

Three-Day Be Strong
Parent Café Training Institute Online (PCTI-O) Application

**Event Date**

Please rank order the events below to indicate your preferred date.

**\_\_\_\_\_December 1- 3, 2021**

**\_\_\_\_\_ February 23-35, 2022**

**Team Leader (Contact Person)**

The team leader must attend the PCTI-O and become a certified member of the team that will deliver cafes. This person will be the main point of contact and will be responsible for:

* Communicating with Center for Schools and Communities
* Disseminating registration information
* Distributing of materials that will be mailed to their attention at the address listed below
* Guiding parents/family members through the honorarium process (if applicable)
* Maintaining contact with the assigned Instructor TA following the Institute

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Organization: |  |
| Address: |  |
| City, State, Zip: |  |
| Phone: |  |
| Email |  |

**Application Questions**

***Team Recruitment and Structure***

The Be Strong Parent Café model is rooted in the idea that cafes should be “for parents, by parents.” Ideally teams that come to an institute have four to six members with at least one family member or parent. The family member should be receiving services or have received services in the recent past (they should not be a paid staff member).

1. How will you determine who is on your team?
2. How will you intentionally involve family members/family leaders in the planning and implementation of parent café? How does this fit into other family leadership opportunities you provide?

***Capacity***

Parent Cafes are most successful when there is a dedicated team that has the time and resources to deliver cafes consistently. Cafes are often delivered in a series of three to promote understanding of the Strengthening Families Protective Factors and to encourage participation in multiple sessions.

1. How often do you plan to deliver cafes?
2. How will the delivery of cafes fit into existing family engagement efforts and the workloads of team members?
3. Describe the resources that will be available to the team to ensure that café implementation is successful. Examples of resources may be Zoom licenses for online café delivery, adequate technology to join and conduct cafes in an online environment, funds for family member support such as meals, childcare, and café kits, etc.

***Participation in the PCTI-O and Technical Assistance***

The PCTI-O is a three-day course that must be completed **in full** to receive certification. Team members must:

* Attend and participate in all three days from 9:00am – 4:30pm
* Have their own laptop or tablet with a microphone and camera (which must remain on during the PCTI-O) – team members should not be in the same room.
* Have a reliable internet connection and the ability to join Zoom
* Be in a quiet space where conversations cannot be overheard (headphones are helpful)
* Be fully attentive and actively participate during the Institute.
* Participate in technical assistance from an assigned Instructor TA after the Institute
1. How will you ensure that team members have what they need to participate fully? This may be related to childcare, technology, or coverage of job responsibilities while participating. CSC will provide stipends to family members for their participation in the three-day institute.
2. How will the team leader convene the team to plan and ensure adequate communication with the Instructor TA regarding planning meetings and visits to cafes following the Institute?

***Delivery in Your Community***

Parent Cafes are a powerful tool for family engagement and building parent/family member leadership in programs and communities. Parent cafes:

* Are typically 1.5 to two hours in length
* Have an anatomy that must be followed with fidelity
* Are not workshops where you deliver information
1. How will the delivery of Parent Cafes complement the organization's work with families and communities?
2. How might you involve other community-based organizations or schools in this work? In what ways might they invest (people power, promotion, funding) in this process?
3. What is your vision about the use of the Be Strong Parent Café Model in your community over the next year and into the future?

**Readiness Checklist**

Please verify that the organization has the capability to do the following by checking the box beside each item below. An instructor will contact the team leader prior to the PCTI-O to discuss your readiness to implement the Be Strong Parent Café model.

[ ]  Identify a team of four to six people, including family\* leaders and staff members.

[ ]  Verify that all members of the team are able to attend the three full days (9:00 a.m. – 4:30 p.m.) Parent Café Training Institute - Online and will do the following:

[ ]  Actively participate in the course and Parent Café implementation.

[ ]  With support from the instructors, plan and deliver a Be Strong Parent Café on Day Three of the PCTI-O.

[ ]  Participate via their own laptop or PC with a stable internet connection.

[ ]  Provide support to family leaders participating as team members which may involve a financial stipend to honor time invested in Parent Café preparations or technology assistance, including devices or internet access. CSC will provide stipends for family members to participate in the three-day PCTI-O.

[ ]  Following the Institute, create a plan beginning at the Institute that details how the team will implement one series of three Parent Cafés within six months of the PCTI-O.

[ ]  Participate in technical assistance calls to aid in planning and implementing the Be Strong Parent Café series, including (at minimum) a call before implementing the first café and a debrief call after the conclusion of the series. The technical assistance staff will take part in one of your Be Strong Parent Cafés.

[ ]  Recruit additional staff and family leaders to assist with planning parent cafés.

[ ]  Have Zoom professional account (which requires a paid license) or can access similar internet platform to hold the cafés online.

[ ]  Notify assigned Instructor/Technical Assistant of Be Strong Parent Café schedules and follow the evaluation process outline by Be Strong Families and CSC.

Please complete this form and return it no later than **November 8, 2021** to

pa-strengtheningfamilies@csc.csiu.org