

KIDS AT HOPE

HANDBOOK 2012



cenovus
ENERGY



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STARTING OUT WITH KIDS AT HOPE

Kids at Hope is an innovative concept which states and demonstrates that all children are capable of success, **NO EXCEPTIONS!** Kids at Hope is not a program; it is first and foremost a belief system, supported by a cultural strategy and then enhanced by programs. It inspires, empowers and transforms families, youth-serving organizations and entire communities to create an environment where all children experience success. Using a cultural strategic framework that houses a set of beliefs, knowledge and practices it welcomes all groups, agencies and programs.

Kids at Hope is an evidence based strategic cultural model. It reverses the “at risk” paradigm by establishing a holistic methodology that engages an entire community or organization. The foundation of this cultural model is based on three universal truths:

1. Children succeed when they are surrounded by adults who believe they can succeed, no exceptions.
2. Children succeed when they have meaningful and sustainable relationships with caring adults.
3. Children succeed when they can articulate their future in four life domains (home and family, education and career, community and service, and recreation and leisure) rather than just one.

Kids at Hope was formed in 1993 as an effort to reverse the stigma and stereotype exhibited in the phrase “youth at risk.” This phrase, created to summarize the many threats children experience, prematurely judges youth creating negative assumptions about their futures. It uses relevant literature to highlight the impact of personal beliefs on the success of youth, the need for children and youth to understand and define their own life destinations, and identifies studies which validate the effectiveness of the Kids at Hope design. Kids at Hope has generated great interest not only in the community based youth development field but also in education, recreation and law enforcement.

After gaining increased acceptance and momentum in communities and cities throughout the United States, the Alberta Recreation and Parks Association (ARPA), with funding assistance through the Rural Alberta’s Development Fund (RADF) and from Encana and Cenovus Energy (ARPA’s ACE Communities), was pleased to introduce Kids at Hope in the Province of Alberta in 2009. ARPA’s role has been to advance the belief system of Kids at Hope to as many communities, schools, organizations and service providers of recreation programs across the province with the hope that all Albertans will believe all children are capable of success, **NO EXCEPTIONS!**

KIDS AT HOPE ALBERTA ROLES AND RESPONSIBILITIES

*Please note Alberta Recreation and Parks Association (ARPA) is the Canadian provider for Kids at Hope in Alberta. Kids at Hope Alberta therefore refers to ARPA.



CURRENT KIDS AT HOPE ALBERTA TRAINING DESCRIPTIONS

MODULE I- CERTIFICATE IN HOPEOLOGY

Module I is an introduction to Kids at Hope. It provides the framework by exploring the science of hope, optimism and success and how it can be instilled in all children. It is a traditionally a 4 hour session that works through the Module I workbook “Unleashing the Power of Kids at Hope”. It is assumed that upon the completion of Hopeology, individuals from organizations and communities will understand the belief system that is Kids at Hope and have the knowledge to inspire and transform their organizations or communities. Module I should be considered by anyone working directly with or around children and youth in recreation centers, communities, schools and family services.

TRAIN THE TRAINER

Train the Trainer offers individuals the experience necessary to acquire the training techniques and technical assistance skills they will need to sustain Kids at Hope within their community or organization. Organizations and communities interested in Kids at Hope are encouraged to send staff to a two day training of the trainer’s event. During this training individuals will gain the skills necessary to deliver information sessions and the Module I Hopeology. The length of the session is 2 full days.

TRAINING COSTS

Training	Length	Cost	Trainer Cost
Module I- Hopeology	3 - 4 hours	Cost of materials (See materials price list) <i>*the module I workbook is required, other materials are optional</i>	\$150 <i>*trainer travel expenses may also be included</i>
Train the Trainer	2 full days	\$3000 for up to 30 participants includes all materials <i>*currently Rick Miller is the only certified trainer of this course</i>	Cost of the Trainer is included in the \$3000 fee <i>*additional travel and expenses for Rick Miller may be included</i>

**A shipping and handling fee of \$25 is charged for individual training orders. If Host Organizations are ordering materials for more than 20 learners the fee is adjusted accordingly.*

