

**This form is to be submitted to the FAST® Trainer at the end of Day 2 of the Phase I Training.**

FAST® Trainer: \_\_\_\_\_

Training Site: \_\_\_\_\_

Date submitted: \_\_\_\_\_

School Contact: \_\_\_\_\_

Activity	Date
<ul style="list-style-type: none"> <li>● Pre-Phase I Materials                             <ul style="list-style-type: none"> <li>○ Trainer sends Program Coordinator <u>Pre-Phase I Letter</u></li> <li>○ Program Coordinator submits to FAST® Office the Team Member List to ensure a complete team has been formed (prior to Phase I Training date)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Phase I Two-Day Training</b> <ul style="list-style-type: none"> <li>○ Phase I Training Forms to be completed by Team:                                     <ul style="list-style-type: none"> <li>▪ Calendar for the cycle <b>(This form)</b></li> <li>▪ Team Member Sign-In Sheet (Team Lead keeps these once signed)</li> <li>▪ FAST® Values (Site coordinator keeps these once signed)</li> <li>▪ FAST® Training Evaluation Forms, Day 1 &amp; 2 (Trainer sends completed evaluations to FAST office; additional online evaluation will be emailed to team from Trainer after Day 2)</li> </ul> </li> </ul> </li> </ul>	
● Independent Youth Rap Group #1	
● Independent Youth Rap Group #2	
● Independent Youth Rap Group #3	
● Independent Youth Rap Group #4	
● Team Meeting-Recruitment Update <i>(at least two weeks prior to 1<sup>st</sup> session)</i>	
● <b>1<sup>st</sup> Family Session</b> –FAST® Trainer Site Visit #1	
<ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Debriefing Session with FAST® Trainer <i>(Date and time coordinated between Trainer and Site Coordinator)</i></li> </ul>	
● <b>2<sup>nd</sup> Family Session</b>	
● <b>3<sup>rd</sup> Family Session</b> –FAST® Trainer Site Visit #2	
<ul style="list-style-type: none"> <li>○ 2<sup>nd</sup> Debriefing Session with FAST® Trainer <i>(Date and time coordinated between Trainer and Site Coordinator)</i></li> </ul>	
● <b>4<sup>th</sup> Family Session</b>	
● <b>5<sup>th</sup> Family Session: Special Presentation</b>	
<ul style="list-style-type: none"> <li>○ Special Presentation Report submitted to FAST® Trainer <i>(Team sends to FAST Office with all final paperwork)</i></li> </ul>	
● <b>6<sup>th</sup> Family Session</b>	
● <b>7<sup>th</sup> Family Session</b>	
● <b>8<sup>th</sup> Family Session</b>	
● <b>9<sup>th</sup> Family Session</b>	

Activity	Date
<ul style="list-style-type: none"> <li>• <b>10<sup>th</sup> Family Session (Graduation)</b>- FAST® Trainer Site Visit #3</li> </ul>	
<ul style="list-style-type: none"> <li>○ 3<sup>rd</sup> Debriefing Session with FAST® Trainer with FASTWORKS® presentation to Families <i>(the day after the session, usually in the morning)</i></li> </ul>	
<ul style="list-style-type: none"> <li>• Graduation Ceremony (if separate from Family Sessions - recommended)</li> </ul>	
<ul style="list-style-type: none"> <li>• Evaluation Materials               <ul style="list-style-type: none"> <li>○ Consent Forms – complete during recruitment</li> <li>○ Pre-program Surveys – parents complete during recruitment</li> <li>○ Weekly Sign-in Sheets</li> <li>○ Code Key – begin during recruitment, update during cycle</li> <li>○ Post-program Surveys – parents complete within 2 weeks of graduation</li> <li>○ Team member survey – each team member completes within 2 weeks of graduation</li> <li>○ Implementation Review – team completes one form together within 2 weeks of graduation</li> <li>○ FAST® School Information Survey – Principal or team leader completes within 2 weeks of graduation <i>(Team sends to FAST® Office within two weeks of graduation)</i></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Evaluation Report sent to school by the FAST® Office</li> </ul>	
<ul style="list-style-type: none"> <li>• Pre-Phase III Materials               <ul style="list-style-type: none"> <li>○ FAST® Trainer sends Program Coordinator <u>Pre-Phase III Letter</u></li> <li>○ To request certificates, Program Coordinator submits the Phase III Participant List to the FAST® Office and FAST® Trainer at least 2 weeks prior to Phase III training</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Phase III</b> (As soon after receiving the Evaluation Report as possible)               <ul style="list-style-type: none"> <li>○ FAST® Trainer completes Phase III Report (<b>Sent in within 1 week</b>)</li> <li>○ Phase III Team Member Sign-In Sheet (<b>Sent in within 1 week</b>)</li> </ul> </li> </ul>	