

Circle of Friends

LISD Idea and Reference Handbook

LOGO

1. **Background**
 - a. Mission Statement (Letter from Karan Thetford?)
 - b. What is The Circle of Friends? (the seminar by Dr Flynn Karan attended)
 - c. Beatitudes for Special People
 - d. Why Have a Circle of Friends?
 - e. Integrating CoF Using FACES
 - f. Illustrate the Family, Friends, Community Circle Diagram and discuss FACT SHEET by Maryann Demchak

2. **Getting Started (Set up the Activity Club using LISD Guidelines)**
 - a. Find Sponsor(s) and Administrative Support
 - b. Inform Parents
 - i. Confidentiality issues, initial letter describing the club, questionnaire for participation
 - ii. Parent feedback
 - c. Membership
 - i. Consider grades, attendance, references?
 - d. CoF Guidelines
 - i. Insert models/descriptions from various campuses, recognize it will operate slightly differently on each campus
 - ii. What is expected or requested from parents, the participating students and sponsors
 - e. Advertise the club start up on campus
 - i. Invite HS officers to speak, announce at rallies, on closed TV, at open house, use signs
 - f. Your First Meeting-the COF Guideline enclosed
 - g. Plan the Activity Calendar and Monthly or Annual Goals for your School
 - h. Subsequent Meetings
 - i. Activities Planning
 - ii. Education

3. **The Circle of Friends**
 - a. Elementary Level (example of classroom buddies and suggested activities plus permission slip enclosed)
 - b. Middle School Level (elaborate on ideas shared by Jill Jones/Forestwood) Julie's notes and ask other MS for input
 - i. Class visits
 - ii. Meetings
 - iii. Activities/permission
 - c. High School Level (Karan's model of Mentors) also Marcus and LHS input needed
 - i. Establishing Officers for the Activity Club (Let the kids lead the Club)
 - ii. Application for Officer
 - iii. Points for Participation
 - iv. Dance Escort and Limo Escort (enclosed sample responsibilities)
 - v. Laminated pass and keeping up active/inactive member list
 - vi. News articles
 - vii. Cautions

4. **Activities**
 - a. During School Day
 - b. On Campus before/after school
 - c. Field Trips/Off Campus and After School
 - i. Special Olympics
 - d. Annual Dance/Prom/Grand Ball

5. **Fund Raising to Support Circle Activities**
 - a. Seeking Community Support
 - i. School PTA
 - ii. Administration budget
 - iii. Parents and their connections
 - b. How can Parents Help?
 - i. Request donations
 - ii. Use their connections
 - iii. Volunteer
 - c. Budgets and Plans
 - d. Ideas for Fund Raisers

6. **Effective Sponsors**
 - a. Disability Awareness Training
 - b. Confidentiality Issues of the Special Needs population
 - c. Managing and Monitoring Circle Participants
 - d. Rapport with the kids
 - e. LISD

7. **List of Current LISD Schools with Circle of Friends and Contacts**

8. **SEPTSA and Special Education Department Endorses Circle of Friends**

9. **Other References, Helps, and Resources**

10. **Credits/Acknowledgements**

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