

## How to Find an After School Partner

-Identify a site (often a school or community center) and contact person. If you do not know who to contact, browse the site's website. Each site will be different, but some key words to search for are extended day care, targeted services, community education, and enrichment.

-Once you have identified a teacher or coordinator at the site, introduce yourself and the program you would like to lead. You may want to do this in person or through email. Provide the site with specific examples of activities you may do with youth.

-Speak with the teacher or coordinator to determine the dates and times of your program. Depending on the site, schools may have participants gathered already or they may need time to advertise and register participants. Within the days the site has available, you may choose the dates and number of sessions that you will be available. Typically, an after school session will last between 45 and 90 minutes.

-Ask the site about their policy on background checks and follow up if you are requested to submit one.

-Visit the site to preview the indoor and outdoor teaching spaces.

-Prepare for lessons by gathering materials and familiarizing yourself with the activities.

-Before the first session, send a letter to the site coordinator to distribute to families. This letter should include information like the exact days and times you will be meeting as well as a reminder to dress for all weather conditions.