

This report is to be completed within one week of the first session you observe. After completing the report, please email the report to your Team Lead and to the Training Director at Families & Schools Together at <mailto:fasttrainers@familiesandschools.org>.

FAST Trainer: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 FAST Intern: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**SCHOOL AND/OR SITE DEMOGRAPHICS:**

Program Dates \_\_\_\_\_ Phase I: \_\_\_\_\_ Site Visit I: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Principal: \_\_\_\_\_  
 Team \_\_\_\_\_  
 Contact: \_\_\_\_\_

**ATTENDANCE:**

For each category listed below, please indicate the number of people in attendance at this session.

**NOTE:** Remember that the site must graduate a minimum of five families to be eligible for Team Certification.

Families: \_\_\_\_\_  
 Parents/Care-giver: \_\_\_\_\_  
 Mentors: \_\_\_\_\_  
 Youth: \_\_\_\_\_  
 Children: \_\_\_\_\_  
 Team Members: \_\_\_\_\_  
 Volunteers: \_\_\_\_\_  
 School Personnel: \_\_\_\_\_  
 Other Visitors: \_\_\_\_\_ Who were the visitors? \_\_\_\_\_

Please comment on the level of ethnic and socio-economic matching between the team members and the attending families. Do families appear comfortable interacting with the team? Does the team appear comfortable interacting with families? Please share your observations.

**RECRUITMENT:**

What recruitment strategies were successful?

Were there challenges to successfully recruit families? If so, what were they?

How were team members involved in recruitment?

If five or fewer families were in attendance, describe the team’s recruitment plan as discussed during the debriefing. What recruitment strategies will each team member participate in to support these efforts?

**SITE & FACILITIES OVERVIEW:**

Indicate with an X where the following areas are provided and if each area meets the needs of all families participating at this FAST® site.

Facilities	N/A	Meets Needs
Signage & Welcome Area		
Kitchen/Dinner Area		
Family Tables		
Kid’s Time Area		
Childcare Area		
One-to-One Time Area		
Main Room		
Resource Table		
Playground		
Bathrooms		
Transportation		
Parking		
Safe Environment		

If anything in the above list was not found to “meet needs,” how will that change in the future? Please describe what the team plans to do to ensure that all facilities “meet needs.”

**OVERVIEW OF QUALITY OF IMPLEMENTATION:**

When completing this section of the site visit report, be mindful of the details outlined within the Quality of Implementation Checklist (QIC). It is important to review the details and document them based on trainer observations during the site visit. Strengths and challenges should be assessed according to the core components outlined under each section within the QIC and within integrity outlined within the Program Integrity Checklist.

**Independent Youth Group (prior to FAST Sessions)**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**FAST traditions: Welcome FAST Families**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Principal's/FAST Parent Graduate's Welcome**

Did principal attend? What role did s/he play, if present? Did FAST Parent graduate attend? What role did s/he play, if present?

**Family Meal**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Warm Up/Icebreaker (Elective Activity)**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Family Activity or Project (Elective Activity)**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Community Service Project (Elective Activity)**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Cross -Generational Small Group Discussion**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Mutual Affirmation: Gift and Thank You Note Exchange (Elective Activity)**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Solo Writing and Reflection (Elective Activity)**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**FAST Session Youth Group**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Buddy Time**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Parent Group**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Kid's Time**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**One-to-One Time**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Winning as a Family**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Closing Circle**

Strengths of Implementation

Challenges of Implementation

Comments or suggestions to support ideal implementation

**Parent Empowerment**

Did the team effectively empower parents? If yes how was this demonstrated?

Challenges of parent empowerment

Comments or suggestions to support parent empowerment by the team

**Youth Empowerment**

Did the team effectively empower youth? If yes how was this demonstrated?

Challenges of youth empowerment

Comments or suggestions to support youth empowerment by the team

**PROGRAMATIC TEAM INFORMATION:**

For each of the areas listed below, please describe the team as a whole by outlining their strengths and challenges and give your observations and recommendations for sessions two through graduation.

- Team Characteristics: How many men/women on team? What is the ethnic makeup of team members? Are there an equal number of adults as youth on the team? Are the collaborative agency administrators/supervisors supportive of their staff person on the team, and supportive of FAST?

- Team Collaboration: How well/effectively does team work together? Are they able to effectively network with those outside of their area of expertise? Do they effectively form goals with those outside of the team? Do the adults support the youth on the team, and are the youth engaged with the adults on the team?
  
- Team Cohesion: Are they actively engaged w/ the overall goals of the program? Do they offer and/or exchange ideas with one another? Do they help coach and support each other to strengthen weak areas of implementation? Do they get along with one another? Are all partners feeling/acting empowered? Are individual's strengths being "used" or "tapped into?"
  
- Feedback: Is the team receptive to feedback from the trainer and the team members?

### Debriefing

Please list the team members present for debriefing.

Was anyone missing? If so, please explain.

Was adequate time given to debrief with the team?

When was debriefing conducted (i.e. evening of FAST, next day)?

**The following areas must be discussed with the team during debriefing. Initial each area to verify they were discussed.**

- *Documenting observations of parents/mentors for affirmations\_\_\_\_\_*
- *Moving from recruitment to retention after week 3. (No families can join after week 3) \_\_\_\_\_*
- *Is there a system established for allowing youth to choose the catered meal for the following weeks?*
- *Is there a system established to exchange Parent-to-Teacher and Teacher-to-Parent Communication Forms?*
- *If a family had a mentor opposed to a parent, how was table-based coaching conducted?*

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