



# I KNOW I CAN

## TIPS FOR SITE COORDINATORS

If you have any questions

**Contact:** Shelly Morgan at 907-269-7972; [shelly.morgan@alaska.gov](mailto:shelly.morgan@alaska.gov)

**Visit:** [www.acpe.alaska.gov/IKnowICan](http://www.acpe.alaska.gov/IKnowICan) for more information and tips

**Mail Postcards:** 800 E. Dimond Blvd., Ste. 200, Anchorage, AK 99515

Here are some helpful tips for site coordinators to make the program run smoothly.

### Right Away We Will Need:

- ✚ Agreement with the schools on the date and time for your 60-90 minute visit (preferred dates are early-mid November).
- ✚ Completed School Applications from each school hoping to participate.
- ✚ Estimated number of volunteers. (Let us know if you need assistance recruiting volunteers and/or if you would like assistance with volunteer training.)

### Before the Event You Will Need to:

- ✚ Recruit volunteers and provide a brief overview and volunteer tips so they feel comfortable and prepared. A 5-minute Volunteer Training video is available under Volunteer Tips & Tools at [www.acpe.alaska.gov/IKnowICan](http://www.acpe.alaska.gov/IKnowICan). (It is often helpful to share volunteer and teacher contact information with one another to provide some familiarity for the day of the event.)
- ✚ Pre-address student postcards. Please pre-label postcards, so that student addresses are complete prior to the event. (You can often get address labels or lists from the school office or teacher; alternately, address forms can be completed by parents and collected for accurate addresses – template located under Teacher Tips & Tools at [www.acpe.alaska.gov/IKnowICan](http://www.acpe.alaska.gov/IKnowICan).)
- ✚ Send press release to local media. A press release template can be found under Coordinator Tips & Tools at [www.acpe.alaska.gov/IKnowICan](http://www.acpe.alaska.gov/IKnowICan). We encourage you to modify as appropriate and send to local media contacts.

### At the Event Please:

- ✚ Bring supplies: books, postcards and evaluations for your volunteers and teachers.
- ✚ Meet with volunteers briefly prior to the event, to ensure they have enough books & postcards.
- ✚ Send link to online evaluations to volunteers and teachers; complete Coordinator evaluation.
- ✚ Collect completed postcards and return to ACPE. (Please ensure each card has a return address prior to mailing them to ACPE.)

### After the Event:

- ✚ Thank you notes are a nice way to appreciate volunteers and teachers, while also reminding them to complete evaluations.