**Planning Guide: Build Up and Belong Self-Paced Session**

Not everyone will be able to participate in your in-person ***Build Up and Belong*** program, yet all families should have access to this important information. This guide helps your PTA design a ***Build Up and Belong*** learning experience that families can complete on their own time.

**BENEFITS OF FAMILIES LEARNING AT THEIR OWN PACE:**

1. Families can choose a time that is best for them to complete the program.
2. Families do not have to complete the self-paced module in one sitting.
3. Families can talk to each other for as long as they want to, and dive deeper into topics if they choose to.
4. Families who wish to keep their conversations private can do so.

**EVENT GOALS:**

1. Open lines of communication about digital life within families and communities.
2. Listen to and understand teen/adult perspectives about digital life.
3. Learn something new that can foster positive relationships in digital communities.

**EVENT TARGET AUDIENCE:** Teenagers and their parents/caregivers.

**APPROXIMATE EVENT LENGTH:** 15 minutes plus time for family discussion.

**EVENT TARGET AUDIENCE:** Teenagers aged 13-18 and their parents or caregivers.

**APPROXIMATE EVENT LENGTH:** 15 min. + time for family discussion

The ***Build Up and Belong*** self-paced learning module can be found [here](https://www.youtube.com/watch?v=crXDOFvriAM).

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| **ACTIONS TO TAKE** |
| **CREATE A TIMELINE AND BUDGET.**Consider what you will need to build into your planning timeline.* Will this self-paced session be available to families throughout the school year?
* Will this self-paced session be offered to families in addition to an in-person ***Build Up and Belong*** interactive family event, or will it stand alone?
* How far before this opportunity will you begin promoting it?

Consider what you will need to build your budget.* If you are printing the ***Build Up and Belong*** family resources, how much will this cost?
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| **FIND VOLUNTEERS.**Volunteer roles may include: |

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| * Promotion of the ***Build Up and Belong*** self-paced learning module for families.
* Printing the ***Build Up and Belong*** resources and distributing them to families throughout the school year.

*The sample volunteer invitation* [*letter*](https://www.pta.org/docs/default-source/files/programs/pta-connected/2022/build-up-and-belong/sample-volunteer-invitation_self-paced.docx) *has language you can use.* |
| **PLAN FOR PHOTO/VIDEO/STORY COLLECTION.**If you are a National PTA + Discord grant recipient, your PTA is required to collect and share with National PTA photos, videos or stories of families participating in the self-paced module. If you are running this programming without a grant, we still encourage you to take and share photos, but be sure to follow these guidelines:* Each participant must sign a media release [form](https://www.pta.org/docs/default-source/files/programs/pta-connected/2022/build-up-and-belong/media-release-form_self-paced.docx). Include a link to this form in any follow up emails.
* Encourage families to take photos/videos of themselves while they’re completing the self-paced module to share with your PTA and share any social media they create together.

o If families share the photos/videos on social media and tag your PTA, they do NOT need a signed media release form for your PTA to be able to share these photos. |
| **PROMOTE THE BUILD UP AND BELONG SELF-PACED OPTION TO FAMILIES.**This program model relies on sharing information with families about how they can participate in their own time. Because this is not a live event, it is important to build up awareness and excitement. To do this:* Use the sample [invitation](https://www.pta.org/docs/default-source/files/programs/pta-connected/2022/build-up-and-belong/sample-participant-invitation_self-paced.docx) to reach families.
* Use social media (Facebook, Twitter). This this sample [messaging](https://www.pta.org/docs/default-source/files/programs/pta-connected/2022/build-up-and-belong/sample-promotional-messaging-self-paced.docx) can help you to get started.
* Include the sample [flyer](https://www.pta.org/docs/default-source/files/programs/pta-connected/2022/build-up-and-belong/event-flyer_self-paced.docx) in student’s backpacks.
* Promote the event in your school’s morning announcements.
* Write an article for the school, principal, or PTA newsletter/e-newsletter.
* Find ways to spread the word informally, including asking room parents for support.

*Include the session link or create a registration QR code for all promotional materials.* |
| **COORDINATE PARTICIPANT HANDOUTS.**The ***Build Up and Belong*** self-paced learning module will include links to the ***Build Up and Belong*** tips [sheet](https://www.pta.org/docs/default-source/files/programs/pta-connected/2022/build-up-and-belong/tip-sheet_self-paced.docx) and additional [resources](https://www.pta.org/docs/default-source/files/programs/pta-connected/2022/build-up-and-belong/additional-resources_self-paced.docx).Look for other opportunities to email or hand out the ***Build Up and Belong*** handouts to families throughout the school year. |