



TABLE OF CONTENTS

Chapter 1: Program Assessment and Design

Overview	1-2
QSA Section 1	1-3
Tips	1-5
How To Ensure Effective Program Management	1-6
Tool: Sample Program Schedule	1-8
How To Create a Program Vision and Mission	1-9
Tool: Sample Vision Planning Sheet	1-10
How To Use an Action Plan	1-11
Tool: Action Plan Template “To Do List”	1-12
How To Create an After School Program Leadership Team	1-13
Tool: Leadership Team Meetings	1-14
How To Reach Attendance Targets	1-15
Tool: Sample Attendance Survey	1-16
Tool: Program Attendance Tips	1-17
How To Conduct Program Evaluation	1-18
Tool: Program Observation Tool Example	1-20
Tool: Focus Group Tips	1-21

Chapter 2: Program Administration and Finance

Overview	2-2
QSA Section 2	2-3
Tips	2-7
How To Organize Funding Sources	2-8
Tool: Funding Sources Spreadsheet	2-9
How To Ensure Effective Human Resources Practices	2-10
How To Diversify Funding	2-11
How To Charge Equitable Fees	2-13
Tool: Expanded Learning Collaborative Cost Estimate	2-14
How To Save Money By Planning Ahead and Making Smart Purchases	2-15
How To Collect And Use Data.....	2-17
How To Work With Your Governance Body	2-18

Chapter 3: Community Partnerships and Collaboration

Overview	3-2
QSA Section 3	3-3
Tips	3-5
How To Match Community Resources to Your Needs	3-6
Tool: Community Matching Grid	3-7
Tool: Community Partners List	3-8
Tool: Museums and Places of Interest	3-11
How To Reach Out to New Organizations	3-17
Tool: Sample Letter to Community Partners	3-18
How To Find Volunteers	3-19
Tool: Sample Volunteer Job Description	3-20
Tool: Sample Volunteer/Intern Application Form	3-21
Tool: Tips for Recruiting Parent, Caregiver, and Family Volunteers	3-22
How To Welcome New Volunteers	3-23
Tool: Strategies to Use as a Volunteer	3-24
Tool: Sample Volunteer Expectations	3-25
Tool: Sample Volunteer Rights and Responsibilities	3-26
How To Develop a Collaborative	3-28
How To Host a Meeting, Event, or Workshop that Builds Partnerships	3-29
Tool: Event Planning Checklist (1 Month Before)	3-31
Tool: Event Planning Checklist (2 Months Before)	3-33
Tool: Event Planning Checklist (3 Months Before)	3-35
Tool: Sample Event Checklist—Day Of	3-37
Tool: Facility Rental Information Sheet	3-38
Tool: Sample Donation Request Letter	3-39
Tool: Donation Form	3-40
Tool: Sample Event Production Schedule	3-41
How To Engage Alumni	3-42

Chapter 4: Alignment and Linkage to School Day

Overview	4-2
QSA Section 4	4-3
Tips	4-5
How To Use Newsletters as a Tool to Communicate	4-7
Tool: Sample Afterschool Newsletter	4-8
How To Communicate with Teachers on Student Progress	4-9
Tool: Sample Afterschool Letter to Teachers	4-10
Tool: Policies for Sharing Student Information	4-11
Tool: Understanding SFUSD Data Systems	4-12
How To Access Student Support Services	4-14
Tool: Sample Request for Assistance Elementary Form	4-15
Tool: Invitation to SAP, SST, and CST Meetings for Afterschool Staff	4-17

How To Align the Afterschool Workplan with the School Day	4-18
Tool: Sample Afterschool Alignment Workplan	4-19
Tool: Afterschool Alignment Workplan Semester Report	4-20
How To Create a Successful Homework Center	4-21
Tool: Homework Room Agreements	4-22
Tool: Weekly Homework Assignments Template	4-23
Tool: Sample Incentives Points Log	4-24
How To Create an “After-Homework” Box	4-25
Tool: Sample Checklist for “After-Homework” Box	4-26
How To Tutor—Tips to Pass on to Tutors	4-27
How To Use a Lead Teacher	4-28
Tool: Sample Lead Teacher Job Description	4-29
How To Track Your Students’ Progress	4-30
Tool: Sample Participant Survey	4-31
Tool: Sample Questions for Focus Groups and Surveys	4-32
How To Support the Common Core Standards	4-33
Tool: Frontloading	4-34

Chapter 5: Program Environment and Safety

Overview	5-2
QSA Section 5	5-3
Tips	5-7
How To Implement Safety and Emergency Procedures	5-8
Tool: Safety Card	5-9
Tool: Best Practices and Quick Tips for Emergencies	5-10
How To Take Care of Participants’ Health Needs	5-11
Tool: Participant Health Card Example	5-12
Tool: Accident/Injury Report Form	5-14
How To Create Community Agreements	5-15
How To Create an Afterschool Wide Discipline Program	5-16
Tool: Sample Rules and Expectations for Common Areas	5-17
Tool: Positive Recognition and Consequence Systems	5-18
Tool: Behavior Contract	5-19
How To Use Positive Behavior Guidance	5-20
Tool: Show Kids You Care	5-21
How To Solve Behavior Problems	5-22
Tool: Sample Referral Form	5-23
Tool: Why Do Young People Act Out?	5-24
Tool: Sample Behavior Contract for Individual Participants	5-25
How To Develop Youth as Conflict Mediators	5-26
Tool: Conflict Mediation Process	5-27
Tool: Conflict Resolution Agreement	5-28
Tool: “I” Messages	5-29
How To Prevent Bullying in Your Program.....	5-30
Tool: Tips for Staff on How to Support Victims and Bullies	5-31
Tool: Tips for Youth	5-32