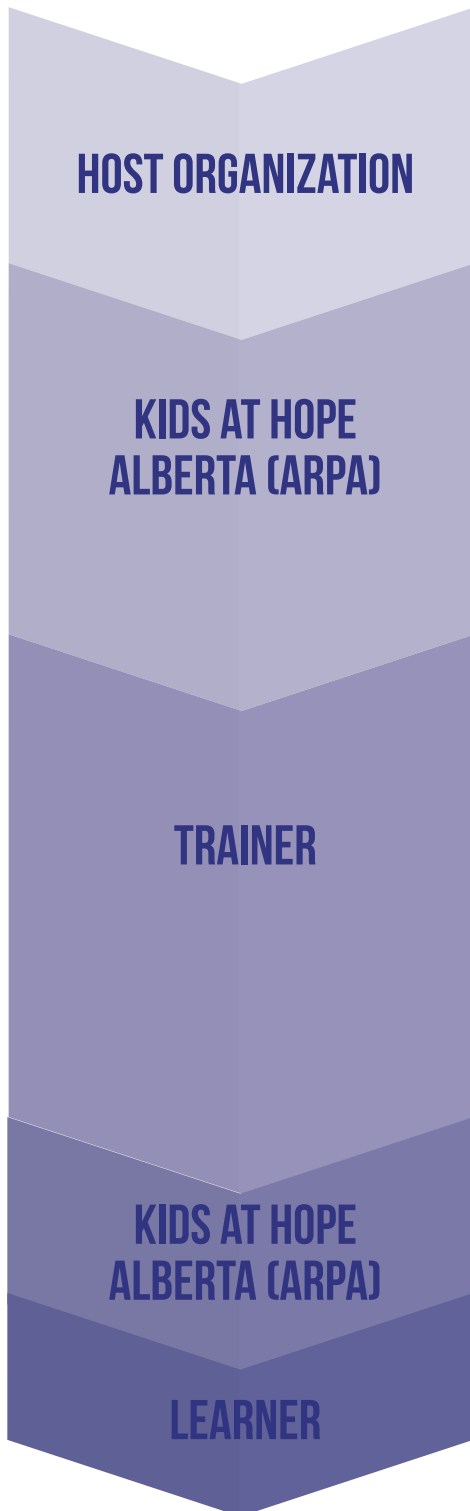
KIDS AT HOPE MATERIALS PRICE LIST

Item Description	Unit Price
Report Card	1.50
Elementary Passport	2.00
High School Passport	2.25
Package of Aces	2.50
Hopeology-Module I Workbook	10.00
Kids at Hope Lapel Pin	1.75
KAH Book Kids at Hope: Every Child Can Succeed, No Exceptions.	15.00

Additional Kids at Hope items are available from Kids at Hope. These can be viewed and ordered directly from Kids at Hope <http://www.kidsathope.org/store/>

**Please note that due to differences in the Canadian materials, the above listed materials can only be ordered from Kids at Hope Alberta.*

STEPS TO A SUCCESSFUL KIDS AT HOPE TRAINING



1. Commits to Kids at Hope training
2. Contacts ARPA to complete a training request

3. Approves the training request
4. Finds a Trainer if needed
5. Sends Host Package
 - Training materials
 - Data Cover Sheets and Forms

6. Delivers the training
 - Conducts the training
 - Ensures correct completion of forms and Data Cover Sheet
 - Hands out certificates
 - Retains a copy of registration forms for records
7. Returns Forms to ARPA
 - Send Data Cover Sheet with completed forms to ARPA

8. Inputs data into Kids at Hope Database

9. Practices the Kids at Hope Beliefs

KIDS AT HOPE ALBERTA POLICIES

1. REQUESTING A TRAINING

Training requests can be made by contacting ARPA directly.
Phone: 780 644-4797 E-mail: ltink@arpaonline.ca

**A training request must be submitted for each training -EVEN IF THE HOST DOESN'T REQUIRE MATERIALS.*

Information required for a Training Request

1. Training logistics
Identify a Host Organization, contact person, training location, and the date and time of the training.
2. Number of participants
How many participants will be attending the training?
3. Number of training materials needed
*Will you need training materials? If so how many?
If you do not need training materials it means that your organization has ordered a bulk supply at an earlier date.
4. Type of Trainer
If you are using an Internal Trainer it means that you have a certified trainer within your organization to deliver the training.

If you are using an External Trainer you are requesting that ARPA arrange a trainer to deliver the training. If using an External Trainer the appropriate training fee will be applied.
5. Price of training
*The Host Organization can determine the price of the workshop. *Prices will vary depending on the cost of facility rental, catering, etc.*

2. TRAINING CANCELLATION

If using an external trainer, written notice of cancellation must be received by Kids at Hope Alberta (ARPA) a minimum of seven (7) working days prior to the training date.

Unused and undamaged learner materials can be returned for credit up to 30 days after the workshop date. Credit will only be issued for complete learner material packages. A credit will not be issued for any materials that are returned after 30 days. Learner materials can also be retained for use at a future session.

