

Natural Helpers® “Step-by-Step”



How would a community or school implement the Natural Helpers® program?

Here are some initial steps:

- Contact your county MSU Extension 4-H Youth Development office.
- Establish an advisory committee.
- Identify two in-school leaders.
- Determine the goals of your program.
- Provide an adequate budget to operate the program.
- Conduct the staff orientation.
- Administer the Natural Helpers survey.
- Tabulate the survey.
- Select prospective Natural Helpers.
- Conduct the orientation for prospective Natural Helpers and their parents.
- Decide how to evaluate the program.

Here are some later steps:

- Plan Initial Training.
- Plan Ongoing Training.

What is the timeline?

Three to six months before Initial Training:

- Identify leaders and members of the advisory committee.
- Determine the goals of your program.
- Set up a timeline.

- Determine method of Initial Training (Series or Retreat).
- Approve a budget.
- Acquire funds.
- Select and orient Natural Helpers for Initial Training.
- Orient and train Natural Helpers leaders.
- Select a date for Initial Training (keeping athletic practices, games, youth meetings, and other potential schedule conflicts in mind) and reserve a site for the training.
- Identify facilitators for Initial Training.
- Plan a calendar of events for Ongoing Training.
- Determine where and when Ongoing Training sessions will be held.

Two months before Initial Training:

- Review the survey and criteria for selecting Natural Helpers.
- Set a date for administering the survey.
- Order materials for administering the survey and tabulating results.
- Get alphabetized lists of students and staff for survey tabulation.
- Make copies of the handout for the Natural Helpers® Staff Orientation and prepare survey packets.
- Conduct the Natural Helpers® Staff Orientation.
- Organize the tabulation process.
- Send a memo to staff from Natural Helpers leaders to inform them of the date of the survey.
- Tabulate the survey results.
- Select prospective Natural Helpers using the survey results as criteria.

- Plan the agenda for the Initial Training.
- Organize transportation.

Two to three weeks before Initial Training:

- Send invitations to the orientation for prospective Natural Helpers to selected adults, students, students' parents or guardians.
- Make copies of the handouts for the Orientation for Prospective Natural Helpers.
- Conduct the Orientation for Prospective Natural Helpers.
- Review what needs to be brought to the training (food, audiovisual equipment and other supplies).
- Review the contents of the curriculum/kit and put leaders' materials together. Contact alternates, if necessary.

One to two weeks before Initial Training:

- Collect all signed forms.
- Print and prepare the Initial Training packets.
- Make nametags and poster of school concerns.

After the Initial Training:

- Review the Ongoing Training sessions.
- Make copies of worksheets.
- If you are conducting Ongoing Training lessons as a scheduled class, determine how to grade the students.
- Begin to conduct Ongoing Training lessons for all Natural Helpers.
- Have Natural Helpers decide what roles they want to plan in the program by completing the worksheet, "What I'll Do as a Natural Helper."
- Submit 4-H enrollment forms to county MSU Extension 4-H office.
- Collect Natural Helper logs.

End of Program Year:

- Review program goals and needs for the following year.
- Determine how successfully the Natural Helpers® program met its goals and how to improve the program for the coming year.