

Action Snapshot Campaign Instructions - Safe School Ambassadors® Worksheet & Summary Forms

ELEMENTARY GRADES

FAMILY GROUP FACILITATORS:

- 1) Review and complete the Guided Recollection Activity below. Submit results to your Program Advisor.

PROGRAM ADVISORS:

- 2) The Action Snapshot Campaign will yield a total number of interventions per Ambassador (or Family Group) over a recommended 3 day period. Please use the Elementary Summary Form on reverse to complete yearly totals.
- 3) Return the Summary Form to Community Matters by FAX 707-823-3373, or E-MAIL to: data@community-matters.org

Assessment Activity: Guided Recollection

Summary: Through a guided recollection, Ambassadors look back over a 3-day period and count the number of interventions they did as a way to estimate the number of Actions the Ambassadors perform during a school year. This information can then be shared as a way to garner support for the SSA program.

Materials: Quarter sheets of paper and pens or pencils

Directions: After Ambassadors are "warmed up" and have discussed any interventions that they've done recently...

1. Have Ambassadors take out a pencil and a quarter sheet of paper
2. Instruct them to put their name at the top, and then write the names and dates (e.g., Monday, April 24) of the previous three days of school.
3. Ask them to think back over the past three school days to the interventions (Actions) that they did. Stimulate their memory through a quick guided visualization for each day (e.g., So Tuesday, when you arrived at school, who did you see? What mistreatment did you notice in the hallways? What if anything did you do?... Then at recess...). As you guide them, Ambassadors should make a hash mark on the appropriate day for each intervention.
4. After they have finished "remembering" and have a subtotal for each day, ask them to consider whether these results are typical for them. If not, have them cross out the estimated number and write in what would be typical.
5. Finally, have them add up all three days to get the total number of Actions. Collect their papers.

If you have any questions, or wish to discuss any aspect of the data gathering and documentation part of the SSA program, please do not hesitate to contact us at 707-823-6159.

ELEMENTARY Action Snapshot Campaign SUMMARY Form – Safe School Ambassadors®

PROGRAM ADVISORS: Family Group Facilitators complete the Guided Recollection Activity from the Family Group Facilitator Guide and give you the total number of interventions their Ambassadors completed for each day of the campaign, which allows you to compute a grand total ... to be celebrated and shared.

School: _____ City: _____ State: _____ Prepared by: _____
(Name/Title)

This Summary covers the period: From: _____ To: _____
(MM/DD/YY) (MM/DD/YY)

of Active Adults = _____ # of Active Ambassadors = _____

Once you receive daily totals from each Family Group Facilitator, please record them below and compute grand totals. Keep original for your records and **fax a copy to Community Matters at 707-823-3373** or E-MAIL to: **data@community-matters.org** when complete.

Day	Family Group 1	Family Group 2	Family Group 3	Family Group 4	Family Group 5	Family Group 6	Grand Total
Day 1							
Day 2							
Day 3							
Grand Total	+	+	+	+	+	=	

What specific interventions stand out this quarter/semester/trimester? Trends? Success Stories? Room for improvement?

Using the information above, complete the formula to see the average # of interventions your Ambassadors are doing on an annual basis!

Total # of Interventions: _____ divided by # of campaign days: 3 = Average # of Interventions per day: _____

Average # of interventions per day: _____ x 180 school days in a year = _____ projected interventions per year! Now Celebrate & Share!