3. INDIVIDUAL REGISTRATIONS

Once a training request has been approved by Kids at Hope Alberta (ARPA) it is the responsibility of the Host Organization to conduct individual learner registration.

If a Host Organization is accepting external learners it is their responsibility to invoice and ensure payment from each individual.

4. INVOICING AND PAYMENTS

ARPA will mail or e-mail an invoice to the Host Organization. Included on this invoice will be the cost of the training materials, shipping and handling, and trainer fees if applicable.

If an organization has ordered a bulk supply of materials and is using an internal trainer, with no associated fees, no invoice will be issued.

Kids at Hope Alberta (ARPA) is responsible for the payment of all trainers. Therefore Host Organizations will not be invoiced by the trainers. If a trainer invoices you directly please contact Kids at Hope Alberta (ARPA).

The Host Organization will be responsible for separate payment of additional costs including facility rental, food, etc.

**All payments for Kids at Hope trainings in Alberta will be invoiced by ARPA unless agreed upon by ARPA.*

KIDS AT HOPE HOST ORGANIZATION CHECK LIST

TIME FROM REQUESTED TRAINING DATE

ITEMS TO COMPLETE

6 WEEKS BEFORE

- Submit a training request
**If request is received less than 6 weeks prior to the training date a courier fee is incurred.*

5 WEEKS BEFORE

- Your training request is approved or not approved.
- If you are organizing the trainer confirm availability.
- Promote the training and confirm minimum number of registrants.

4 WEEKS BEFORE

- Confirm training space.
**Sufficient space to sit around tables, and participate in activities.*
- Confirm adequate equipment (*Laptop, Projector, Speakers, Flip Cart, etc.*)
- Arrange food and beverage (*Optional*)

2 WEEKS BEFORE

- Receive a Data Sheets from ARPA and confirmation of the training details.
**Inaccuracies should be reported immediately.*
- Confirm receipt and accuracy of training materials.

1 WEEK BEFORE

- Confirm number of registrants.
- If a trainer external to the Host Organization is delivering the training contact the trainer.
**Introduce yourself, verify details, confirm set up and equipment requests.*

ON TRAINING DAY

- Arrive at least 45 minutes before training.
**Set up room and training materials.*

WITHIN 1 WEEK AFTER

- Identify any issues requiring further follow-up and alert ARPA.

KIDS AT HOPE TRAINER CHECK LIST

TIME FROM REQUESTED TRAINING DATE

ITEMS TO COMPLETE

3 WEEKS BEFORE

- Secure materials for the training (powerpoints, overheads, etc.).
*Check with ARPA.

2 WEEKS BEFORE

- Confirm Host Organization, location, date, start and end times.
- Confirm equipment needs.

ON TRAINING DAY

- Arrive early to set up room and check equipment.
- Assess learners.
- Record any comments that should be forwarded to ARPA.
- Review all learner completed forms.
- Photocopy registration forms and retain in your files.
**Ensure all workshop forms from your training are packaged together.*
- Place the Data Cover Sheet on top of the learner completed forms and return to ARPA.
- Confirm number of registrants.

WITHIN 1 WEEK AFTER

- Phone Host Coordinator to discuss any issues requiring follow-up.
- Mail envelope with the learner completed forms directly to ARPA.

KIDS AT HOPE TRAINER CONTRACT

This document outlines a formal agreement between the certified Kids at Hope Trainer

_____ ,
Kids at Hope and Alberta Recreation and Parks Association (ARPA).

1. Roles of the Parties

1.1. Kids at Hope's role is:

- 1.1.1. The ongoing development of the program.*
- 1.1.2. To support the implementation of Kids at Hope across Alberta.*
- 1.1.3. The development and management of a training delivery system.*
- 1.1.4. The production and distribution Kids at Hope materials and products.*

1.2. The Trainer's role is to:

- 1.2.1. Deliver Kids at Hope training such that sessions meet the Kids at Hope standard.*
- 1.2.2. Advocate for the belief that all children are capable of success, NO EXCEPTIONS!*
- 1.2.3. Be an ambassador for Kids at Hope.*

1.3. ARPA's role is to:

- 1.3.1. Market the program in Alberta.*
- 1.3.2. Provide and ensure quality control in Alberta.*
- 1.3.3. Coordinate and implement the administrative functions, marketing, and consultation and peer support services.*
- 1.3.4. Provide trainer support and supervision.*

