

## Site Coordinator Guide

Site Coordinators have access to the online REACH Site Coordinator's Guidebook. Please use the resources provided to you along with any others that you may find.

### Tools

Site coordinators will have the following editable resources available online (\*indicates that this document is required to be submitted, in this format, to the Office of Rural Health):

- Site Coordinator Guide
- Site Coordinator Checklist
- Agenda (Sample)
- Confidentiality Agreement Form (Sample)
- REACH Ideas
- Health Science Career Cluster Chart
- Healthy Snack Recipes
- Interactive Activity Ideas by Department
- Parent Letter (Sample)
- REACH logo
- Photo-Video Waiver\*
- Presenter Evaluation
- Presenter Information Form (Sample)
- Presenter Q & A
- REACH Scrubs Order Form\*
- Student Evaluation Form Grades 5-6
- Student Evaluation Form Grades 7-8
- Student Participant Roster Form\*

**\*This exact form is required for submission to the Office of Rural Health**



Thank you to the South Dakota Healthcare Workforce Center at the South Dakota Office of Rural Health for sharing Scrubs Camp materials and ideas.



Thank you to the North Dakota Center for Rural Health for sharing Scrubs Camp materials and ideas.



Thank you to the Montana Area Health Education Center for sharing REACH camp materials and ideas.



### REACH Program Components

#### AGENDA:

- Use the *Sample Agenda* (available online) as a guide for designing your REACH Program.
- Consider using tracks so you are able to break the students up into smaller groups. A presenter could potentially do two presentations back-to-back.
- Keep these things in mind when putting together your agenda:
  - Schedule snack, restroom, and lunch breaks
  - Include 8-10 presenters
  - Allow time for wrap-up and completion of evaluation form
  - Keep the size of the group to where all students are engaged

#### PRESENTERS:

- Use *Health Science Career Cluster Chart* (available online) for presenter ideas. It is suggested that two presenters from each of the five career clusters are selected. Each REACH Program should have at least 8-10 presenters.
- Use the *Presenter Information Form* (available online) to help gather information from your presenters. Have each presenter complete the form and return to you. The information from this form can also be used to complete the presenter bio sheet that will be included in the student folders. Edit as needed to fit your REACH Program.
- Use the *Presenter Q & A* (available online) to help your presenter get an idea of what the REACH Program is and what will be expected of them. Edit as needed to fit your REACH Program. This document also includes ideas of interactive activity ideas.

#### EVALUATION/ROSTER/PHOTO-VIDEO WAIVER:

- Each REACH Program is **required** to have each participating student complete a *Student Evaluation Form* (available online). Questions 2-16 are modifiable to fit your Program. You may add questions of your own, but **DO NOT** remove any existing questions. **Please distribute and collect the student evaluations the day of your Program**
- It is **required** that each REACH Program have their presenters complete a *Presenter Evaluation Form* (available online). You may add questions of your own, but please do not remove any existing questions.
- The completed evaluations and photo/video waivers are to be mailed to the Office of Rural Health for compilation within three (3) weeks following the program.
- The roster, (typed on the required *Student Participant Roster Form* that is available online, **is to be emailed** to [sharla.allen@wyo.gov](mailto:sharla.allen@wyo.gov) along with hardcopy mailed within three (3) weeks after the REACH Program.

### Venue

Consider the following when selecting your REACH Program venue:

- Allow adequate space for the size of the group participating.
- Smaller rooms for breakout sessions or different groups.
- Keep in mind parking, handicapped accessibility, audio and video needs of presenters, and allowance for food and space for lunch.
- Wi-Fi or Internet availability.



### Food

Please select healthy choices for the morning snack, lunch/beverage, and afternoon snack. This can be done by the venue where the REACH Program will be held or by an outside catering company.

### Registration

Each student must register in advance of the REACH Program by filling out a Student Application Form (available online). Edit as needed to fit your REACH Program. Use the provided Student Participant Roster Form (available online) to track all students. **All information on the Student Participant Roster Form must be collected and emailed to [sharla.allen@wyo.gov](mailto:sharla.allen@wyo.gov)** after the REACH Program. The information collected on the roster will not be shared outside of the Office of Rural Health (ORH). It is the ORH intention to contact students in the future to see if they went into a healthcare field, as a means of tracking outcomes. By being able to report outcomes we hope to be able to continue to receive funds to administer the REACH Program grants. All students/parents must sign a photo and/or video waiver form. This form must be collected and mailed within three (3) weeks after the REACH Program.

