

### Cycle Information

All electronic communication will be sent to the site coordinator.

*FOR OFFICE USE ONLY*  
 Previous Training Cycle: \_\_\_\_\_  
 Cycle ID: \_\_\_\_\_

<b>FAST® Level:</b>	FAST: Early Childhood <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> (For FAST at Home programming, please contact Families & Schools Together for correct order form)		
<b>Site Name:</b>			
<b>Site City/State/Zip:</b>			
<b>Site Coordinator:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Start date for recruiting</b>			
<b>Start date for FAST Cycle:</b>			

### Choose Survey Format and Language

Surveys include Parent Pre/Post Surveys, Teacher survey, Youth survey, Team Review, Team Member Survey.

<p><b>Surveys are available online ONLY</b></p> <p>Please choose language(s) for the Family pre/post Surveys. All sites will receive Parent pre/post surveys</p>	<p>Please indicate which links you will need below. All levels will have parents complete a pre/post; Youth is required for Middle and High School Levels</p>
<input type="checkbox"/> English Link for Parent Pre/Post Surveys	<input type="checkbox"/> Teacher Survey (required unless community site)
<input type="checkbox"/> Spanish Link for Parent Pre/Post Surveys	<input type="checkbox"/> Youth Survey (completed by youth in Middle and High levels)

### FAST® Program Activity Materials

Quantity	Item	PRICE	COST
	Flag Bases And Dowels (set of 15) <i>Used by: all levels (elective activity for High School)</i>	\$30.00	
	Feelings Charades Card Pack <i>Used by: Elementary School level</i>	\$30.00	
	Family Connections Game <i>Used by: Middle School level</i>	\$40.00	
<b>PROGRAM ACTIVITY MATERIALS – TOTAL</b>			

### FAST® Recruiting Tools & Promotional Items

Quantity	Item	PRICE	COST
	FAST® T-shirt – 100% cotton. Logo front & back. Adult sizes XS through 2XL. PLEASE INDICATE SIZE(S): XS:    S:    M:    L:    XL:    2XL:	\$15.00	
	FAST® Hat – Adjustable velcro strap. *	\$14.00	
	FAST® Notepad Holder – Has one inside pocket. Includes notepad. 9½" x 12½"*	\$12.00	
	FAST® Welcome Bag – 16" x 9" *	\$2.50	
	FAST® 9-inch Frisbee*	\$2.00	
	FAST® 4-inch Mini Flyer	\$1.00	
	FAST® Pens – Pack of 15, blue ink.	\$15.00	
	FAST® Pencils – Pack of 15. <i>Great for Scribbles!</i>	\$4.50	
	FAST® Post-It Notepad – 50 sheets per pad. *	\$1.50	
	FAST® Recruiting Magnets – Pack of 15. 3½" x 2"	\$4.50	
	FAST® Gift Cinch Bags (Green or Beige) *	\$2.00	
<b>PROMOTIONAL ITEMS &amp; RECRUITING TOOLS – TOTAL</b>			

\*Available while supplies last.

**Team Composition**

Complete the information below for the FAST Cycle requested. Sites must maintain at least 50% eligible (fully trained) team members in each cycle. Below is a list of the required Core Team Member Roles by Level for your reference. Make sure you have a complete roster of required roles.

**Team Member Roles and Names**

<b>Is this a Training Cycle?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>NAME</b>
<b>Sponsored Certified FAST® Trainer</b> (if training cycle)	
<b>Team Member Roles and Names</b>	
<b>Parent Partner(s)</b>	
<b>School/Center Partner</b>	
<b>Community Partner 1</b>	
<b>Community Partner 2</b>	
<b>Youth Partner(s) (MS/HS)</b>	
<b>Youth Advocate (MS)</b>	
<b>Team Handbooks are available for \$70/handbook.</b>	

**Team Member Representation**

Experience has shown that FAST programs are more successful if the team is representative of the children and families in the school. Team members should reflect and represent the participating families on race, ethnicity, language, religion, immigrant status, gender, and social characteristics related to social exclusion. While it is difficult to perfectly reflect program participants on all these characteristics, it is important to consider them and work to be as inclusive as possible.

**Please choose one:**

- The core team members are representative of the sociocultural characteristics of the children and families at this school and in this community.
- Our site would like information and assistance to improve sociocultural representation.

