



## PROJECT ARRIVE STUDENT OUTREACH TIPS

### TAKE THE TIME TO PREPARE

DO:
<ul style="list-style-type: none"> <li>• Gather your outreach materials               <ul style="list-style-type: none"> <li>✓ Initial Group Roster</li> <li>✓ Project Arrive Student Outreach Flyers</li> <li>✓ Strengths Based Student Interview Questions</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Work with your co-facilitator to divide your group roster to each meet individually with 2-4 students.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a plan for when you will be asking students to come meet with you. If necessary, make sure you have passes sent to appropriate classrooms, and inform appropriate teachers in advance that you will be calling students out to meet with you.</li> </ul>
<ul style="list-style-type: none"> <li>• Meet students individually in a confidential space (about 5-10 minutes).</li> </ul>
<ul style="list-style-type: none"> <li>• Have enough copies of the Project Arrive Student Outreach Flyer &amp; Student Interview Questions to give to students when you meet with them.</li> </ul>

### ESTABLISH TRUST & RAPPORT

DO:	YOU CAN SAY SOMETHING LIKE:
<b>Introduce yourself</b>	<i>Thanks for coming down to meet with me, and don't worry...you aren't in trouble! My name is (YOU). I am the (WHAT) here and I've been working here for (#) years.</i>
<b>Explain why you called the student to meet with you</b>	<i>We have a new program here at (YOUR SITE) called Project Arrive, and we wanted to meet with you for a few minutes to see if you would be interested in participating. Is that ok with you?</i>
<b>Explain the purpose of Project Arrive</b>	<p><i>The purpose of Project Arrive is to help 9<sup>th</sup> grade students transition into high school and get the support you need to be happy and successful here for the next 4 years. We meet up once a week all year long during (elective, lunch, whenever your group plans to meet). Each group has 2 adult co-facilitators, and about 6-8 students.</i></p> <p>You can also use the Project Arrive Outreach Flyer to help guide your discussion.</p>
<b>Explain how students are identified for the program (as many students will ask this question)</b>	<i>Over the summer, SFUSD middle schools with students coming to (YOUR SITE) let us know who they thought might like to be involved in a mentoring group in high school. They gave us the names of a bunch of students, and your name was recommended as someone</i>

	<i>who would probably be interested and who would benefit from participating.</i>
<b>Establish rapport and familiarity with the student</b>	<p><i>So, I don't know much about you at this point, but I'd really like to take a few more minutes to get to know a little more about you and see what your interests and strengths are...is that ok?</i></p> <p>Be prepared to ask the student 3 or 4 additional questions that are strengths-based and not too personal. Refer to "Strengths Based Student Interview Questions" for ideas for appropriate questions.</p>
<b>Allow student to ask questions</b>	<i>Do you have any questions about anything I've shared so far?</i>
<b>Assess student's level of interest in participating</b>	<p><i>So, now that I've shared this info with you, I'd like to know if you think you'd like to participate or not...it's your decision.</i></p> <p>You can give them the "3 Thumbs" option:</p> <ul style="list-style-type: none"> <li>• Thumbs up = Yep, I'm totally in!</li> <li>• Thumbs sideways = Hmm...I need to think about it</li> <li>• Thumbs down = Nah, I'm all set</li> </ul> <p>You can also let the student know that they are welcome to come to the first few sessions, and then decide if they want to commit or not.</p>
<b>Let them know when/where the group will meet</b>	<i>Our first group meeting will be on (DATE) in (PLACE). We will be letting your teacher know that you will be excused from class that day, and send you a pass excusing you for that period. In the meantime, don't hesitate to find me at (YOUR OFFICE/WORKSPACE) if you have any questions or concerns.</i>

#### **AVOID COMMON PITFALLS**

<b>DON'T</b>	<b>REASON</b>
<b>Meet initially with students in groups</b>	There is great value in having the initial contact with the student be 1:1. This gives you both a chance to establish some trust and familiarity. This connection will help the student feel more comfortable when they attend group for the first time, and meet their fellow group members.
<b>Frame the program as an "intervention"</b>	Instead, frame Project Arrive as an opportunity to get more involved and engaged in the school community.
<b>Pressure students into participating</b>	It's important for students to feel that they had the power to decide whether or not they want to participate.