

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 II: _____
 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: _____
 Mentor: _____
 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/RETENTION:

Were families who attended session one retained through graduation?

Did the team have an effective plan to retain families? If so, please share it.

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 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

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

Graduation Night:

Was this a graduation night? If no when is graduation scheduled for?

How many families graduated?

Was there a graduation ceremony done and was it festive and celebratory?

Were affirmations completed by the team and were they personalized for each parent?

Were affirmations read in the Parent Group?

Did parent(s)/mentor(s) write affirmations for their youth?

Did youth write appreciations for their parent(s)/mentor(s)

Did parent(s)/mentor(s) choose the theme for graduation?

Was a FASTWORKS date established to occur within 2 weeks of graduation?

Strengths of the graduation

Challenges to the graduation

Announcements, Closing Circle & Rain

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

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

- Review of paperwork to be turned into the FAST Office (Refer to link sent from FAST Office) _____
- Remind team to complete Implementation Review together as a team, individually complete Team Member Survey, FAST Funding Survey, and School Information Survey (To be completed by Principal) _____
- Determine when and how Parent/Youth post-retrospective Surveys will be completed (Should be completed within 2 weeks of graduation) _____
- Explain that Phase III usually is conducted within 2 months after all surveys and paperwork are received by FAST Office and that all team members are expected to attend. _____

Areas requiring more direction

Comments

Reminder: Please email this form to the Team Lead and to the Training Director at <mailto:fasttrainers@familiesandschools.org>