**Billing Information**

*Costs incurred after the order is filled will be invoiced to the billing contact. If multiple cycle requests are submitted, all approved cycles will be billed together.*

<b>Federal ID Number:</b>		<b>PO#(if Needed)</b>	
<b>Organization:</b>			
<b>Organization Type:</b> (Choose only one)	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Mental Health	<input type="checkbox"/> School <input type="checkbox"/> Government
	<input type="checkbox"/> Foundation	<input type="checkbox"/> Other: ___	_____
<b>Billing Contact:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Fax:</b>			
<b>Street Address:</b>			
<b>City/State/Zip:</b>			

**Shipping Location**

<input type="checkbox"/> Shipping is the same as billing			
<b>Shipping Contact:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Street Address:</b>			
<b>City/State/Zip:</b>			

**Shipping & Delivery**

Today's Date: \_\_\_\_\_ Requested Delivery Date: \_\_\_\_\_

**Requested Delivery Date** is the date you wish to receive the evaluation materials, if different from standard. Standard order processing time for either option is 10 business days. We will do our best to accommodate your timeline, if possible. Contact us if you have a question or special request.

<b>STANDARD ORDER PROCESSING</b>
Pre Links Email will be sent two weeks before recruitment begins. Post Links email will be sent two weeks before the last session.
<b>RUSH SERVICE AND FEES</b>
Rush fees apply when orders are needed in fewer than 10 business days. <ul style="list-style-type: none"> <li>o 0 - 4 business days processing time \$35</li> <li>o 5 - 9 business days processing time \$20</li> </ul>
<b>SHIPPING CHARGES</b>
Shipping cost depends on destination, date needed, service, package weight, and other considerations. Packages are shipped via UPS Ground Delivery whenever possible. Shipping charges will be included on your invoice.

**Order Summary – Contracted Training Cycle**

Cost for Team Member Handbooks from previous page	Cost included in Contract total
FAST® Evaluation & Services Package (FAST at Home) See page 1.	Cost Included in Contract total
Activity Materials and Promotional Items total	\$ _____
<b>SUBTOTAL FOR THIS CYCLE</b> <i>(shipping charges and rush fees (if applicable) will be added to the subtotal here)</i>	\$ _____

**Order Summary – Evaluation Cycle Only**

Cost for Team Member Handbooks (\$70/handbook)	\$ _____
FAST® Evaluation & Services Package (FAST at Home)	\$ _____
Activity Materials and Promotional Items total	\$ _____
<b>SUBTOTAL FOR THIS CYCLE</b> <i>(shipping charges and rush fees (if applicable) will be added to the subtotal here)</i>	\$ _____

**TERMS AND CONDITIONS AND AUTHORIZED SIGNATURE:**

*Please sign below to indicate that you agree with the terms and conditions and authorize the order.*

In signing, I agree to abide by the terms and conditions detailed on the following pages, and agree to pay the above amount (plus any additional shipping and rushing fees):

**Authorized Signature:** \_\_\_\_\_

**Fax completed form to Families & Schools Together, Inc. at 608.663.2336 or email to [orders@familiesandschools.org](mailto:orders@familiesandschools.org). Approved orders will be processed in 10 business days.** Prices and rush fees subject to change without notice. Please be aware that any orders submitted to Families & Schools Together, Inc. will not be processed if any portion of the outstanding balance on your account is 90 days or more past due.

FOR OFFICE USE ONLY
Date Received: _____
Cycle Request Approved: _____
Date Fulfilled: _____

<b>FAST® Evaluation &amp; Services Package for Elementary Level, Single Hub</b>	<b>\$1125</b>
<b>Survey and Evaluation Tools Package (FAST at Home)</b> Surveys for parents and team members and related program information tools have been redesigned with new content and electronic delivery. All surveys are online – no paper options.	
<b>License Renewal – Subsequent Cycle</b> A license renewal from Families & Schools Together, Inc. is required to remain a practitioner of the FAST Program and to use the FAST name, logo, and materials. Any organization beginning a new FAST Cycle must renew its license.	
<b>Implementation Support, FAST at Home –</b> Includes access to training materials (team member handbooks) and other videos and resources provided by FAST, Inc. via our website. Teams can also request webinar trainings to support initial FAST at Home implementations included in this price.	
<b>Technical Assistance Services – Subsequent Cycle</b> Technical assistance is tailored guidance to meet the specific needs of a site through collaborative communication. After a site has completed their training cycle, technical assistance is provided by Families & Schools Together, Inc. to FAST Team Members, FAST Coordinators and Site Coordinators, and representatives of funding organizations as they conduct additional FAST Cycles.	
<b>Evaluation Services – Subsequent Cycle</b> An evaluation must be conducted for every cycle of FAST. FAST Evaluation Services include instrument scoring and data analysis, and a comprehensive final FAST Evaluation Report. The report is provided to the sponsoring organization approximately eight weeks after the site coordinator confirms that all online surveys are completed and that any print forms have been returned to the Families & Schools Together office. Evaluation reports will not be processed until payment is received in full.	
<b>Certification Fee – Subsequent Cycle</b> Site Certification is retained when the Families & Schools Together Office can confirm that certification criteria have been upheld.	

