



Start a Meeting & Group for Handle With Care

Why do I need a meeting and group?

Bringing stakeholders together (virtually while schools are out or closed) can play an important role in improving the local school system and building community partnerships. Sustaining a group can enhance legitimacy, access to networks, and relevant experience while implementing healthy changes.

A checklist for setting up your meeting and group

Schedule the meeting (virtually if school is out or closed)

- Schedule a meeting platform and time. The platform should accommodate 15+ people and have audio and visual capabilities.
- Consider using a platform that can also record the meeting.

Identify and invite stakeholders to the meeting

- Create a [Meeting Invitation](#) email to include your contact information, meeting date, and location and logistics.
- Send the [Meeting Invitation](#) calendar invite/email to 15+ local stakeholders (see potential stakeholder list below). You may have to look up their contact information.

Schools

- District superintendent
- Principal or vice-principal from each district school
- The head nurse, counselor or attendance director from each school/district

- State police representative
- City police chief/representative
- County police sheriff/representative
- Prosecuting attorney
- Probation representative
- Dispatch (911) representative
- Fire department representative
- Emergency medical services (EMS)

Law Enforcement

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Mental Health Care Providers

- Representatives from local mental health providers
- Representatives from local public health department

Child protective Services

- CPS supervisor and/or CSM

Child care services

- Head Start representative
- Before/after-school programs
- Child care agencies (administrators, program directors)

Other stakeholders

- Circuit court judges
- Family court judges/magistrates

- Family resource network
- Local Child Care Aware of America
- Local Safe Kids Coalition
- Local National Alliance on Mental Illness affiliate
- Local mental health groups
- Child welfare agencies
- Victim advocacy and substance abuse prevention organizations
- Local civic organizations (i.e., Lions and Kiwanis Clubs)
- Family and wellbeing boards, commissions, and advisory groups
- Parent, faith-based, and news organizations
- Colleges and universities with education, child development, social work, and public health programs

Develop the meeting agenda

- Introductions (0-10 minutes)
- Present PPT: [How We Can Start a “Handle With Care” Program in Our Area!](#) (45-55 minutes)
- Questions and group discussion (10-15 minutes)
- Next steps (5-10 minutes)
 - Set a meeting within two weeks to create notification system
 - Set a regularly scheduled quarterly stakeholder meeting

Prepare for the meeting

- Familiarize yourself with the PowerPoint Presentation, [How We Can Start a “Handle With Care” Program in Our Area!](#), and make any relevant edits before the meeting.
- Ask a trusted partner to co-present with you.
- Email copies of the agenda to meeting attendees in advance.
- Email the fact sheet, [All About Handle With Care](#), to meeting attendees in advance.
- Email the flow chart, [Handle With Care Process Flow Chart](#), to meeting attendees in advance.
- Ask a trusted partner to keep time during the meeting.
- Ask a trusted partner to take notes during the meeting.
- Be sure to record a list of attendees (if it’s an in-person meeting, use the below sign-in sheet. This can also be used to write down participants in a virtual meeting).

Host the meeting

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- Set up presentation early and test audio and visual, particularly embedded videos. If embedded videos don't work, set them up using YouTube.
- Welcome guests.
- Reference the previously emailed agenda, fact sheet, and flow chart.
- Rely on time-keeper to stick to agenda.
- Encourage attendance directors, superintendents, law enforcement, dispatch, and other key stakeholders to meet within two weeks to establish the notification system; and meet quarterly thereafter.

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Handle With Care Stakeholder Meeting Sign In

Meeting Date and Location

NAME	ORGANIZATION	EMAIL	PHONE