#### DISTRIBUTION:

- E-mail, mail, or deliver registration forms to teachers, career counselors, administrators, and students

### Marketing/Promotion

The key to making each REACH Program a success is having students participate. Getting the word out about your REACH Program and getting kids excited is fulfilled through marketing and promotion.

*Note: Each REACH Program is required to include the REACH logo (available online) on all promotional materials, handouts, folders, nametags, banners, etc.*

Consider the following marketing efforts:

- POSTERS
- E-MAIL
  - Send to healthcare facilities in the area
  - Sent to teachers in the area; be sure to include all teachers, counselors, and administration, not just health, health occupations, and science instructors
- MEDIA RELEASE
  - Newspapers
  - School announcements
  - Community calendars and Chamber of Commerce calendars
  - Television, including local cable channels
  - Radio stations
  - Facebook
  - Twitter



### Materials

PROVIDE THE FOLLOWING FOR EACH PARTICIPATING STUDENT:

- Student folder to include, but not be limited to:
  - Agenda
  - Presenter list – to include each presenter’s name and title, place of employment, education experience including schools attended, degrees completed, and number of years of schooling, explanation of position, daily activities, and number of years in that position
  - Health Science Career Cluster Chart (available online)
- Scrub tops:
  - Each student must receive a scrub top prior to the start of the REACH Program
  - Size and number must be collected when students pre-register and submitted to [sharla.allen@wyo.gov](mailto:sharla.allen@wyo.gov) or fax to (307) 777-3623 **a minimum of four (4) weeks in advance of the REACH Program**
  - Tops will be ordered by the ORH and delivered to the REACH Program

### Important Coordination Information

- A REACH Program date, start/end time, and physical location must be selected and the Office of Rural Health notified within one month of receiving the grant notification. This allows time for the ORH staff to make travel arrangements to attend your REACH Program and also allows time for media that may be attending to place the event on their schedules. Notify the ORH of any changes in date/time/location as soon as possible.
- All REACH Program participants are required to wear their scrub tops during the REACH Program. Scrub top orders are to be submitted on the form provided (online) **a minimum of four (4) weeks prior** to the REACH Program (earlier is appreciated). Orders not received a minimum of four (4) weeks prior to the start of the Program run the risk of scrub tops not arriving in time for the Program. All scrub tops will be delivered at least 30 minutes prior to the start of your Program. If you need the shirts prior to the morning of your REACH Program, contact [sharla.allen@wyo.gov](mailto:sharla.allen@wyo.gov) upon submission of your scrub top order to arrange for alternate shipping or for someone from your facility to pick them up.
- If a site coordinator changes from the original contract, the change must be approved. The grantee must contact Sharla Allen, Manager, ORH, (307) 777-7293 or [sharla.allen@wyo.gov](mailto:sharla.allen@wyo.gov) to discuss the change.
- At the completion of the REACH Program, the following information must be completed:
  - Final report (completed on Survey Monkey). Please provide complete and honest answers to all of the items on the final report. Your feedback greatly helps us in planning and facilitating future REACH Programs.
  - Typed participant roster (submitted via email to [sharla.allen@wyo.gov](mailto:sharla.allen@wyo.gov)). This information will be kept confidential and will not be shared with outside entities. The information will be used for tracking purposes only. It is important that you complete all columns of the required participant roster and submit it electronically.

The following items may be emailed or mailed to Sharla Allen (address below):

- Invoice must be on your facility’s letterhead
  - Must include a breakdown of the expenses and receipts. (see example invoice packet online).

Office of Rural Health, Wyoming Department of Health



- Final agenda
- All student evaluations
- All presenter evaluations
- Student photo/video waivers
- Pictures
- Copy of promotional materials/nametags, student handouts, etc.
- Any press releases or other media exposure
- Any additional items you are willing to share with others

Send to:

Sharla Allen

Office of Rural Health

6101 Yellowstone Rd., Ste. 420

Cheyenne, WY 82002

Fax: (307) 777-3623

[Sharla.allen@wyo.gov](mailto:Sharla.allen@wyo.gov)

**\*\*\*All materials must be received (not postmarked) by the Office of Rural Health with three (3) weeks after the date of your REACH Program\*\*\***