

Dear Community Partner,

Thank you for requesting a workshop from Huckleberry Youth Health Center. We look forward to providing an educational, fun, and stimulating presentation. In order to assure a positive learning environment, it is important that you understand what we need from you when we come to your site.

Please take a few moments to look over the following list of responsibilities that we ask of you to ensure that your group runs smoothly:

- Please, when requesting a group, *share your insight into what you feel your youth need*. For example: if youth are asking the staff about specific information like birth control methods or sexually transmitted infections, please let us know so we can answer questions and tailor our presentation to better fit your groups' needs.
- It is important and necessary that *you participate* in the groups in order for them to run smoothly. Participation means *you, or a colleague, are in the room at all times; you help enforce school/site policy; you help maintain the focus and concentration of the group*.
- *You are our authority on school/site policy*. Because you know policy best, you need to help implement it. This means that if a policy is no gum chewing, we will need you to be on the lookout for gum chewers, etc.
- There are times when we will split your group into smaller groups to facilitate learning. *We may need your help to oversee the working groups*. Please be available to help us!
- If for any reasons the group experience feels unsafe and staff is unable to refocus the youth to create a safe learning environment, HYHC staff will end the session. If this happens, we will work with you to reschedule the group at a time that is convenient for both you and Huckleberry Youth Health Center.
- *If this presentation is for an after-school program, please ensure that you have signed permission slips (for parent/guardian OK of their child to be involved with the subject matter) for all participants*.

Signature from representative of collaborating agency:

Name and Title _____ Date: _____

Thank you for your request and we look forward to working with you!

Sincerely,
Huckleberry Youth Health Center's- Health Education Team

Please email back to arojas@huckleberryyouth.org or
Fax: Attention to Ashley Rojas. Fax #: 415 386- 8212