**Planning Checklist for Getting Ahead**

* **Train co-facilitators**
* **Identify target audience for GA classes** (from home visits,community referrals, junior college students…)
* **Identify facility**
  + **Neutral site like church, library, community center**
  + **Convenient for participants**
  + **Wall space for mental models**
  + **Round tables**
  + **Separate room for child care**
  + **Area for food storage / prep**
* **Organize rotation of churches / groups to provide meals**
* **Organize baby sitters & activities for children**
* **Order participant & facilitator guides**
* **Acquire participant & program supplies (flip chart pads & markers, tape, pens & pencils, notebooks, portfolios; carry bag….)**
* **Decide how stipend will be paid (cash, store card, bus pass…)**
* **Determine how program will be funded (sponsoring conference, grant, community partners)**
* **Determine if program will be offered once or twice a week and at what day & time** (ideally in conjunction with each class’ participants)
* **In conjunction with Community Resources Collaboration team, determine how partners will be involved** (funding, participant referrals, graduate support…)

Readiness Checklist for Establishing a Mentoring Program

* Identify members interested in serving on a two-person mentoring team or as a “Getting Ahead” program facilitator
* Establish guidelines for your local process
  + Number to call for info about mentoring
  + How investigators will be accepted
  + Modify appropriate practices for dealing with a long term mentoring relationship (e.g. home visit hours, use of blocked number calling, frequency and type of assistance….)
* Provide training to potential mentors & facilitators
  + Bridges Individual Lens
  + Mentoring Process, including overview of “Getting Ahead” Program & Outcomes
  + “Getting Ahead” facilitator training
  + Child safe environment training (where appropriate)
* Form mentoring teams & conduct background checks
* Identify local community resources, explain the Mentoring Program and build relationships for assisting investigators
* Adopt, adapt, or develop your supporting forms
  + Program Flow Charts & Process Descriptions
  + Mentoring Program Brochure
  + Resource Building Guide
  + Investigator Information Record
  + Release of Information Form
  + Investigators’ Action Plan
* Make plans for the “Getting Ahead” program (see separate checklist)