



## **Secure Start Facilitator and Agency Checklist**

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Thank you for being a partner in the Secure Start Initiative. Please complete the following checklist prior to each of your scheduled groups to ensure that the groups run smoothly.

### **BEFORE YOUR GROUP BEGINS**

- Ensure that you have at least 5 participants registered for your group
  - If you do not have 5 participants, please contact Kim Bohlen at [kbohen@uwgnh.org](mailto:kbohen@uwgnh.org) before your group begins
- Email Claire at [ckaiser@uwgnh.org](mailto:ckaiser@uwgnh.org) to let her know the start date of your group
- AGENCIES ONLY:** Submit an invoice to [ckaiser@uwgnh.org](mailto:ckaiser@uwgnh.org) for your incentive fee
  - Fees will be paid within 30 days of submission, per the MOU.

### **DURING YOUR LAST SESSION**

- Ensure that all participants complete the evaluation survey (or within 1 week of final session)
  - Surveys can be found on the United Way website: [Secure Start Initiative | United Way of Greater New Haven \(uwgnh.org\)](#)

### **AFTER YOUR LAST SESSION**

- Email Claire to let her know the date of your final session
- Complete the Group Report within 1 week of final session
  - The Group Report form can be found on the United Way website: [Secure Start Initiative | United Way of Greater New Haven \(uwgnh.org\)](#)
- If all surveys are completed within one week, the facilitator responsible can email Claire for a \$50 incentive.
- FACILITATORS ONLY:** Submit an invoice to [ckaiser@uwgnh.org](mailto:ckaiser@uwgnh.org) for your Facilitator fee
  - Fees will be paid within 30 days of submission, per the MOU.