2. Trainer Responsibilities

2.1. Kids at Hope Trainers have the responsibility to:

- 2.1.1. Become acquainted with the policies and guidelines surrounding training, and abide by all articles of this agreement.*
- 2.1.2. Maintain the professionalism expected as a representative of Kids at Hope and ARPA.*
- 2.1.3. Devote the necessary time to prepare for particular duties as a trainer.*
- 2.1.4. Ensure that the Kids at Hope, Cenovus and ARPA logos, and all the Kids at Hope materials used to promote and support sessions are obtained from the ARPA office.*
- 2.1.5. Ensure adherence to the session format, design and content, as outlined in the Trainer materials.*
- 2.1.6. Understand and adhere to the policies and procedures in place for internal versus external trainings.*

3. Remuneration

- 3.1. There is no remuneration for trainers conducting internal trainings. Internal Training means that a certified trainer is delivering training within their organization. As such the trainer is working under an internal agreement and ARPA will not charge trainer fees.
- 3.2. The remuneration for external training will be paid by the Host Organization. External Training means that a certified trainer is delivering a training for an outside organization. As such the trainer has been contacted by ARPA and is working under the agreement with ARPA. The appropriate trainer fees will therefore be applied and the trainer will be compensated by ARPA.
- 3.3. Additional travel and accommodation expenses will be reimbursed over 50 km, but must be pre-approved.
- 3.4. Trainers will not invoice or receive payment from any organization other than ARPA.

4. Terms of Certification

- 4.1. In order to become a certified Kids at Hope trainer, and to maintain certification, an individual must take personal responsibility for completing all aspects of certification.
- 4.2 This Agreement may be renewed for two (2) year increments, upon the Trainer meeting the requirements of Kids at Hope and ARPA.
- 4.3 ARPA may terminate this Agreement immediately if the Trainer's actions constitute an imminent danger to the public health, or the Trainer's intentional unauthorized use of Licensed Trademarks and Confidential Information.
- 4.4 Either Party may terminate this Agreement by giving thirty (30) days written notice.

I have read and understood the terms of this document. My signature below indicates that I will adhere to all the articles of this agreement. I understand that failure to adhere to any part of this agreement would void my certification as a Kids at Hope Trainer.

Signature

Print Name
Kids at Hope Trainer

Date:

Signature

Print Name
Kids at Hope Alberta Coordinator, ARPA

Date:



Kids at Hope Data Cover Sheet

Course: _____

Training Date: _____

Trainer(s): _____

Forms Return Date: _____

To be completed by the Trainer:

Registration Forms

- Remind participants that their writing must be legible in order to enter their information into the database

Workshop Evaluation Forms:

- Collect the workshop evaluations forms and return them to the Alberta Recreation and Parks Association with the registration forms

Certificates:

- Certificates will be completed by the trainer and given out after the completion of training.

Please provide the following information:

- Number of participants:

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***IMPORTANT: It is mandatory for the Data Cover Sheet to be returned with the Registration and Workshop Evaluation Forms for the information to be entered into the database.**





Kids at Hope Workshop Registration Form

Please print one letter or number per box

Organization Name

First Name

M

F

Last Name

Preferred Mailing Address

Home

Work

City

Province

Postal Code

Email Address

Work Phone Number

ext.

Home Phone Number

Fax Number, if applicable

Have you taken Kids at Hope training previously?

Y

N

Certification Information:

All workshop certificates will be sent to the Organization holding the training.

Website: www.arpaonline.ca/Kids-At-Hope Tel: 780.415.1745





Kids at Hope Workshop Evaluation Form

Workshop Name: _____ **Date:** _____

Organization: _____

Facilitator Name: _____

Your experience in this workshop is important to us and your feedback will be used to enhance the experience for others in future workshops. Please note that your responses are anonymous unless you make the choice to add your contact information in the comment section below.

Please **circle** the number that is closest to your experience.

Content Evaluation	RATING:				
	5 = extremely satisfied				1 = not satisfied
The workshop content is applicable to my scope of work.	5	4	3	2	1
I am confident that I can implement what I have learned in this workshop.	5	4	3	2	1
Overall satisfaction of the workshop content.	5	4	3	2	1
Language in the Module book was easy to understand.	5	4	3	2	1
Facilitator Evaluation					
Presented material in an organized fashion.	5	4	3	2	1
Asked effective open-ended questions to generate thought.	5	4	3	2	1
Provided opportunities for interactive learning.	5	4	3	2	1
Tailored the content to address the target audience.	5	4	3	2	1
Kept the attention and interest of the audience throughout the workshop.	5	4	3	2	1
Overall satisfaction of the workshop delivery.	5	4	3	2	1

Comments:
