

S.D. Networking Session Protocol

The S.D. Networking Sessions are organized by the South Dakota Head Start Assn and facilitated by SD Head Start Programs.

Time Line	Responsible Entity	Action Steps
June-July	SDHSA Ex. Director	<ul style="list-style-type: none"> Identify components or topics of interest for next program year (September – July) TA team may be of assistance in surveying grantees. Topics will be finalized during a monthly SDHSA/TA/HSCO meeting and submitted to SDHSA Board of Directors. Secure Grantee facilitator for each networking Session.
August	SDHSA Ex. Director	<ul style="list-style-type: none"> Post Session dates, corresponding component/topic, and facilitating Grantee on SDHSA website. Make arrangements for meeting space and lunch service (reimbursed to attendees by HSCO) for each Session. Obtain name and contact information from local Grantee Directors for each Session facilitator.
6 weeks prior to Session	SDHSA Ex. Director	<ul style="list-style-type: none"> Provide facilitating Grantee Director and appointed staff member with email list for applicable component staff members. Encourage facilitating grantee staff and TA communication for enhanced support.
5 weeks prior to Session	Appointed Staff Member of Facilitating Grantee	<ul style="list-style-type: none"> Contact program and component staff to gain input into Session Agenda. Contact TA staff and/or other partners or outside presenters relevant to the topic/component.
4 weeks prior to Session	Appointed Staff Member of Facilitating grantee	<ul style="list-style-type: none"> Develop Session Agenda – See template. Provide Session agenda to SDHSA Ex. Director and HSCO Director and inform of any support needs (screen, projector etc). Continue communication and coordination with TA staff as appropriate to topic or component until date of Session. Resources can be posted to SDHSA website Networking page by contact the SDHSA Executive Director.
4 weeks prior to Session	SDHSA Ex. Director	<ul style="list-style-type: none"> Send email information and session agenda to grantees to encourage attendance at the next Networking Sessions and remind of reimbursement option.

2 weeks prior to Session	SDHSA Ex. Director	<ul style="list-style-type: none"> • Post agenda to SDHSA website Networking page. • Resend email including Session Agenda to encourage attendance at the Networking Sessions. Ask for attendance numbers.
1 week prior to Session	Appointed Staff Member of Facilitating Grantee	<ul style="list-style-type: none"> • Continue communication and coordination with TA staff as appropriate to topic or component until date of Session. • Make 10-20 copies of Session Agenda, 1 Sign-In sheet * and 10-20 Evaluations*. • Request Grantee staff wishing to share materials to bring 12 copies to the Networking Session.
1 week prior to Session	Local Grantees	<ul style="list-style-type: none"> • Provide number of staff planning to attend to SDHSA Executive Director for the purpose of adequate accommodations.
As needed	Local Grantees	<ul style="list-style-type: none"> • Determine staff that will attend Sessions and secure travel and lodging arrangements.
1 week prior to Session	SDHSA Ex. Director	<ul style="list-style-type: none"> • Secure 20 copies of travel reimbursement forms.
Day of Session	SDHSA Ex. Director	<ul style="list-style-type: none"> • Check in with appointed Staff Member of Facilitating Grantee to determine adequate seating or last minute needs.
Day of Session	State TA Team	<ul style="list-style-type: none"> • Provide facilitation support as previously arranged with Staff Member of Facilitating Grantee.
Day of Session	SDHSA Ex. Director	<ul style="list-style-type: none"> • Provide Travel Reimbursement documents to participants.
Day of Session	Appointed Staff Member of Facilitation Grantee	<ul style="list-style-type: none"> • Have participants sign in and complete Evaluations at end of Session. • Facilitate meeting (with support from TA Team if involved) in line with Session Agenda. • Prepare brief written Report of Session (see template) • Give Sign-in sheet, Written Report, Evaluations, copies of shared materials and any completed Reimbursement Forms to SDHSA Ex. Director.
Within 1 week following Session	Session Participants	<ul style="list-style-type: none"> • Send original reimbursement forms to SDHSA Ex. Director for processing
Within 2 weeks following Session	SDHSA Ex. Director	<ul style="list-style-type: none"> • Enter Evaluation information on Excel Spread sheet for further use in planning. • Process reimbursement forms/send checks
Within 3 weeks following Session	SDHSA Ex. Director	<ul style="list-style-type: none"> • Post Networking Session Report to SDHSA Website. • Ensure completion of needed follow up if indicated on Networking Session Report.