

## Sample C4R Forum Agenda

Time Required	Activity
5-10 Minutes	<b>Welcome &amp; Introductions</b> <ul style="list-style-type: none"> <li>School Principal, PTA President, or student leader welcome attendees</li> <li>Overview of purpose &amp; goal of forum, i.e.: to hear unique concerns of our community and establish a plan that supports ongoing efforts to improve overall school climate.</li> </ul>
15-20 Minutes	<b>Review Findings</b> <ul style="list-style-type: none"> <li>Provide a quick review of how bullying influences school climate and the benefits of a positive climate.</li> <li>Share your findings from your team's assessment research, i.e.: anonymous survey data, current school policies and programs addressing bullying.</li> <li>Include summary of best-practices for school climate improvement tactics (more information can be found on <a href="http://pta.org/c4r">pta.org/c4r</a>)</li> </ul>
20 Minutes	<b>Dialogue</b> <ul style="list-style-type: none"> <li>Engage a panel of the subject experts (school leaders, PTA leaders, student leaders) to drive conversation between attendees on possible solutions.</li> </ul>
15-20 Minutes	<b>Call-to-Action</b> <ul style="list-style-type: none"> <li>What are the key takeaways from the dialogue?</li> <li>What are our next steps?</li> <li>Who will take on these steps? Assign roles as needed.</li> </ul>

### Recommended Resources

- Sign-in table
- Accessible room/location
- A/V presentation tools (i.e.: PowerPoint, video, microphone)
- Translators/Interpreters
- Round tables to encourage group discussion
- Posters mapping the areas in the school experiencing most bullying incidents
- Small gift or token of appreciation to panelists and speakers
- Childcare and/or transportation options to increase attendance
- Refreshments