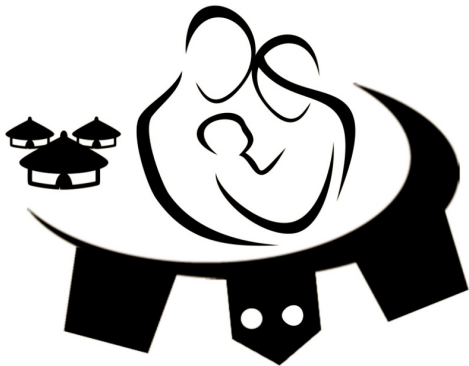


# Recruitment Packets It Takes a Village Project

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**September 2019**

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## Instructions for the Recruitment Packets

The recruitment packets will help community members become familiar with the It Takes a Village project and get ready to take part in the project.

The facilitator recruitment packets help get a commitment by letting facilitators know what to expect from the work. The participant recruitment packets do the same thing, but for those who take part.

Below are templates and examples to help you create your recruitment packets. Follow the instructions to use the templates to meet your needs. This will include using your organization's letterhead, adding your organization's logo, putting in information unique to your project such as a picture of where the facilitator training will be held and changing the information about what the participants and facilitators will be given for participating, etc.

### Recruitment Packet Templates and Samples

#### 1. In the Facilitator Packet you'll find:

- 1.1. Facilitator Letter Template
- 1.2. ITAV Flyer (Sample)
- 1.3. Project Overview Template
- 1.4. Facilitator Overview Template
- 1.5. Facilitator Groups Template
- 1.6. Stipend Allocations Template (Optional) *Include two copies: one for your organization and one for the facilitator.*

#### 2. In the Participant Packet you'll find:

- 2.1. Participant Letter Template
- 2.2. ITAV Flyer (Sample)
- 2.3. Participant Overview Template
- 2.4. Compensation Allocations Template (Optional) *Include two copies: one for the facilitator and one for the participant.*

## 1.1. Facilitator Letter Template

### Print on your organization's letterhead

Letterhead should include:

Your Organization's Logo

Your Organization's Name

Your Organization's Address

Your Organization's Phone Number

Your Organization's Email

Dear Community Member,

Thank you for your interest in the It Takes a Village: Giving Our Babies the Best Chance (ITAV) project sponsored by [Insert Your Organization's Name]. This project was originally developed by the Utah Department of Health Office of Health Disparities to help Utah's Native Hawaiian/Pacific Islander communities know about and figure out how to deal with gaps in poor birth outcomes, particularly infant death.

We would like to extend a warm and welcoming invitation for you to be a facilitator for this community project. The ITAV project will give you a chance to lead the creation of two or more villages. At village meetings, those who take part in the villages will learn more about the gaps in poor birth outcomes and how they can make a difference for your community. [Change the following sentence so it works for your group]: In return for taking part as a facilitator, you will receive a stipend.

We hope you accept this invitation to learn about these topics and in turn become a valuable resource in your community to help your fellow Pacific Islanders to improve the health of our babies, mothers, and families.

Sincerely,

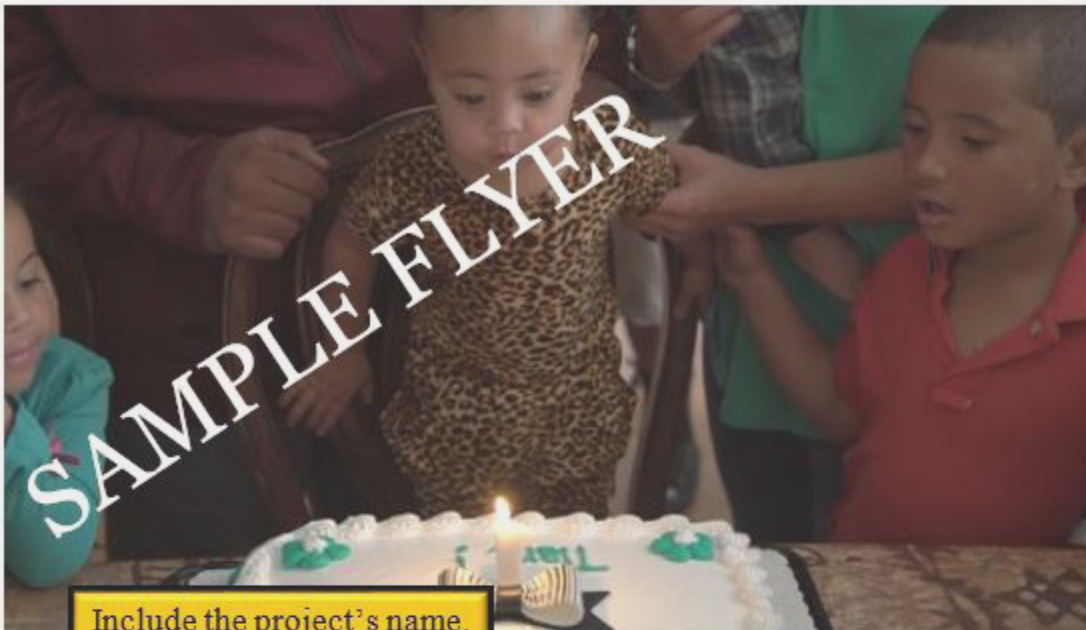
[Insert ITAV Project Coordinator's Name]

