BEYOND THE BELL TOOLKIT TRAINING

May 9, 2019

Normal, IL

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BEYOND the BELL
at American Institutes for Research

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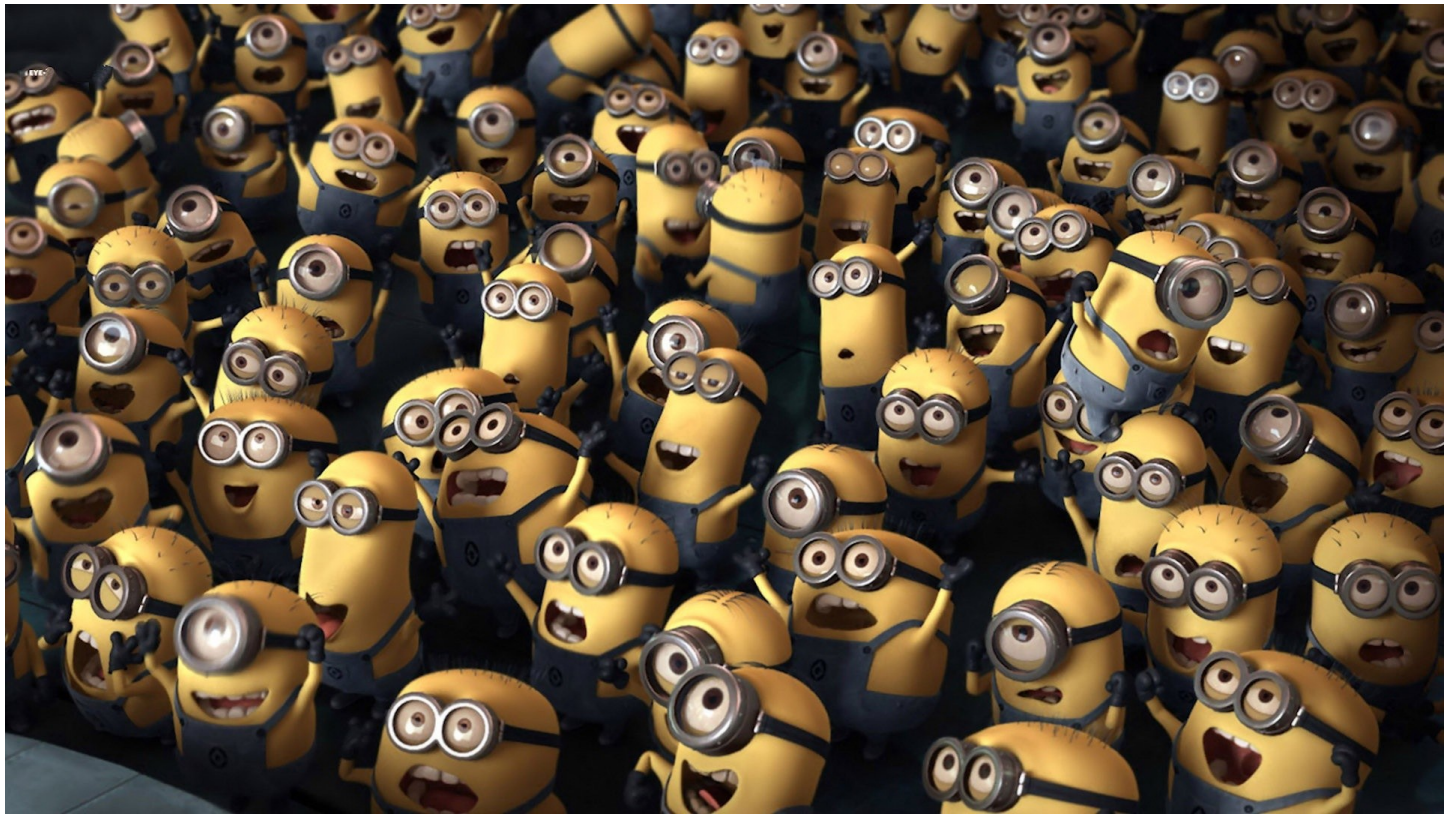
WHO'S IN THE ROOM?



