choose activities • Choice of book • Seek family input during visit or check-in • FACE Family Circle strategies <ul style="list-style-type: none"> • Group Connection Feedback forms • Screening strategies <ul style="list-style-type: none"> • Use a community activity to engage families and conduct screenings • Share results with families • Goal Setting strategies • Assess how family's needs are being met <ul style="list-style-type: none"> • Informally? <ul style="list-style-type: none"> • Conversational check-in • Formally? <ul style="list-style-type: none"> • Exit/End of the year survey • Parent Satisfaction Survey • Group Connection Feedback Forms 					
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