

Action Snapshot Campaign Instructions - Safe School Ambassadors® Worksheet & Summary Forms (Middle/High School)

MIDDLE/HIGH GRADES

This can be done by a PROGRAM ADVISOR, FGF, parent, volunteer, intern, or responsible student.

- 1) At least once a year, Ambassadors will participate in an Action Snapshot Campaign. This will yield information about numbers and types of interventions.
Recommendation: We recommend that schools conduct two action snapshot campaigns per year, each campaign lasting for a two-week (10 day) period.
- 2) Record the interventions on the attached worksheet (pg. 2), using one line to record each Action Log.
Recommendation: Each Family Group Facilitator (FGF) completes worksheets for their groups Action Logs and gives to the Program Advisor to record on the Summary Form.
- 3) When the worksheet page is filled out, compute intervention subtotals at bottom. Use additional worksheets if necessary.
- 4) Transfer these subtotals to the Summary Form and **return to Community Matters by FAX 707-823-3373**
or E-MAIL to: **data@community-matters.org**

Key to Abbreviations

Number of People who were:

Invol = Involved as either aggressors or targets
Byst = Bystanders who only watched

Types of Mistreatment

Exclus = Exclusion
Put Downs = Put-Downs / Teasing / Taunting
Intim = Intimidation
Phys = Physical (e.g. push, kick, fight, knife)
Campus= Act against campus

Type of Intervention / Action Taken

Distract = Distracting
Balance = Balancing
Reason = Reasoning
Support = Supporting
Direct = Directing
Listen = Listening
Get Help= Getting Help

Note: This form is designed to be used at the middle and high school levels. However, not all Ambassadors are taught all Actions. For example, middle school students may not be introduced to “directing”, and thus that column on this summary should be blank.

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.

MIDDLE/HIGH SCHOOL - Action Snapshot Campaign WORKSHEET – Safe School Ambassadors®

Name of School: _____ City: _____ State: _____ PERIOD: From: _____ To _____ Page _____ of _____
(MM/DD/YY) (MM/DD/YY)

	Date	# People		Type of Mistreatment					Type of Intervention / Action Taken						
		Invol	Byst	Exclus	Put Downs	Intim	Physical	Acts against Campus	Distract	Balance	Reason	Support	Direct	Listen	Get Help
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															
12.															
13.															
14.															
15.															
16.															
17.															
18.															
19.															
20.															
21.															
22.															
23.															
24.															
25.															
Sub Totals															

Total Number of Interventions this page: _____ Completed By: _____

MIDDLE/HIGH SCHOOL - Action Snapshot Campaign SUMMARY FORM – Safe School Ambassadors®

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

This Summary covers: PERIOD: From: _____ To: _____ # of Active Adults = _____ # of Active Ambassadors = _____
(MM/DD/YY) (MM/DD/YY)

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

Work-sheet	# Inter-ven-tions Sub Totals	# People		Type of Mistreatment					Type of Intervention / Action Taken						
Page		Invol	Byst	Exclus	PtDns	Intim	Phys	Acts Against Campus	Distract	Balance	Reason	Support	Direct	Listen	Get Help
1															
2															
3															
4															
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: _____ = Average # of Interventions per day: _____

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