



## CHANGES Parent Support Network

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www.cpsn.org

*A not-for-profit corporation providing support, education and service for better Communities, Parents and Kids.*

### LARGE GROUP FACILITATOR AGENDA

**1<sup>st</sup> Break Announcement-** Ask parents to write their support items on the board during the break.

- Arrive early and help set up.
- Begin the meeting promptly at 7:00 p.m.
- Welcome everyone to the \_\_\_\_\_ Parent Support Group.
- Have a parent read the Statement of Guiding Principles (first week only).
- Have a parent read the Ten Beliefs.
- Pass and explain the donation canister:
  - Donations-** supports the \_\_\_\_\_ group by paying for rent, phone, books, CPSN registration, scholarships, and other expenses. pays for the snacks.
  - CPSN section-** pays for training, support, the newsletter, and some staff like our Executive Director
  - New people are not expected to donate.**
- Introduce the **Orientation Facilitator(s)** and ask for the introduction of new people. **(Their Success is in coming tonight)** Acknowledge that our humor may seem insensitive or out of place, but this is a tension reliever and if we didn't love our kids, we wouldn't be here.
- **Court and support board-**
- Explain function and purpose of the support board. Ask for if anyone needs support. Ask for a volunteer to help scribe the information. Write down the information: Who, What, Where, When. Remind those who are receiving support to copy down the names and phone number of the support volunteers in case circumstances changes.
- **Announcements-**
  - Phone list:** The Phone list volunteer is \_\_\_\_\_. Remind people they may take a phone list but to keep it confidential. Remind people to note any changes such as age of a child on the colored list. Newcomers may also add their names to the colored list. This is not done for them.
  - Clean up:** Everyone is to help pick up and put room back in order, chairs, tables, kitchen, and garbage etc.
  - Smokers-** please use the smoking canister outside and empty it at the end of the meeting.
  - Once a month-** Remind members that announcements need to be cleared in advance with the Group Coordinator or Large Group Facilitator.
  - Last week of the month-** every first meeting of the month we share a potluck at 6:00 p.m. Every first week is also **SMALL GROUP FACILITATOR TRAINING**. If members want to serve as a facilitator they **must** attend a Small Group Facilitator training.
- **PROGRAM INTRODUCTION**

**Note:** Please go over your agenda for the month with the Coordinator ahead of time. See the Large Group Facilitator criteria for monthly program structure.