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.