[Insert ITAV Project Coordinator's Address]

[Insert ITAV Project Coordinator's Phone Number]

[Insert ITAV Project Coordinator's Email]

### 1.2. ITAV Flyer (Sample)



Include the project's name.

## IT TAKES A VILLAGE

Giving our babies the best chance

Include 1-3 key messages to draw the community's interest.

- Our Pacific Islander babies and mothers need our help. Find out why!
- Learn how our traditions and culture support modern health recommendations.
- Find out how you can be a resource in our community

If interested contact:

Include your project coordinator and/or facilitators' name(s) and contact info.

Timaima Clawson at 801-538-6775 or  
tclawson@utah.gov

Include the ITAV logo.



Include your organization's logo.



## 1.3. Project Overview Template

### **It Takes a Village: Giving Our Babies the Best Chance Project Project Overview**

Thank you for your interest in the It Takes a Village: Giving Our Babies the Best Chance (ITAV) project.

**Overview:** The It Takes a Village project was developed by the Utah Department of Health Office of Health Disparities (OHD) to talk about gaps in poor birth outcomes among Utah's Native Hawaiian/Pacific Islander (NHPI) communities. The OHD worked with organizations and people from the NHPI community to create the project to raise awareness and educate community members about healthy pregnancies while paying attention to Pacific Islander cultural beliefs and practices.

**Participation:** People who take part in the project become a member of a village and attend four (4) village fono or meetings. In these meetings, they have a chance to learn about gaps in birth outcomes and learn some ways to deal with them. Each fono will get the information, talk about what they learn, and get an assignment to complete before the next fono.

**Expectations:** Those who take part in the project will learn what contributes to babies dying before they reach one year old and give them some skills to be a resource in their community. At the end of the project, they will also get a chance to complete a community project with their village.

**Workshops:** All of those who take part must attend ALL four (4) workshops. Each workshop lasts about two (2) hours. They must be on time and stay for the whole workshop. [Change the next sentence to match what you're doing]: Everyone who takes part will get a stipend for taking part in the project from beginning to end.

**Preparation:** Those who take part should figure out how to be on time. [Change the next sentence to match what you're doing]: No children will be allowed in the workshops so figure out who can stay with them. All necessary materials will be provided during the workshops (e.g., pens, notebooks, etc.).

## 1.4. Facilitator Overview Template

### **It Takes a Village: Giving Our Babies the Best Chance Project Facilitator Overview**

Thank you for your interest in facilitating the It Takes a Village: Giving Our Babies the Best Chance (ITAV) project.

**Role:** Facilitators are very important to the It Takes a Village project. A good facilitator can give community members the best chance to understand, appreciate, and apply what they learn in the workshops.

**Responsibilities:** A good leader can present and share information, get people talking about the information, prepare for each workshop, stay quiet about what happens, and respect everyone's opinions and cultural beliefs and practices.

**Expectations:** Facilitator will work with at least one co-facilitator. They will lead two separate groups. Each group needs at least six (6) people to take part and no more than 12. If possible, both groups should be done within two (2) weeks.

**Training:** All facilitators must attend a training by the Utah Department of Health Office of Health Disparities. The training is made up of four (4) workshops lasting two (2) hours each. The training will review the ITAV project and give everyone a chance to learn, practice and ask questions.

