

## Basic Programming

1. Identify the needs
  - A. Feel secure in your environment.
  - B. Developing a sharing and cooperative relationship to meet the needs and interest of the students.
  - C. Developing skills that support self-sufficiency and cooperation
2. Assess needs and interest
  - A. interest inventory
  - B. informal rap/group discussion
  - C. suggestions
3. Develop a purpose and mission statement
  - A. Identify an objective and formulate rationale for program
  - B. What do you hope to accomplish?
  - C. What needs will be satisfied?
  - D. Who will benefit?
4. Initiate Program
  - A. brainstorm
  - B. sort and evaluate
  - C. Determine an image for your program (logo, colors, name)
5. Implement programs
  - A. Contact resource people early.
  - B. Arrange a specific time, date, and place to meet.
  - C. Reserve room and arrange for equipment.
  - D. Involve other people—DELEGATE.
  - E. Develop a consistent pattern for people to operate within the program
6. Publicity
  - A. Identify who is responsible
  - B. Identify who you are trying to reach
  - C. Determine types of publicity
    1. mailing list (email)
    2. banners
    3. posters
    4. buttons
    5. t-shirts
    6. word of mouth
    7. radio, T.V., newspaper
    8. invitation