THIS AGREEMENT is effective on the date of execution, by and between the provider or organization purchasing FAST® Evaluation & Services Package, hereinafter called “the provider/organization” and Families & Schools Together, Inc.®

WITNESSETH: WHEREAS the provider/organization desires Families & Schools Together, Inc. to perform certain services related to program evaluation of FAST® implemented at the site(s) requested.

These services shall be based on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the premises contained herein and the promises each to the other made, the parties do agree as follows:

**ARTICLE I – CATEGORY OF WORK AND SERVICES**

**A. The work and services to be performed by Families & Schools Together, Inc. shall be as follows:**

1. Authorization for the above referenced site/team to operate FAST. During the authorization process, Families & Schools Together, Inc. will provide technical assistance to the site in order that they may achieve readiness to begin a new FAST® Cycle.
2. Provide evaluation tools (surveys) to be used to determine outcomes with the children and families in each site(s) before (pre-) and after (post-) the FAST Cycle, if applicable to the level.
3. Provide general information and instructions for implementing evaluation procedures.
4. Score and process evaluation tools (surveys) and conduct data analysis- FAST Cycles may be compared with previous FAST Cycles conducted at the site(s) and with determined national averages, if data is available.

5. Provide a final Evaluation Report for each site based on the data submitted to Families & Schools Together, Inc. by the site.
6. Determine certification for the site and eligibility of the team upon obtaining and maintaining all certification criteria as follows:
  - a. A complete and trained team present at the site for the FAST Cycle.
  - b. The FAST® Team must have retained at least 50% of its eligible, core team members. FAST Team Members become eligible when they have attended the full two-day Phase I training, at least 75% of the weekly FAST Sessions, and the one-day Phase III Training. No team member may represent child protective services.  
  
A complete team for FAST® Elementary School level consists of the following members: (4 core team members) a parent with a child who attends the school where FAST® will be held, a teacher or school counselor from the FAST school, and two representatives from two different community-based organizations.
  - c. Team members can only serve on the team in one role at a time.
  - d. The FAST® Team’s makeup should be representative of the population to be served by FAST.
  - e. Core team member retention of at least 50% during the cycle and immediate replacement of core team members. Team retraining is necessary if the team loses more than 50% core team members for FAST Elementary level.
  - f. Each core team member must attend at least 6 of 8 (75%) of the FAST® Sessions.
  - g. During the cycle, a minimum of five (5) families must attend at least six (6) FAST Sessions.
  - h. The site submits evaluation data for at least five graduating families; this includes completed pre- and post-surveys from FAST participants and surveys from other raters, such as teachers, if applicable. Data may be submitted by having respondents complete surveys online.
7. Give permission to the site to use the name FAST® to describe the program. This permission is only granted when the site signs this Agreement, purchases evaluation services, completes program evaluation for each FAST® Cycle for quality assurance purposes, and maintains certification criteria as described in I.A.6.
8. After a site submits the necessary paperwork for a training cycle, Families & Schools Together, Inc.® will provide documentation of team member eligibility and site certification when it is determined to be certified.

**B. The work and services to be performed by the site shall be as follows:**

1. Site/team will abide by all terms delineated in this agreement.
2. Site/team will gather pre-program data prior to the first FAST® Session.
3. Site/Team will gather post-program data within two weeks following the final FAST Session but not prior to graduation.
4. Pre- and post-program data may not be reproduced or copied in any manner by the site.
5. It is necessary that all relevant evaluation information be completed electronically via the link provided by Families & Schools Together, Inc. Families & Schools Together, Inc. shall not be held responsible if electronic forms/surveys are not completed and submitted correctly.
6. Team members, and all others involved in FAST at the site shall honor FAST participant confidentiality as described in the Parent Consent Form (see Appendix A).