**Facilitator Training Dates:** [Insert dates for training (e.g., Tuesday September 5)]

**Backup Date:** [Insert back up date for training]

**Time:** [Insert start time for training] – [Insert end time for training]

**Location:** [Insert location's name and address for training]

**Parking:** [Insert instructions for parking]

**Preparation:** Please arrange to be on time. [Change the next sentence to match what you're doing]: No children are allowed in the trainings so make sure someone can keep them for you. All necessary materials will be provided during the training (e.g., pens, notebooks, etc.). Come with as much information about your groups as possible.

## 1.5. Facilitator Groups Template

### It Takes a Village: Giving Our Babies the Best Chance Project Facilitator Groups

Facilitators organize and recruit for their own groups. Come prepared with as much information filled out as possible, particularly for the dates and location. We believe this will improve your training experience and get the project off to a smooth start.

Group #1:

Dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Backup Date: \_\_\_\_\_

Location: \_\_\_\_\_

Participants: Each group needs at least six (6) but no more than 12.

Name	Phone/Email
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
Backup	
Backup	

## 1.5. Facilitator Groups Template (Continued)

Group #2:

Dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Backup Date: \_\_\_\_\_

Location: \_\_\_\_\_

Participants: Each group needs at least six (6) but no more than 12.

Name	Phone/Email
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
Backup	
Backup	



## 1.6. Stipend Allocations Template

### It Takes a Village: Giving Our Babies the Best Chance Project Stipend

#### Stipends for Facilitators:

- Facilitator Training Sessions:
  - Each facilitator gets \$100 for being on time and going to ALL the facilitator training sessions.
  - Facilitators must be on time and stay until the end of each training workshop in order to get the stipend.
- Village Workshops and Recruitment: Facilitators will recruit and keep people coming as well as facilitating four workshops for each village.
  - Facilitators will get \$50 for each workshop
  - Facilitators should get there at least 10 minutes before each workshop starts and stay until the end of each workshop to get paid.
- Stipend: Facilitators will bill for the stipend once ALL trainings and village workshops are over.
  - [Put instructions about how to get the stipend (e.g., how to create and submit an invoice)]

#### Compensation for Participants: Each village will consist of 6-12 participants.

- Village Workshops:
  - Each person who takes part will get a \$50 gift card once they've been to ALL the workshops.
  - Participants must **be on time** (at the beginning of each workshop) and **stay until the end** of each workshop.
- Compensation Disbursement: Those who take part will get the gift card once ALL village workshops are over.
  - [Put instructions about how get the gift card.]

By signing, I acknowledge that I have read all the information and agree to be paid accordingly.

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**Print Name**

**Signature**

**Date**

## 2.1. Participant Letter Template

### Print on your organization's letterhead

Letterhead should include:

Your Organization's Logo

Your Organization's Name

Your Organization's Address

Your Organization's Phone Number

Your Organization's Email

Dear Community Member,

Thank you for your interest in the It Takes a Village: Giving Our Babies the Best Chance (ITAV) project sponsored by [Insert Your Organization's Name]. This project was originally developed by the Utah Department of Health Office of Health Disparities to help Utah's Native Hawaiian/Pacific Islander communities understand and talk about gaps in poor birth outcomes, particularly infant deaths.

We would like to extend a warm and welcoming invitation for you to take part in this community project. In the ITAV project, you will have the chance to be a member of a village and attend four village meetings. At the meetings, those who take part in the village will learn about poor birth outcomes and how you can make a difference for your community.

We hope you accept this invitation to learn about these topics. We think you will be able to help other Pacific Islanders improve the health of our babies, mothers, and families.

