

ATTACHMENT: 5

PROCESS FOR SETTING UP A NAMI AFFILIATE CLASS

NOTE: Please use the boxes on left as a checklist so that you can literally check off items as they are completed.

Ongoing for all classes offered

- ❑ Set up Registration list (see template attached—collect all information so that it does not need to be recollected for initial confirmation mailing). Invite to be on nonmember mailing list if not a member.

(Family-to-Family, Out of the Shadows, Peer-to-Peer, Provider Course, Family Connections, etc.)

6 weeks prior

- ❑ Notify state office of your intention to offer the class—give start date/time/teachers/venue if scheduled (or as soon as it becomes scheduled)
- ❑ Distribute flyers, brochures, posters to public venues (ie. CMHC bulletin boards, clergy, libraries, schools, doctors' offices, etc.) NAMI Kentucky NAMI KY designs and provides flyers for this purpose (see attached). Posters are available from National for signature programs.
- ❑ Form an Education Outreach committee or assign an Outreach Volunteer that is always aware of upcoming classes and assists with recruitment strategies outlined below.
- ❑ Brochures/flyers/posters to any leverage contacts you have in the community—ask your members for assistance here.
- ❑ Crisis File in Family-to-Family Class 2 should be filled out/updated.
- ❑ Letter to CMHC Director (sample in F2F Outreach packet)
- ❑ **!!Notify all (and nearby) affiliate support group facilitators of the class information.**

4 weeks prior

- ❑ Schedule feature articles to appear in local newspapers in local newspapers.
- ❑ Press release to local papers/radio and TV stations; try to make an appearance.
- ❑ Press release to archdiocese bulletins, church bulletins, school bulletins (ie. Monday Memo in Jefferson County)
- ❑ Visits to CompCare Center staff meetings to ask their assistance in referring families to classes.

3 weeks prior

- ❑ Place newspaper ads to run for 3 – 4 weeks using affiliate funds, or by applying for an opportunity grant.
- ❑ Begin F2F family visits by class teachers (these may continue right up until the day before class begins)

2 weeks prior

- ❑ Confirmation calls (by teacher or designated staff) to any on the registration list who may be interested. If they do not wish to take class at this time, move them to bottom of your list and title “Call for future classes.” If leave a message, follow-up again. If no response after 2nd call, move down to “Call for future classes.”

1 week prior

- ❑ Send out registration letter requesting participant to call if they decide they cannot attend class. Make revisions to final list *up to the day class starts*.
- ❑ **If your class is not full, postpone 1 week and re-advertise. Contact the state office for assistance.**
- ❑ Order class materials from NAMI KY; make nametags (check spellings against registration list); make snack sign up sheet; sign-in sheet. Have resources, charts, etc., available for class teachers. **Update registration list/nametags/class materials up to day before class.**

After Class 1

- ❑ Copy class sign-in sheet. Keep copy at affiliate office.

After Class 3 (F2F only)

- ❑ Copy and mail sign in sheet to NAMI KY Education Director for records.

After Final Class

- ❑ Send evaluations for any class in to NAMI KY Education Director

For F2F, send the following:

- ❑ class evals and teacher evals
- ❑ final census form
- ❑ final sign in sheet
- ❑ copy of volunteer sheet (Louisville only)
- ❑ encourage/collect new memberships

NOTE: We recommend that you maintain “office” copies of administrative paperwork in folder marked with Affiliate: class name, season, year. ie. Louisville: F2F, Fall 2006

QUESTIONS/CONCERNS

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