7. Site shall, to the best of its ability, obtain site certification and maintain team member eligibility (see I.A.6 above).
8. Site will submit a list of team members to be considered for eligibility at the start of each FAST Cycle, to Families & Schools Together, Inc.
9. Families & Schools Together, Inc. is the only party that may enter into a training or service contract with new/continuing FAST Sites, with the exception of a FAST Provider which employs their own Sponsored Certified FAST Trainer. The Sponsored Certified FAST Trainer is certified by Families & Schools Together, Inc. and is allowed to conduct trainings only at sites in which their employer is the FAST Provider. FAST Sites are prohibited from contracting directly with Certified FAST Trainers. The cost of evaluation services still applies, even when a Sponsored Certified FAST Trainer conducts a training. Evaluation must be done for all FAST Cycles.
10. All Sponsored Certified FAST Trainers must submit to Families & Schools Together, Inc. all Phase I, Phase II, and Phase III documents within one week of completing each phase

**ARTICLE II – GENERAL**

- A. A new approved Cycle Request Form must be completed for each cycle prior to team training or recruitment of program participants.
- B. If the team is ineligible and a Sponsored Certified FAST Trainer is not available, it will be necessary for the site to purchase a full training agreement. Similarly, if the site is not certified and a Sponsored Certified FAST Trainer is not available, it will be necessary for the site to purchase a full training agreement. If a Sponsored Certified FAST Trainer is available, the Trainer who trains the team must complete and submit any and all necessary reports required for Phase I, II, III, Retraining, Conditional Cycle, or any other type of training for the site to meet certification criteria and the team to remain eligible.
- C. Families & Schools Together, Inc. will not be held responsible for improper administration of tools, incomplete data, overall outcomes, or misunderstandings by the provider/organization or its personnel, program participants, or any person associated with the evaluation and certification of FAST® at the site.
- D. Families & Schools Together, Inc. will provide the final Evaluation Report to the provider/organization approximately eight (8) weeks **after** all necessary evaluation materials are submitted to Families & Schools Together, Inc.
- E. Families & Schools Together, Inc. will not be held responsible for program evaluation outcomes, errors in data analysis, or errors in the final Evaluation Report that may or may not result from faulty data collection.

**ARTICLE III – BASIS OF PAYMENT**

- A. The provider/organization shall compensate Families & Schools Together, Inc. for the FAST Evaluation and Services Package, totaling \$1,125. This package includes up to evaluation materials (electronic), licensing fees, technical assistance services, evaluation services and processing (including statistical and demographic data entry and analysis and qualitative analysis), and certification fees.
- B. Shipping costs (when applicable) for program materials will be billed to the provider/ organization and are in addition to the cost of the FAST Evaluation & Services Package.
- C. “Rush” orders will carry fees in addition to the cost of the FAST Evaluation and Services Package and will be billed to the provider/organization. Rush fees are subject to change without notice.
- D. The provider/organization shall pay a \$500 fee for each site that begins implementation of FAST but is unable to complete the cycle. Examples of incomplete implementation may be core FAST Team composition does not remain fixed during the course of the cycle or that there are not enough families to fulfill programmatic requirements. The

fee may be subtracted from the initial \$1,125.00 payment when payment has previously been received by Families & Schools Together, Inc.. The refund will not be honored past one year of purchase (date ordered).

**ARTICLE IV – PAYMENTS**

- A. Families & Schools Together, Inc. will submit an invoice to the provider/organization for the services performed and/or to be performed by Families & Schools Together, Inc.
- B. Payment must be made by the provider/organization within 10 days of invoicing. Any new orders will not be processed if portion of an outstanding balance is 90 days or more past due.
- C. If payment is not received, the Evaluation Report will be held.

**ARTICLE V – TERM OF AGREEMENT**

The term of the Agreement shall be for the duration of one year from the date this agreement is signed by both parties or until the final Evaluation Report has been submitted to the provider/organization.

**ARTICLE VI – COPYRIGHT**

- A. Families & Schools Together, Inc. shall retain Copyright of the final Evaluation Report and all other tools and forms developed by Families & Schools Together, Inc. for the purpose of collecting data, trainer’s reports, etc. The provider/organization may make five (5) additional copies or reproductions of the final Evaluation Report or portions thereof for each site for the sole purpose of educating, informing or disseminating the FAST program without obtaining written permission from Families & Schools Together, Inc. Under no other conditions may the final Evaluation Report or any other tool, instrument, or form developed by Families & Schools Together, Inc. be copied or sold without expressed consent of Families & Schools Together, Inc.
- B. Families & Schools Together, Inc. shall retain possession and ownership of all original raw data submitted by the provider/organization and of all electronic data derived from the original hard data during the course of and subsequent to the termination of engagement under the Agreement.