Sincerely,

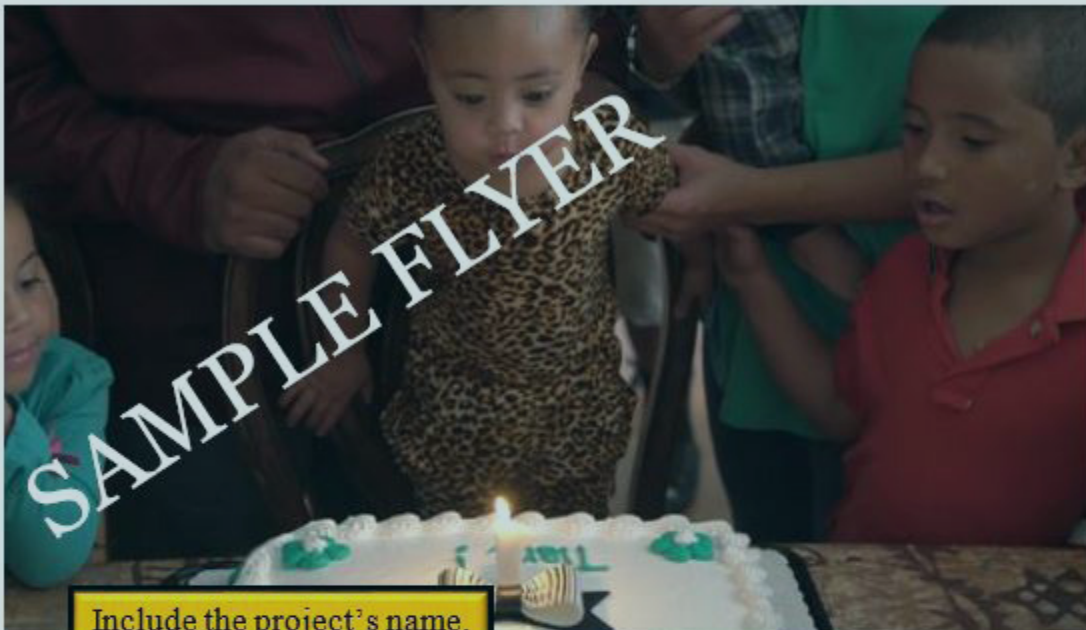
[Insert ITAV Project Coordinator's Name]

[Insert ITAV Project Coordinator's Address]

[Insert ITAV Project Coordinator's Phone Number]

[Insert ITAV Project Coordinator's Email]

## 2.2. ITAV Flyer (Sample)



Include the project's name.

### IT TAKES A VILLAGE

Giving our babies the best chance

Include 1-3 key messages to draw the community's interest.

- Our Pacific Islander babies and mothers need our help. Find out why!
- Learn how our traditions and culture support modern health recommendations.
- Find out how you can be a resource in our community

If interested contact:

Include your project coordinator and/or facilitators' name(s) and contact info.

Timaima Clawson at 801-538-6775 or  
tclawson@utah.gov

Include the ITAV logo.



Include your organization's logo.



## 2.3. Participant Overview Template

### It Takes a Village: Giving Our Babies the Best Chance Project Facilitator Overview

Thank you for your interest in participating in the It Takes a Village: Giving Our Babies the Best Chance (ITAV) project. Below you will find information about this project.

**Overview:** The It Takes a Village project was developed by the Utah Department of Health Office of Health Disparities to address poor birth outcomes disparities among Utah's Native Hawaiian/Pacific Islander (NHPI) communities. In collaboration with organizations and individuals from the NHPI community, the OHD created the project to raise awareness and educate community members about healthy pregnancies in the context of Pacific Islander cultural beliefs and practices.

**Participation:** As a participant in the project, you will become a member of a village and attend four (4) village fono or meetings. In these meetings, they have a chance to learn about gaps in birth outcomes and learn some ways to deal with them. Each fono will get the information, talk about what they learn, and get an assignment to complete before the next fono.

**Expectations:** Those who take part in the project will learn what contributes to babies dying before they reach one year old and give them some skills to be a resource in their community. At the end of the project, they will also get a chance to complete a community project with their village.

**Workshops:** All participants must attend ALL four (4) workshops. Each workshop lasts about two (2) hours. Participants must be on time and stay for the whole workshop.

**Facilitators and Contact Information:** [Insert name and contact info for each facilitator]

**Workshop Dates:** [Insert dates for workshops (e.g., Tuesday September 5)]

**Backup Date:** [Insert back up date for workshops]

**Time:** [Insert start time for workshops] – [Insert end time for workshops]

**Location:** [Insert location's name and address for workshops]

**Parking:** [Insert instructions for parking]

**Preparation:** Please be prepared by making arrangements to be on time. [Change the next sentence to match what you're doing]: No children will be allowed in the workshops so figure out who can stay with them. All necessary materials will be provided during the workshops (e.g., pens, notebooks, etc.).

## 2.4. Compensation Allocations Template

### It Takes a Village: Giving Our Babies the Best Chance Project Participant Compensation

**Compensation for Participants:** Each village will have 6-12 people.

- Village Workshops:
  - Each person who takes part will get a \$50 gift card once they've been to ALL the workshops.
  - Participants must **be on time** (at the beginning of each workshop) and **stay until the end** of each workshop.
- Compensation Disbursement: Those who take part will get the gift card once ALL village workshops are over.
  - [Put instructions about how get the gift card.]

By signing, I acknowledge that I have read all the information and agree to be paid accordingly.

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**Print Name**

**Signature**

**Date**