

Dear Educator,

Thank you for requesting a workshop from Huckleberry's Cole Street Clinic Health Education Team. 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 workshop, **share your insight into what you feel your students need.** For example: if something is critical for an exam your students may be taking, 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 youth become disrespectful to us or to each other, and we cannot help to refocus their attention in more positive ways, and you cannot help them, **we may stop the group.** If this happens, we will work with you to reschedule the group at a time that is convenient for both you and Cole Street.

I, _____ have read and understand my role and responsibilities during the HYP Health Education workshops.

Please read, sign, and return to Jacqueline Nuila, Community Health Coordinator

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

