



Family Fun Day/Continuing Education Manual

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National Stuttering Association

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119 W. 40th St, 14th Floor

New York, NY 10018

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National Stuttering Association Family Fun Day Sign In Sheet

1. About the NSA

Our Mission

The National Stuttering Association is a non-profit organization dedicated to bringing hope and empowerment to children and adults who stutter, their families, and professionals through support, education, advocacy, and research.

As NSA Family Fun Day/CEU leaders, you are spokespersons for the NSA. It is therefore essential that you take the time to review the our website's "About Us" pages and other NSA web-pages to be familiar with the history, national and local presence, leadership, and committees that run the NSA. So many potential questions will be answered by this exercise – don't delay! www.WeStutter.org.

2. Program Overview

A National Stuttering Association Family Fun Day & CEU Workshop is a one-day event that brings together children and teens who stutter, their parents, and speech-language pathologists (SLPs). Many of the young people who attend may never have met another person who stutters. Likewise, many of their parents may never have met other parents of children who stutter. Therein lies the great power of a NSA Family Fun Day & CEU events.

Following introductions and an opening activity such as a Meet 'n Greet or Icebreaker, the participants are divided into appropriate groups; Kids, Teens, Parents, and SLP's for breakout sessions. Ideally, individuals who stutter or have knowledge about stuttering and who support people who stutter lead these sessions. The activities should be carefully planned to be interesting and relevant to each group. The day usually closes with some youth presentations and/or the opportunity for attendees to share their experience, if they wish, at an open microphone or closing ceremony.

Concurrently, a CEU (Continuing Education) program will be presented for SLP's in attendance. The National Office will coordinate the CEU subject matter and will secure the professional who will present.

The information contained in the following pages is a guideline for the administrative processes. This information is not - and should not be construed in any way as - a contract of any kind. Volunteers are not employees and are not obligated to perform services for NSA. **If you have any questions regarding the guidelines herein, please contact the National Office at 1-800-937-8888 or Family Programs Administrator, Stephanie Coppen at scoppen@westutter.org.**

3. Safe Environment Policy

The Safe Environment Policy of the NSA has two primary components: (1) screening of volunteers; and (2) requiring that minors (under 18) not be alone with only one adult NSA volunteer, regardless of whether that volunteer has been screened and approved. Some additional rules are also set forth below.

Screening of Volunteers

The NSA screens all volunteers who may have contact with children, teenagers, and/or vulnerable adults. This includes all Family Chapter Leaders, Assistant Chapter Leaders and Chapter Leader Trainees, Family Fun Day leaders, and Annual Conference Family Programs session leaders, among others. **All Family Fun Day volunteers MUST undergo a background screen.**

A volunteer includes any unpaid person engaged in a NSA activity on behalf of the NSA involving children, teenagers, and/or vulnerable adults. Vulnerable adults are defined as any adult who is physically disabled, and/or mentally or emotionally impaired, whether temporary or long-term.

The purpose of the screening process policy is to protect the youth (children and teens) and vulnerable adults who participate in NSA activities. The NSA has this requirement to help reduce the risk of and liability associated with inappropriate or abusive treatment of our minor and vulnerable adult members. We view this as a profound moral and legal obligation and call upon Family Fun Day leaders to ensure that this requirement is adhered to at the event they are hosting.

The Volunteer Screening Application is available on the website at WeStutter.org. You may also contact the National Office at Info@WeStutter.org or the Family Programs Administrator, Stephanie Coppen, at scoppen@westutter.org.

Rules for youth activities and activities where minors may be present

In order to help ensure the safety of minors (children under the age of 18) participating in NSA events, the NSA requires that no minor or group of minors be permitted to be alone with only one NSA screened and cleared adult volunteer during a NSA sponsored activity. **Having an adult volunteer alone with one or more minors at any NSA event for any length of time is not permitted.** Instead, if minors are going to be separated from their accompanying adults (parents, legal guardians, etc) then there must be **two** unrelated and screened NSA volunteers present with those minors.

(Safe Environment Policy, con't)

Rules

- We encourage all minors 12 years old and younger to be accompanied by an adult (18 or over) who is taking responsibility for that minor. This adult can be a parent, sibling, speech therapist, or even a family friend. No minor 12 years old or younger may be dropped off to a Family Fun Day without an accompanying adult. However, minors 13 years old and older are permitted to attend without an adult if their parent and/or guardian signs the National Stuttering Association '**Authorization, Waiver & Release of Liability for All NSA Events**'. (Appendix E)
- No activities will be scheduled during times that violate local curfew laws.
- Minor children may not reside, travel, or stay overnight with an adult NSA volunteer. If there is a desire on the part of a parent or parents and a NSA volunteer to do so, then the Family Fun Day volunteer(s) shall contact the National Office for approval and must have all parents/legal guardians execute a NSA Parent/Legal Guardian Authorization and Waiver & Release for the specific event and return these executed releases to the NSA National Office.
- No alcohol, tobacco, or drugs will be provided to anyone under 21 who is engaged in a Family Fun Day or other NSA event.

4. Commitment

Executing a successful Family Fun Day requires a minimum of **four** months planning and effort by a committee of 2 to 4 individuals committed to the goals outlined above. Suggestions for committee members are SLP's, an adult who stutters, a parent of a child who stutters, and local area Chapter Leaders/members. Monthly meetings may be needed for proper planning and organization.

