

## STEPS TO PREPARING FOR YOUR PARENTS OF TEENS MEETING

1. Make sure you have listened to the first topic podcast and decided if you will be using your computer as the listening source or if you will burn CD's and use a CD player.
2. Make folders for your parents (refer to photos). This job will only have to be done once, for the first meeting. Included in each folder are the following documents (see Documents Available for Facilitators):
  - a. Principles Taught in Parents of Teens
  - b. About the Authors
  - c. Logo label (this is attached to the front of each folder)
  - d. MomProps Mission/Vision/Goals
  - e. Beginning of Semester Survey
  - f. Facilitator Expectations

*\* Moms will use this folder to store their Agendas, notes taken (My Take Away) and any supplemental materials you provide from each week's class.*

*\* Prepare several more folders than you have RSVP's.*

3. From the Class Topics List pull from the topic of the day the Agenda and prepare it, choosing your Small Group Questions. The Agenda will be a document you will be typing and copying for each meeting.

*\* The other supplemental material provided in your topic from the Class Topics List is there for you to decide how to use. For example, an article could be made into hard copies and handed out to moms and read aloud. Articles can be sent as attachments to e-mails sent to your moms the day before class or in an e-mail the day after class as part of a summary of the class topic the day before.*

4. Print out the following documents for a Welcome Table:
  - a. Attendance Sheet
  - b. Contact Information Sheet
  - c. Agenda (one for each person)
  - d. My Take Away (for taking notes - one for each person)
  - e. Make sure to have name tags available
5. Optional: Set up a book table showing a copy of the two books you will be using during the semester. You could also use this table to set out copies of supplemental material you have obtained from the website topics list (if you have made hard copies).
6. Delegate the hospitality job to a friend if you can. A good standard would be to have coffee, something cold to drink or anything else you might normally have as part of your own hospitality.