

## FACE Program Goals Action Plan for: Recruitment, Enrollment, and Engagement

**FACE School:**

**Date:**

**Team Members:**

Continuous improvement must be ongoing and documented.

Goals and Achievement Strategies	Timeline	Individuals Responsible/Involved	Evidence (How will you check your progress?)	Evaluation (How did you do?)	
				Achieved	Started
<p>Goal: Recruitment                      Number of families currently enrolled: _____                      Recruit # of families by _____</p> <ul style="list-style-type: none"> <li>• Develop a yearly recruitment and engagement calendar (August-May) that focuses on detailed recruitment techniques.                             <ul style="list-style-type: none"> <li>• Where?</li> <li>• Why?</li> </ul> </li> <li>• Discuss recruitment techniques during weekly team meetings                             <ul style="list-style-type: none"> <li>• Add topic to weekly team meeting agenda</li> </ul> </li> <li>• Distribute program outreach materials                             <ul style="list-style-type: none"> <li>• Staff will?</li> <li>• Interval/frequency?</li> <li>• To whom?</li> <li>• Types of materials</li> </ul> </li> <li>• Community presentations                             <ul style="list-style-type: none"> <li>• Staff will?</li> <li>• Contact targeted organizations:</li> </ul> </li> <li>• Maintain regular contact with referral sources and develop mutually beneficial relationships                             <ul style="list-style-type: none"> <li>• Staff will create mutual referrals with Head Start and Tribal Preschools</li> <li>• Contact targeted organizations:</li> </ul> </li> <li>• Regularly update waiting list and contact interested families</li> </ul>	<ul style="list-style-type: none"> <li>• June-August</li> <li>• Every week</li> <li>• August, October, December, February, April</li> <li>• Sep., Nov., Jan., March, May</li> <li>• Once a month</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinator and Adult Education Teacher</li> <li>• FACE Team</li> <li>• Parent Educators and Early Childhood Teacher</li> <li>• Parent Educators and Early Childhood Teacher</li> <li>• All Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Submit copies of documentations to supervisor for review and approval</li> <li>• Record items discussed during team meetings (minutes)</li> <li>• Update plan to record outreach strategies accomplished (to whom, date, and type of materials distributed)</li> </ul>		

<p>Goal: Engagement</p> <ul style="list-style-type: none"> <li>• Strengthen engagement of families <ul style="list-style-type: none"> <li>• Develop an incentive plan</li> <li>• Utilize FACE bucks and store</li> <li>• Quarterly mailing of notes/postcards with a fun message and suggestions for fun family activities</li> </ul> </li> <li>• Discuss engagement techniques during weekly team meetings <ul style="list-style-type: none"> <li>• Add engagement as a topic to current agenda</li> <li>• Plan for next engagement strategies</li> </ul> </li> <li>• Empower families through FACE services <ul style="list-style-type: none"> <li>• Personal visit strategies <ul style="list-style-type: none"> <li>• Families choose activities</li> <li>• Choice of book</li> <li>• Seek family input during visit or check-in</li> </ul> </li> <li>• FACE Family Circle strategies <ul style="list-style-type: none"> <li>• Group Connection Feedback forms</li> </ul> </li> <li>• Screening strategies <ul style="list-style-type: none"> <li>• Use a community activity to engage families and conduct screenings</li> <li>• Share results with families</li> </ul> </li> <li>• Goal Setting strategies</li> </ul> </li> <li>• Assess how family's needs are being met <ul style="list-style-type: none"> <li>• Informally? <ul style="list-style-type: none"> <li>• Conversational check-in</li> </ul> </li> <li>• Formally? <ul style="list-style-type: none"> <li>• Exit/End of the year survey</li> <li>• Parent Satisfaction Survey</li> <li>• Group Connection Feedback Forms</li> </ul> </li> </ul> </li> </ul>					
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