Chapter 6: Youth Development

Overview	6-2
QSA Section 6	6-3
Tips	6-11
How To Intentionally Integrate Meaningful Youth Participation	6-14
Tool: Asset Building and Youth Development: Three Philosophies	6-15
Tool: 40 Developmental Assets	6-16
How To Form Respectful, Caring, Genuine Relationships with Young People	6-18
Tool: 50 Ways to Show Kids You Care	6-19
How To Give Youth Opportunities for Choice	6-20
Tool: Sample Classes and Clubs Sign Up Sheet	6-21
How To Create a Youth Advisory Board	6-22
Tool: Sample Youth Advisory Board Application	6-23
How To Create a Junior Staff Program	6-24
How To Prepare Youth Tour Guides for Site Visits	6-25
Tool: Youth Tour Guides Preparation Training	6-26
How To Create an Enrichment Club Survey	6-28
Tool: Examples of Successful Enrichment Activities	6-29
Tool: Sample Afterschool Program Participant Survey	6-30
How To Implement Project-Based Learning Activities	6-31
Tool: Project-Based Learning Overview.....	6-32
Tool: The Project-Based Learning Web	6-33
How To Foster Youth-Led Service Learning Projects	6-34
Tool: Service Learning Project Planning Form	6-35
Tool: Service Learning Ideas... and Contacts to Get You Started	6-36
Tool: Samples of Effective Journal Questions	6-37
How To Create a Youth Showcase	6-38
Tool: Sample Showcase Agenda	6-39
How To Increase Youth Leadership in Enrichment Activities	6-40
Tool: Examples of Youth Leadership Roles in Enrichment	6-41
How To Create a Lesson Plan That Works	6-42
Tool: Sample Enrichment Lesson Plan	6-43
How To Infuse Literacy into Enrichment	6-44
Tool: Building Four Strands of Literacy into Enrichment Classes	6-45
How To Infuse STEM into Enrichment	6-46
Tool: STEM Activity Planning Sheet	6-47
How To Encourage Youth to Work Together	6-48

Chapter 7: Staff Recruitment and Professional Development

Overview	7-2
QSA Section 7	7-3
Tips	7-7
How To Recruit an Effective and Appropriate Staff	7-8
Tool: Sample Interview Questions	7-9
How To Orient New Afterschool Staff	7-10
Tool: New Staff Orientation Sample Schedule	7-11
How To Support and Retain Your Afterschool Staff	7-12
Tool: Sample Questionnaire for Staff Pick-Me-Ups	7-13
Tool: Training Resources	7-14
How To Coach Your Staff to Success	7-16
Tool: Coaching Session Template	7-17
How To Help Staff Stay Organized	7-18
How To Conduct Effective Staff Evaluations	7-19

Chapter 8: Family Involvement

Overview	8-2
QSA Section 8	8-3
Tips	8-4
How To Effectively Communicate with Parents and Caregivers	8-5
Tool: Sample Afterschool Program Information Letter	8-6
Tool: Daily Program Log for Parents	8-7
How To Conduct Parent and Caregiver Surveys	8-8
Tool: Sample Parent and Caregiver Survey	8-9
How To Hold a Family Night	8-12
Tool: Family Night Planning Checklist	8-13
Tool: Tips for Holding a Successful Parent and Caregiver Workshop	8-14
Tool: Resources for Parent and Caregiver Workshops	8-15
How To Increase Family and Caregiver Leadership	8-16

Chapter 9: Nutrition and Physical Activity

Overview	9-2
QSA Section 9	9-3
Tips	9-5
How To Infuse Structured Physical Activities into the Afterschool Program	9-6
How To Infuse Skill Building into Your Structured Physical Activity	9-7
Tool: Cheers!	9-8
How To Create Youth-Led Recreation Activities	9-10
Tool: Sample Youth Recreation Survey	9-11
How To Promote Healthy Eating	9-14

Chapter 10: Promoting Diversity, Access, Equity, and Inclusion

Overview 10-2

QSA Section 10 10-3

Tips 10-6

How To Create an Afterschool Program that Respects Differences 10-7

How To Make Sure Your Afterschool Program is Accessible 10-8

How To Create an Inclusive Environment 10-10

How To Support Participants with Special Needs 10-11

 Tool: Strengths and Strategies Profile 10-13

 Tool: Quick Tips for Working with Youth with Special Needs 10-14

Chapter 11: Effectively Supporting Language Learners

Overview 11-2

QSA Section 11 11-3

Tips 11-5

How To Build a Multiple-Language-Friendly Environment 11-6

How to Adapt Activities to Support English Language Learners 11-7

How to Provide Direct English Instruction/Language Support 11-9

Chapter 12: Summer Programming

Overview 12-2

Summer Program QSA Tool 12-3

Tips 12-11

How To Plan a Summer Program 12-12

 Tool: Sample Summer Program Schedule 12-14

How To Link Summer Learning to School Learning 12-15

How To Create a Positive Summer Program Culture 12-16

Appendix

SF Expanded Learning Collaborative Afterschool QSA

SF Expanded Learning Collaborative Summer Program QSA

SF Expanded Learning Collaborative Core Competencies