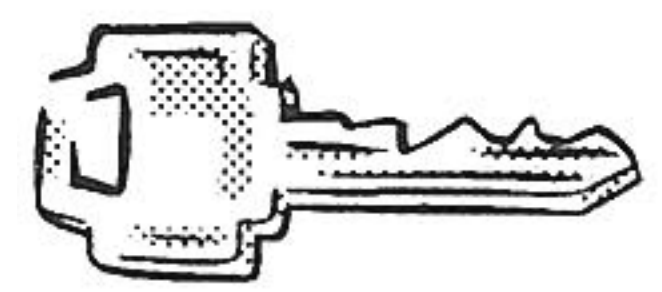


5 Attention to Details

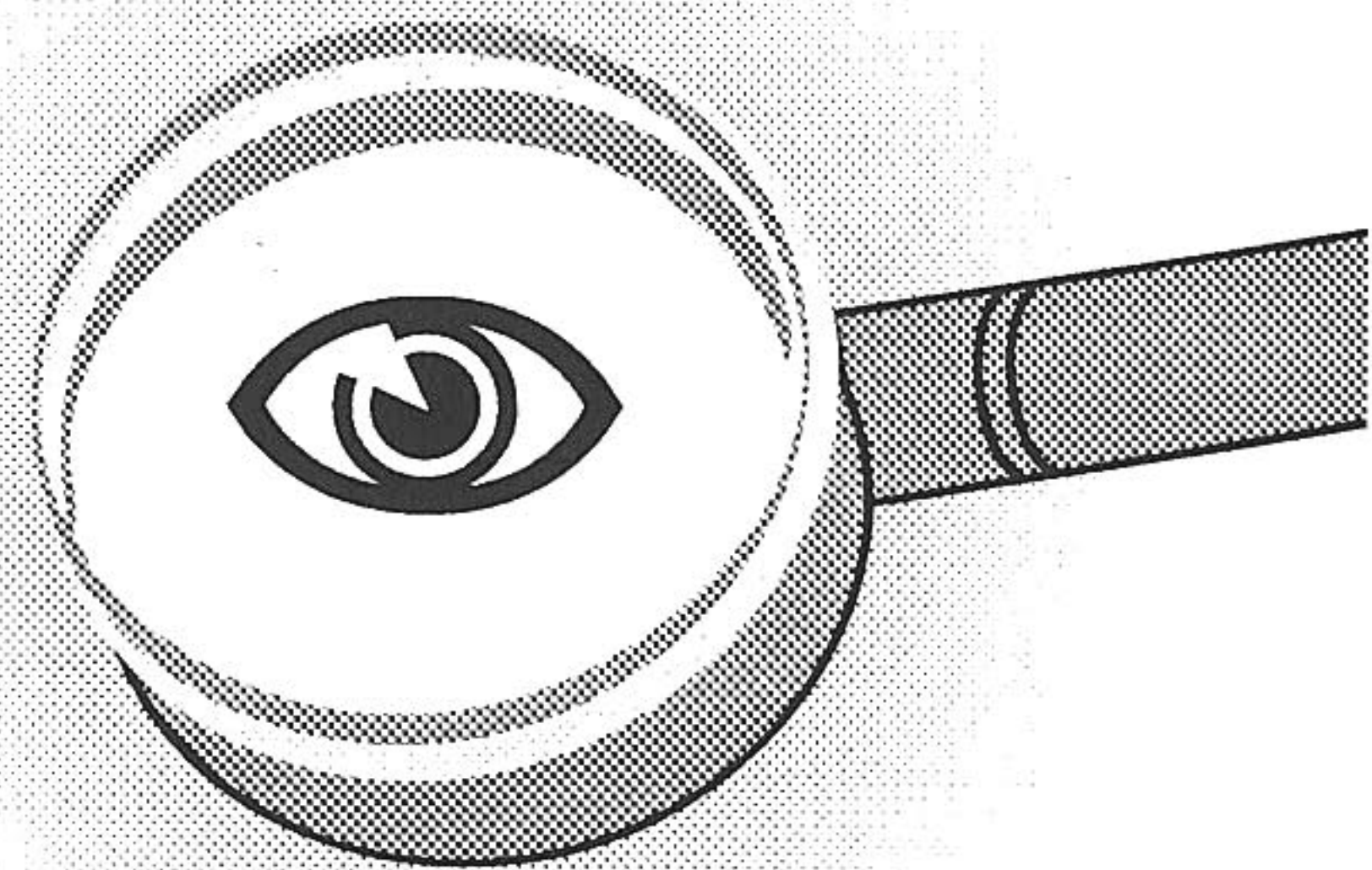
A well-coordinated and functioning program depends on attending to a myriad of essential details. Although seemingly unimportant compared with bigger, more pressing issues, attention to details contributes significantly to the quality of a program.



Key Research Findings

Attention to these details is essential to a successful program:

- effective communication among all stakeholders: teenagers, director, parents, schools, and so on
- attention to the basic needs of teenagers, such as food, transportation, and rest
- teenagers trained and prepared to handle possible emergencies
- safety always a top priority
- requisite paperwork completed and organized
- some form of compensation (not necessarily money) provided for teenagers
- appropriate parental involvement



“You know me, I hate paperwork, so I hire a college Work Study student to do all that for me.”

—PROGRAM DIRECTOR



Tips from the Field

- Hold training and meetings close to public transportation if teenagers are traveling on their own.
- Take care of teenagers' need for snacks and recognize food as a team builder.
- Develop cooperative relationships with schools and agencies for access to potential teen participants.
- Maintain an active inventory of supplies.
- Have teenagers keep supplies organized so they can be easily accessed.

Commonly Used Forms and Paperwork

- ✓ medical forms
- ✓ insurance certificates
- ✓ contracts with teenagers, other agencies, parents, and so on
- ✓ schedules and transportation routes
- ✓ parent letters or family newsletters
- ✓ applications or letters of interest
- ✓ incident report forms

Keep all paperwork current, organized, and accessible.