

Welcome Event

The Welcome Event is the first meeting of your CEREBROedu program. This full family event will gather youth, their parents/guardians, siblings, and other family members and friends together to eat, create community, and learn about the program. In this guide you will find Welcome Event requirements, a suggested timeline and schedule, and tips to make the event your own. If you have any questions, concerns, or struggles along the way, please reach out to Leah Defenbaugh, STEM Outreach Manager, at ldefenbaugh@tpt.org

Requirements:

This event is very loosely scheduled. Brain health can be a very sensitive topic, and giving families time to connect with each other in a safe environment will lead to greater engagement and learning later on. There are a few pieces that all events must include:

- Food
- Information about your program
- Family guides in both English and Spanish
- Time for families to connect with each other

Beyond these requirements, you can schedule other activities, like a facility tour or a game, or just allow more time for conversation. This is up to you!

Suggested Event Timeline:

4:15 – 5:00 Set up

5:00 – 6:00 Dinner and an icebreaker

6:00 – 6:30 Program information, including logistics and the family guide

6:30 – 7:00 Time for questions

Below you will find more information on each piece of this event. As members of your community, you know how the families in your program would like to spend their time. So be creative! You may use all the tips below, or adjust the pieces to fit your needs. If you would like assistance in planning, please email Leah at ldefenbaugh@tpt.org.

Set Up/Dinner:

- Use family style seating, like long tables, to encourage community building.
- Consider ordering food from a local community restaurant. Alternatively, a potluck is both inexpensive and highlights the traditions of your program's families.
- Ask families about languages spoken at home, and ensure that there is a translator at the event who can answer questions in families' preferred language(s).
- Consider having icebreaker questions written out at each table. Some possible questions include:
 - "What is your favorite meal?"
 - "Who is your role model and why?"



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- “Why are you interested in this program?”
- Make sure that staff and educators talk to each family, and that families have a chance to connect with each other.
- Create a sign-in sheet to track attendance.
- Create name tags, and make sure to have enough for every family member.

Program Information:

- Repeat date and time information for the program, including the Fiesta de la Familia.
- Ensure that families know what to do in the event of program cancellation for severe weather or any other reason.
- Tell families that there are two parts to this program: the youth piece and the family piece. Pass out family guides and guide families through the following pieces:
 - The Spanish/English sides of the guide
 - Ways to watch documentary clips on cerebroedu.org
 - The guiding questions
 - The hands-on activities.

Explain that these pieces complement what youth are learning in their programs.

- Discuss the evaluation, and the importance of completing surveys.
- Leave time for questions. If you are unsure of an answer, email Leah Defenbaugh (ldefenbaugh@tpt.org).

You are free to include videos, role models, community partners, and more in this event. You are also welcome to discuss your organization, and to promote other programs or services you provide. At the end of the night, your goal is to ensure that families are knowledgeable, excited, and invested in your program.

Thank you, and happy planning!