AGENDA

- Who's In The Room?
- Welcome/Trainer Introductions
- Objectives
- Beyond the Bell Toolkit Overview and Practice
- Reflection
- Evaluations

OBJECTIVES

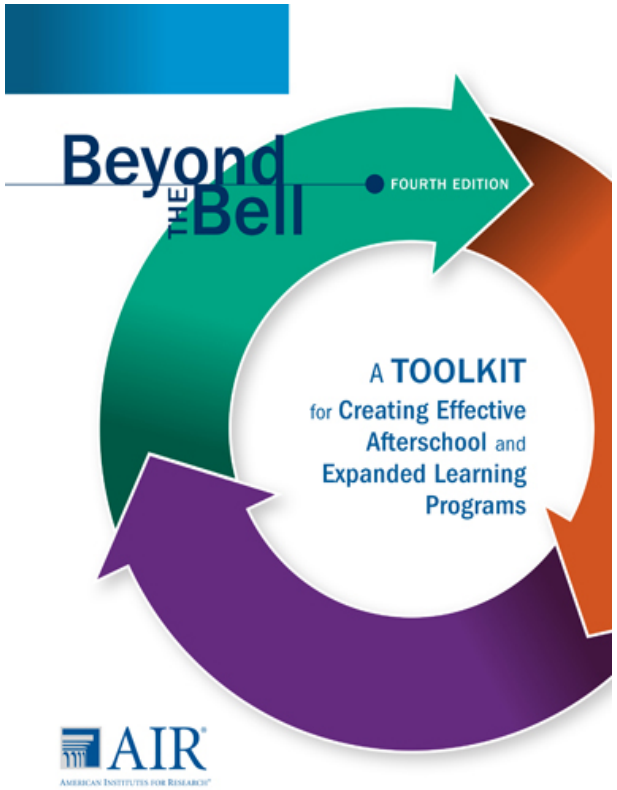
- Participants will gain an understanding of the Beyond The Bell Toolkit and how to use the tools
- Participants will get hands-on practice with various tools
- Participants will gain an understanding of Beyond The Bell Live!

HOUSEKEEPING

- Materials/Handouts
- Restroom Location
- Take care of yourself (eat, drink, stretch, etc.)
- Please silence your phone

BEYOND THE BELL TOOLKIT

- **96 tools grounded in principles of positive youth development and built around the idea of continuous quality improvement**
- **Fantastic resource for you and for your program**



THE CONTINUOUS IMPROVEMENT PROCESS

Develop programs using sound processes.

Implement those programs by employing quality practices.

Evaluate the implementation of the program.

Use the data from the evaluation activities to continually **improve** the program.

THE BOOK

- **STRUCTURE**
  - Six chapters
    - Management
    - Program Design
    - Partnerships and Collaboration
    - Program Delivery
    - Evaluation
    - Improvement

96 TOOLS

STRUCTURE

- Develop-Purple Section
  - Management
  - Program Design
- Implement-Green Section
  - Partnership and Collaboration
  - Program Delivery
- Evaluate-Orange Section
  - Evaluation
- Program Improvement-Blue Section

KNOWING WHERE TO START (P. 2)

- New Program: Start with Chapter 1
- Existing Program: Start with chapter that addresses current needs
- Existing Program: Start with tool that addresses current needs
- Toolkit does not need to be used in order from beginning to end

USING THE FEATURES (P. 2)

- The cycle graphic identifies where you are within the continuous improvement cycle. The graphic is located at the beginning of each chapter and at the bottom of each page
- The pencil points out practical tips and reminders
- The arrow refers you to related content in other chapters
- Voices from the Field are true stories that describe what programs in the field are doing
- The points to remember at the end of each chapter summarize the chapter's main ideas

HIGHLIGHTS

- Table of Federal Funding Sources (Pgs. 24-27)
- Aligns with Weikart (Pg. 52)
- Substantial section on family in programs (Pg. 86-94)
- Lots of activity ideas (Chapter 4)
- Develop SMART goals (Tool 38)

THUMB CHECK

SCAVENGER
HUNT

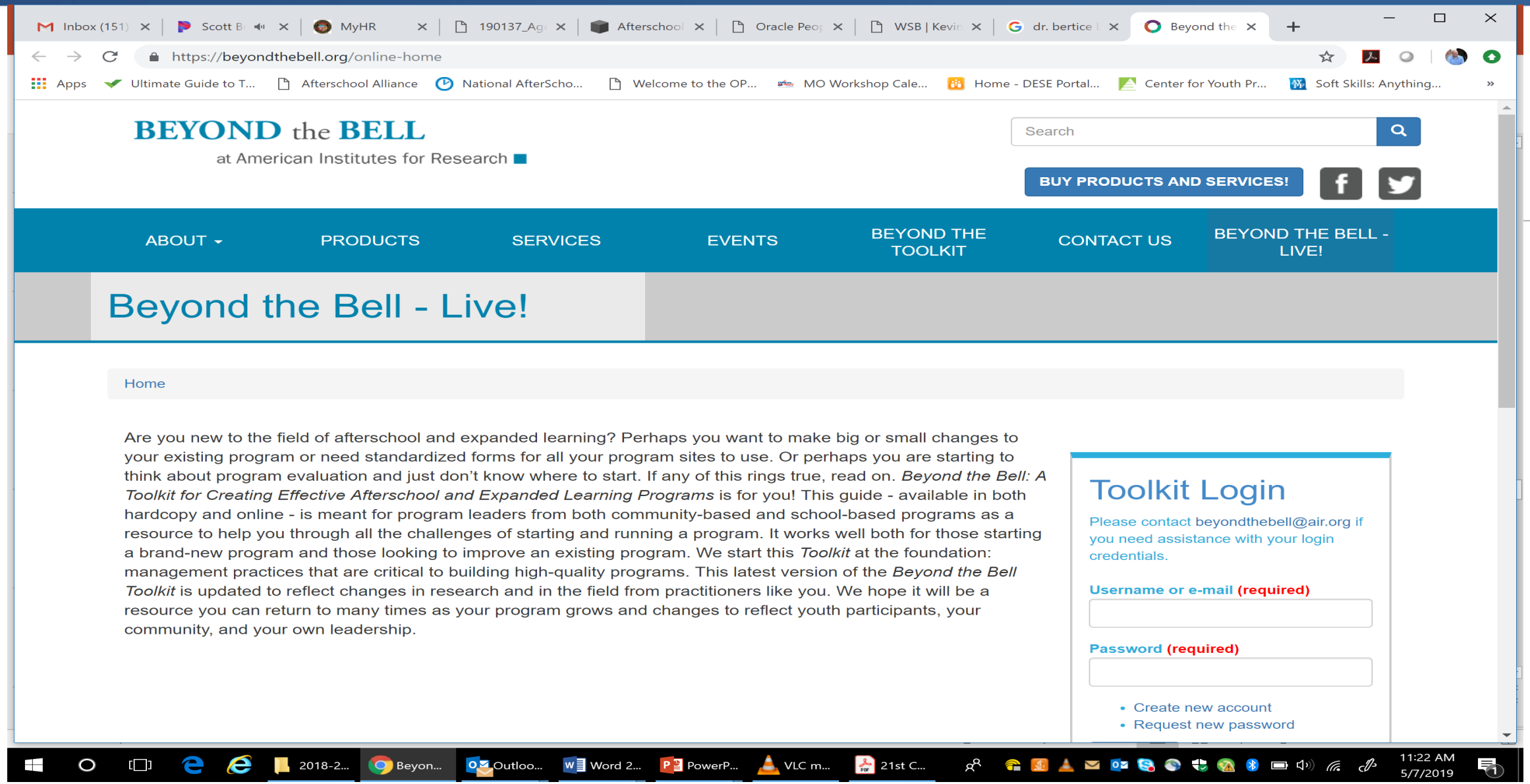
PRACTICE USING TOOLS

- Chapter Two: **Tool 36**-Visioning Worksheet and Meeting Agenda

  -Description of Vision on p. 56

STEPS TO LOGIN TO THE ONLINE TOOLKIT

- Step 1. Visit https://beyondthebell.org/online-home to get started.
- Step 2. Click on “Create New Account.”
- Step 3. Create a username and enter your e-mail address.
- Step 4. Enter your unique subscription code
- Step 5. Check your email for a link to continue your account setup.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Are you new to the field of afterschool and expanded learning? Perhaps you want to make big or small changes to your existing program or need standardized forms for all your program sites to use. Or perhaps you are starting to think about program evaluation and just don't know where to start. If any of this rings true, read on. Beyond the Bell: A Toolkit for Creating Effective Afterschool and Expanded Learning Programs is for you! This guide - available in both hardcopy and online - is meant for program leaders from both community-based and school-based programs as a resource to help you through all the challenges of starting and running a program. It works well both for those starting a brand-new program and those looking to improve an existing program. We start this Toolkit at the foundation: management practices that are critical to building high-quality programs. This latest version of the Beyond the Bell Toolkit is updated to reflect changes in research and in the field from practitioners like you. We hope it will be a resource you can return to many times as your program grows and changes to reflect youth participants, your community, and your own leadership.
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Request new password
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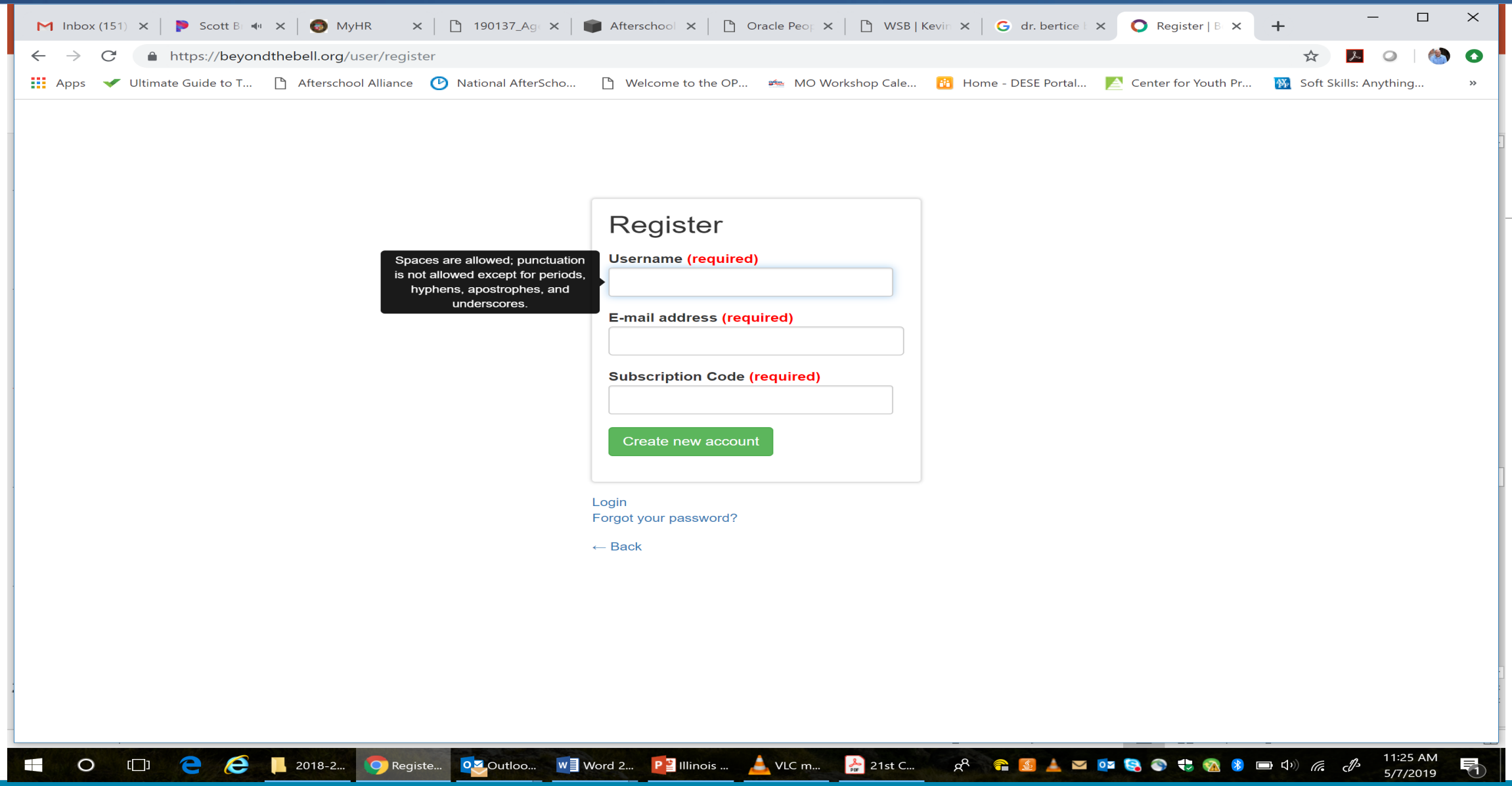
5/7/2019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Register
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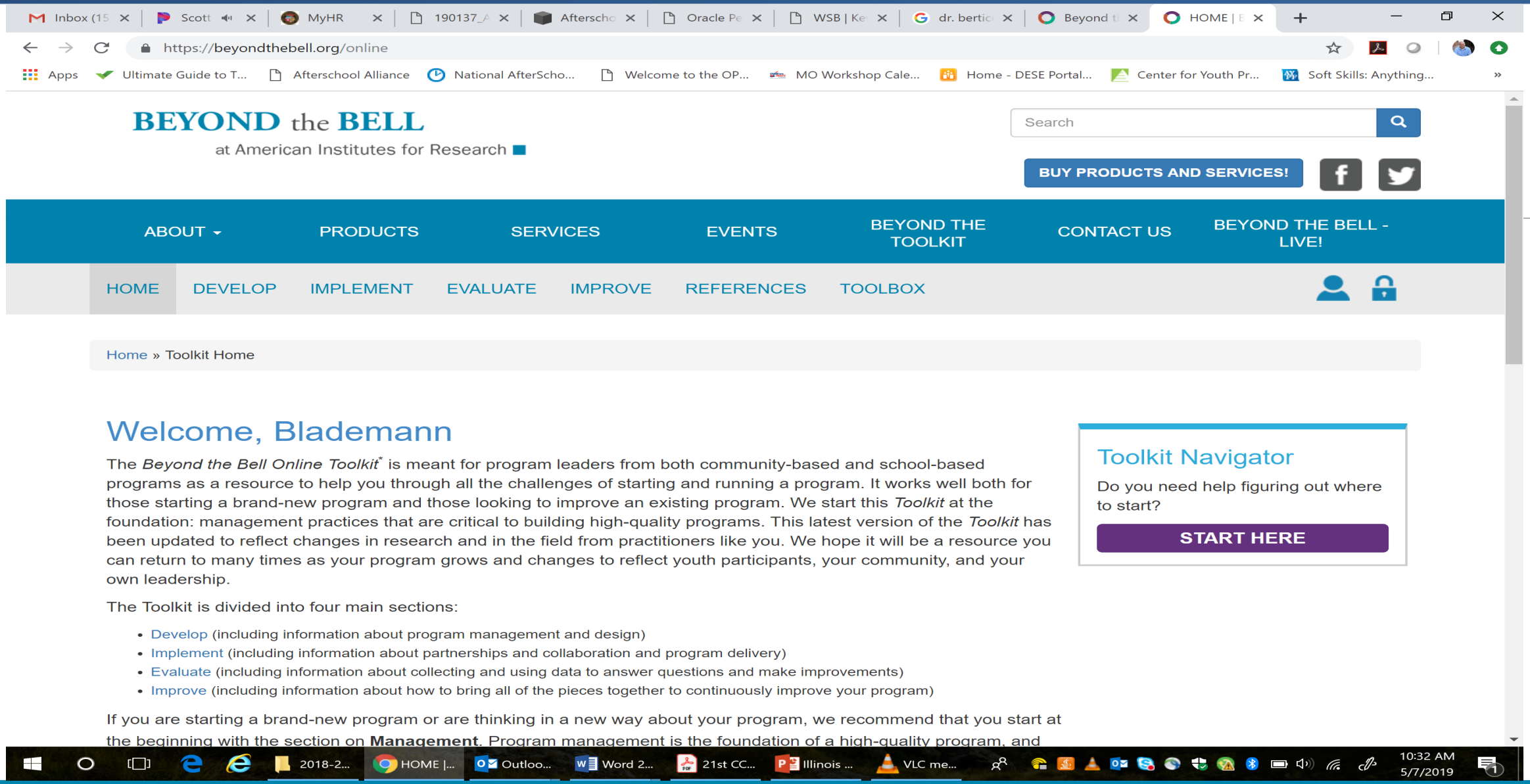
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Welcome, Blademann
The Beyond the Bell Online Toolkit* is meant for program leaders from both community-based and school-based programs as a resource to help you through all the challenges of starting and running a program. It works well both for those starting a brand-new program and those looking to improve an existing program. We start this Toolkit at the foundation: management practices that are critical to building high-quality programs. This latest version of the Toolkit has been updated to reflect changes in research and in the field from practitioners like you. We hope it will be a resource you can return to many times as your program grows and changes to reflect youth participants, your community, and your own leadership.
The Toolkit is divided into four main sections:
Develop (including information about program management and design)
Implement (including information about partnerships and collaboration and program delivery)
Evaluate (including information about collecting and using data to answer questions and make improvements)
Improve (including information about how to bring all of the pieces together to continuously improve your program)
If you are starting a brand-new program or are thinking in a new way about your program, we recommend that you start at the beginning with the section on Management. Program management is the foundation of a high-quality program, and
Toolkit Navigator
Do you need help figuring out where to start?
START HERE
10:32 AM
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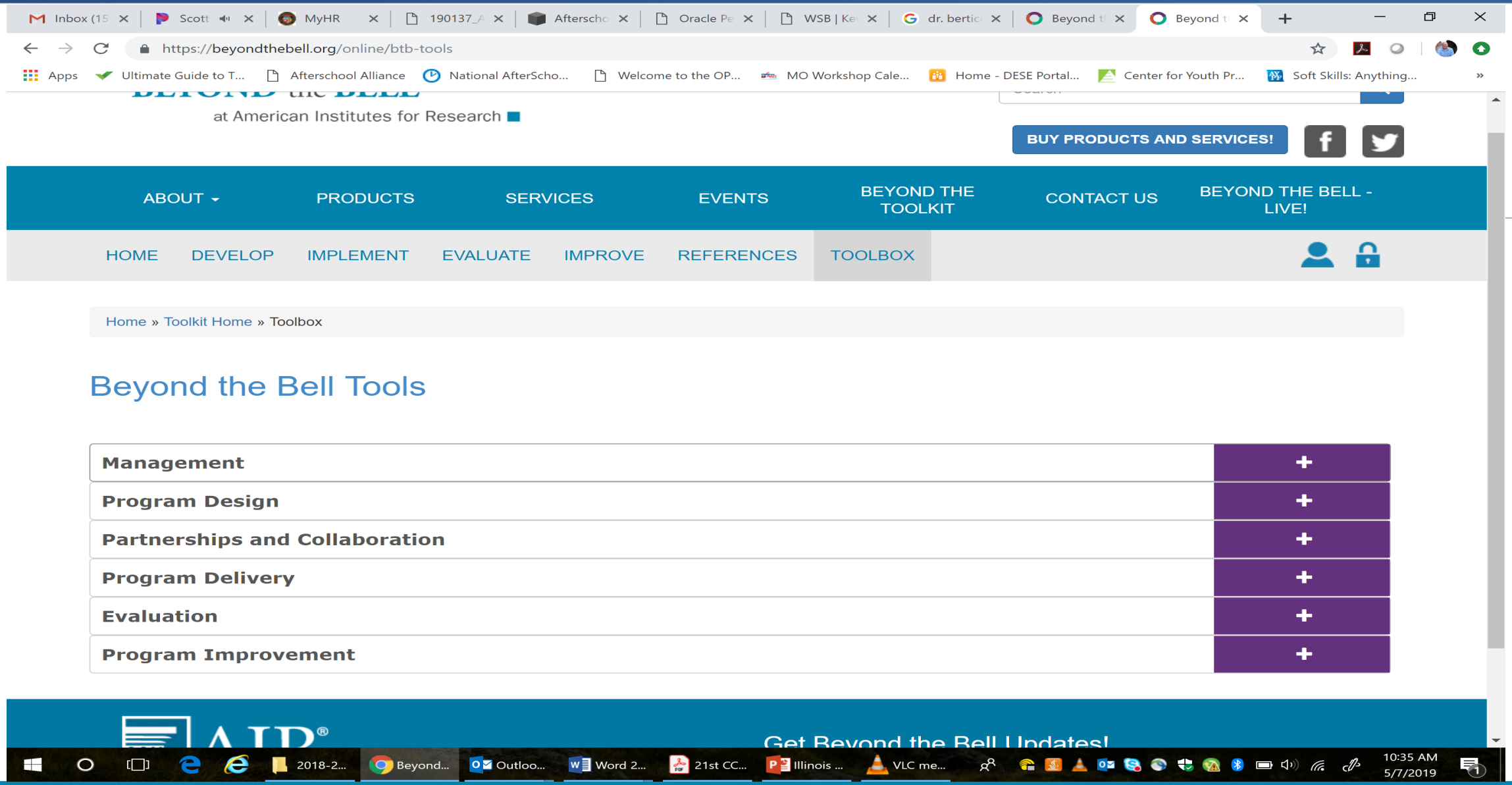
Online Toolkit Core Process