**ARTICLE VII – RELEASE OF INFORMATION**

It is considered possible that during the course of and subsequent to the termination of engagement under the Agreement, Families & Schools Together, Inc. may publish certain results of scientific, technical, or general interest originating under or existing by virtue of this Agreement in, or by means of, journals, magazines, newspapers, radio broadcasts, or other media of communication. Families & Schools Together, Inc. shall not, without the written approval of the provider/organization, disclose to others, publish, or authorize anyone to publish any confidential information in the course of doing work or rendering services under this Agreement, but such approval of the provider/organization shall not be unreasonably withheld by the provider/organization as to information originating with Families & Schools Together, Inc., particularly after the termination of the Agreement, if the divulging of such information will not be detrimental to the provider/organization and will not be contrary to any law.

**ARTICLE VIII – RESERVED RIGHTS**

All rights not specifically granted to the provider/organization are reserved by Families & Schools Together, Inc. This agreement supersedes any other agreement or contract signed in conjunction or separately regarding training and evaluation services related to the sites listed in this agreement or any other sites.



# SIGN AND RETURN



## Parent Consent Form

### **Introduction**

You and your family have been invited to participate in FAST®. FAST® is designed to improve family, school, and community relationships. It is entirely your choice to participate in the program. If you do decide to be in FAST®, we would like you to participate in the evaluation of the program. It is also your choice to participate in the evaluation and choosing not to do so does not mean that you cannot participate in the program. This involves completing two surveys. The survey is a set of questions. Your answers will help us to know if the program is doing what it is designed to do.

### **Description of the Evaluation**

You will be asked to complete a survey before the program begins and a survey after the program ends. Some of the questions will ask about you as a parent, and others will ask about your child who is participating in FAST®. The questionnaire takes approximately 15-25 minutes to complete.

If your child is enrolled in an early childhood center or attends elementary school, we will also ask your child's teacher to complete a brief survey about your child. Your signature below gives permission for your child's teacher to complete the survey. We may wish to follow-up with you at a later date to ask you about changes over time. You may give or withdraw your consent to be contacted at any time.

### **Benefits and Risks**

The results of evaluation help identify the best ways improve family, school, and community relationships and to support children for success. The risks of participation are minimal, but may include distress, especially if you find some of the survey questions or discussion topics too personal. Also, there is a risk that private information about you or your family may be inappropriately disclosed. Please remember that you do not have to answer any question(s) you find insensitive.

### **Confidentiality**

Families & Schools Together, Inc. will do everything possible to maintain the confidentiality of your responses. For this reason participating families are assigned a code number. Your name never appears on your completed surveys. All completed paper surveys are sealed by you, your child, your child's teacher, or your support person and are sent directly to Families & Schools Together, Inc. Electronic surveys are sent directly to Families & Schools Together, Inc. The FAST® Team at your site/school does not have access to any completed surveys. Surveys (electronic or paper) will be opened and/or processed by Families & Schools Together, Inc. personnel in Madison, Wisconsin, who do not know you.

# SIGN AND RETURN

A master list of code numbers and family names will be kept at Families & Schools Together, Inc. in Wisconsin. This master list will be kept for follow up purposes. The master list allows data to be linked over time. Once the evaluation is complete, you are welcome to see the results in the final report. The results do not identify you, your family, or any other FAST® family. You may ask the FAST® team for a copy, or you may contact Families & Schools Together, Inc. toll free at (888) 629-2481 and ask to speak to the evaluation department.

Taking part in FAST® is completely voluntary. Anyone in your family may participate. Anyone in your family may stop being in FAST® at any time. If you are participating in FAST® Elementary School Level, your child's teacher will be told about the FAST® program. Services you may receive from the school or any other agency will not be affected whether or not you participate in FAST®.

If you have any questions about the program evaluation, you may contact the Families & Schools Together, Inc. Evaluation Department toll free at (888) 629-2481 or by email at [answers@familiesandschools.org](mailto:answers@familiesandschools.org).

## Authorization

**My signature indicates that I have read this consent form. All my questions about evaluation have been answered. I freely and voluntarily choose to participate, along with my child. I understand that mine and my child's rights and privacy will be maintained. I understand that I may withdraw at any time. I understand that my name and address will be kept for follow-up purposes only, if I choose to provide that information.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
FAST® Team Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Role

**MEDIA and VISTORS PERMISSION RELEASE:** FAST® has our permission to photograph and/or video tape and/or audio tape my family and me. Any/all of these media may be used at the discretion of the Families & Schools Together, Inc., team and/or school for working with and promoting the FAST® and FASTWORKS® programs.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

The FAST® team has our permission to invite the public, such as other FAST® trainers, staff, students, dignitaries, and/or media to any of the FAST® sessions.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

## PARENT:

**Would you be willing to participate in a possible FAST® program follow-up?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Would you like to be added to the FAST® mailing list to receive FAST® emails?**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

*If yes to either question, please complete:*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_