



VT-FUTRES
Fostering Understanding To
Reach Educational Success

Recruit and Retain Toolkit, Step 4 Retaining Resource Families

Planning an Appreciation/Retention Event

1. Form a committee that includes Resource Family members, community partners, a school staff member, and a social worker.
2. Be open minded about what the group wants to plan and have some ideas prepared to share.
3. Identify an event with a date, space and time.
4. If it requires funding, secure the funding.
 - Ask PINs Partners.
 - Discuss other donation possibilities with committee.
5. Secure the space for the time slot you are interested in. Try to involve your school partners with the space issue. A lot of schools will allow for free space and work with you on events. Libraries, and sometimes local businesses, can be a free or low-cost alternative.
6. If food is involved, secure those plans.
7. Secure the entertainment if necessary.
8. Be sure to delegate to your committee so that they feel included and involved. Just like on all teams, everyone needs to have ownership of some task.