Management

The management of afterschool and expanded learning programs can be structured in many ways. In some cases, the executive director of the organization also serves as the program leader. In other cases, a clear delineation exists between organizational leadership (the executive director and the leadership team) and program management (the program leader and site coordinators). The management practices we recommend are relevant in both contexts, but the players who conceptualize and implement them may differ. If you work in program management in an existing organization, you should make sure to align your program management practices with the organization's existing structures. If you are starting a program from scratch, use your local resources (other local programs, schools, and advisory board members) to help you create management practices that provide a sound foundation for a high-quality program. We are

- Organizational Structures
- Policies and Procedures
- Resource Management
- Staffing
- Communication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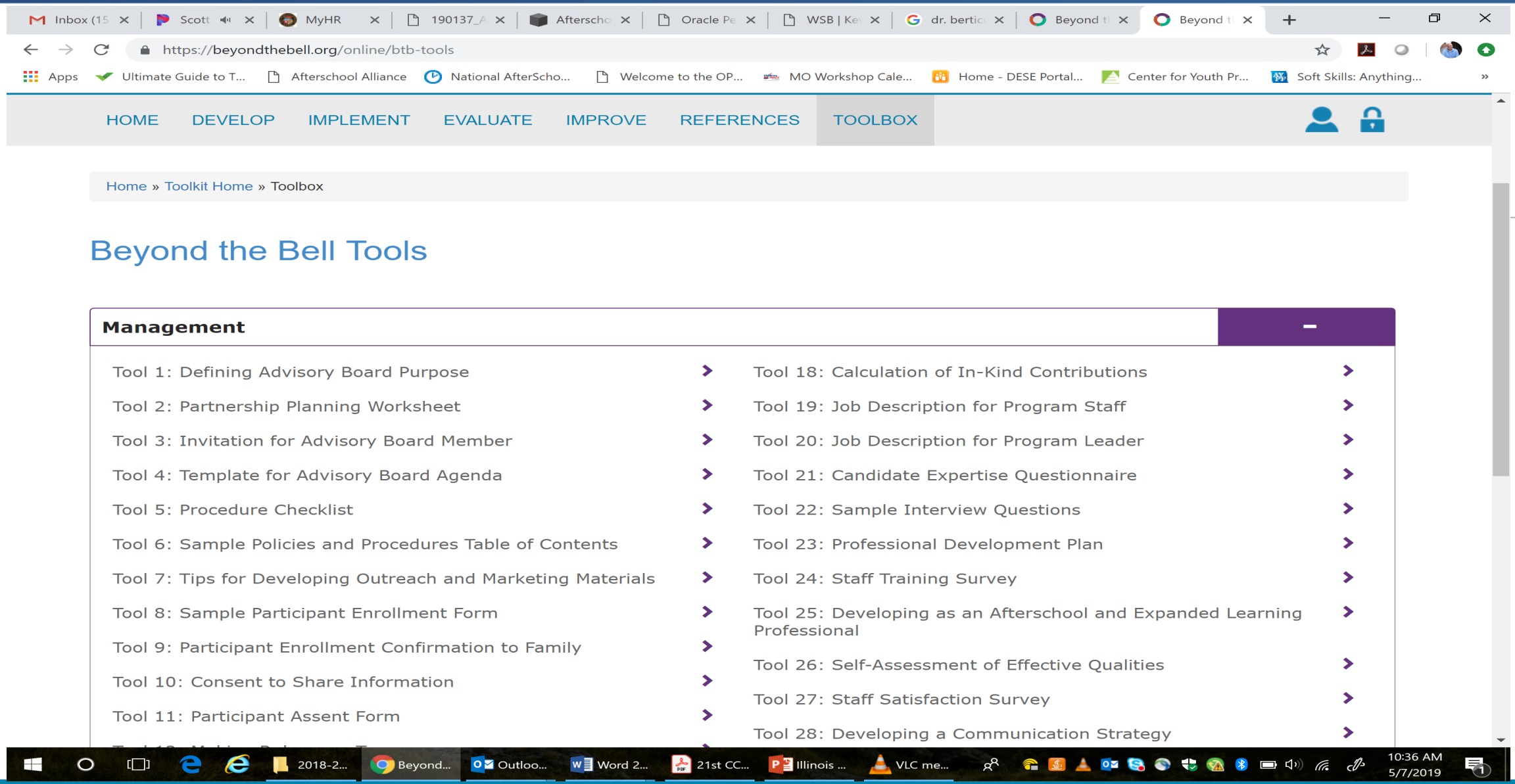
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Beyond the Bell Tools
Management
Tool 1: Defining Advisory Board Purpose
Tool 2: Partnership Planning Worksheet
Tool 3: Invitation for Advisory Board Member
Tool 4: Template for Advisory Board Agenda
Tool 5: Procedure Checklist
Tool 6: Sample Policies and Procedures Table of Contents
Tool 7: Tips for Developing Outreach and Marketing Materials
Tool 8: Sample Participant Enrollment Form
Tool 9: Participant Enrollment Confirmation to Family
Tool 10: Consent to Share Information
Tool 11: Participant Assent Form
Tool 18: Calculation of In-Kind Contributions
Tool 19: Job Description for Program Staff
Tool 20: Job Description for Program Leader
Tool 21: Candidate Expertise Questionnaire
Tool 22: Sample Interview Questions
Tool 23: Professional Development Plan
Tool 24: Staff Training Survey
Tool 25: Developing as an Afterschool and Expanded Learning Professional
Tool 26: Self-Assessment of Effective Qualities
Tool 27: Staff Satisfaction Survey
Tool 28: Developing a Communication Strategy
10:36 AM
5/7/2019

QUESTIONS

REFLECTION

EVALUATIONS

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