5. Planning

The success of a Family Fun Day/CEU relies heavily upon an organized and thoughtful planning process pushed forward by committed leaders. Please read on for steps to follow as you proceed.

- **Select a date.**
- **Select a location and facility.** This will go hand-in-hand with identifying a date. You cannot decide one without confirming the other. The National Office will assist with identifying a location. However, some things to consider are –
 - How many are expected to attend? (If you don't have an estimated idea, ask the National Office for sample numbers from other states.) Allow for about 20% above your most realistic expectation for attendance.
 - What is the most accessible and central location for your area? Is it easily accessible by all transportation routes?
 - Is the facility willing to donate their space? The NSA is a non-profit organization; any expense that we can avoid is beneficial.

When determining the building where the program will take place, consider the following:

- Does the building have a reasonably sized conference room/classroom for all attendees to meet?
- Is there an auditorium style room large enough to host the CEU?
- Are there three to four averaged sized classrooms for break-out sessions?
- Will the facility provide AV equipment, if necessary?

Questions to ask the facility:

- Will anyone from the facility's staff be around during the event if problems arise? If not, who do we contact if a problem arises?
- Will the facility rooms and equipment be open when you arrive for the event or for set-up prior to the event?
- How is the facility locked up when the event is over?

Possible facilities include schools and universities. Universities with speech and language departments are highly recommended.

6. Selecting Leaders/Assembling a Team

A successful Family Fun Day/CEU requires four or five leaders/presenters that are skilled and experienced in working with students and adults, as well as knowledgeable in the area of stuttering. A combination of SLPs, adults who stutter, and parents of children who stutter can be the most qualified leaders for this program.

7. Recruiting Attendees

The NSA's national office will contact local SLPs, (school, private practice and hospital) and NSA members in your area. We will also contact local media and issue press releases about upcoming FFDs and CEUs. We will also send FFD and CEU brochures to volunteers on the ground for distribution. For additional information, please contact Family Programs Administrator, Stephanie Coppen at scoppen@westutter.org.

8. Brochures

The National Office will design a comprehensive pre-registration brochure for you to distribute. Event coordinators/volunteers must supply all necessary information such as location, date/time(s), event details, directions, and, if possible, a map of the venue.

9. Registration and Fees

Registration can be completed on the NSA website (www.westutter.org) or by mailing the brochure back to the National Office (address on brochure). The close of registration is generally 2 weeks prior to the event. However, the NSA will honor late registrations and/or on-site registrations the day of the event.

Registration fees are generally \$30.00 per family. Scholarships are available for families unable to attend due to financial hardship. Please contact the National Office or Family Programs Administrator for additional information. CEU fees vary. Please contact the National Office for more information.

10. Refreshments

The registration fee covers the cost of a light breakfast and refreshments. The NSA will provide coffee, juice, water, bagels, muffins, etc. Please contact the National Office for details.

When identifying a location for the event, it is best to make sure there is a cafeteria or large meeting space with tables that can accommodate all attendees.

11. Event Day

Outlined below are steps to follow on event day. These steps will help to ensure a smoothly executed event.

- All leaders and volunteers arrive one hour prior to the start of registration to complete final room, material, and AV preparations.
- Make sure the location is clearly marked with signs leading the way.
- Set up registration table.
- Set up refreshments (coffee, juice, snacks) prior to families' arrival.
- Complete a sound check of any PA system(s) and AV equipment. You may want to secure back-up systems.

12. Role of the National Office and Family Programs

The National Office and Family Programs are available to assist you and your team in addition to supporting your ongoing planning efforts and ensuring a successful event for the kids, teens, and parents who attend. Members of the NSA staff have participated in these events in many locations throughout the country and will serve as a valuable resource to you throughout the planning process.

Addendum A

NSA Family Fun Day Check List

- Date and location of event are secured
- Location has space to accommodate Welcome & Closing, break-out sessions for kids, teens, parents, and CEU
 - Auditorium/lecture type room for CEU
 - 1 large room for Welcome and Closing
 - 3 rooms for break-out sessions
 - Confirm rooms can support AV equipment (if needed)
- Event Planning team in place (approximately 4 volunteers)
- Commitment from presenters for each group (kids, teens, parents)
 - Suggested presenters – local Chapter members, SLP's, adults in the community who stutter, parents of youth who stutter who are active in the stuttering community
 - Presenters should be chosen based on their willingness and ability to develop and present workshops at the event
- Provide the NSA Family Programs Administrator/NSA National Office with location & date, brief presenter bios and event description for brochure design and printing
- Volunteers for event day – volunteers can be, but are not limited to, local chapter members and undergraduate and graduate students. Plan for –
 - 1 volunteer to distribute any hand-outs for the CEU presenter and/or FFD presenters
 - 2 volunteers for kids workshop
 - 1-2 volunteer(s) for teen workshop
 - At least 4 volunteers to assist with registration (both FFD and CEU which are held separately) and set up/clean up

(NSA Family Fun Day Checklist continued)

- Registration –
 - Be sure FFD attendees sign in (each family member) and provide an email address on the sign in sheet (see attached)
 - SLPs attending the CEU must check in. If their name is not on the registration sheet ask if they have recently registered (if they registered only a few days before the event, their names may not be reflected on the registration sheet). If that is the case, write their name and contact information on the registration sheet and inform them that their certificates will be mailed to them. If they are registering on the day of the event they will need to pay at that time. Additionally, you will need to get their contact information.

