**Attending Socializations:**

* At minimum, one CFS must be present at each county Socialization.
* The CFS will be available *at minimum* 30 minutes before and 30 minutes after the socialization to assist with access to building, agreed upon setup, and cleanup.
* If a CFS is unable to attend their scheduled socialization, it is the CFS’s responsibility to find a substitute and inform the Socialization Specialist of the change.
	+ If there is no one available to fill in, the socialization will be canceled and must be rescheduled.
* In an event of illness/emergency, and there is short notice, the CFS will contact their Socialization Specialist and the Socialization Specialist will work with their supervisor to find a second staff member.

**Providing Input:**

* Each CFS will discuss with their enrolled families any suggestions/feedback pertaining to requested socialization activities, resources, or information and provide this information to their S.S in a timely manner.
* At minimum discuss family input quarterly, but also in a timely manner if it will impact an upcoming socialization.
* Discuss with S.S the best way to communicate enrolled family feedback.

**Learning Genie:**

* SS will create an event notification for each Socialization through Learning Genie.
* CFS is responsible for informing and discussing the benefits of upcoming Socializations to enrolled families.

**Quarterly meeting with county team and Socialization Specialist**

* Socialization Specialist and CFS’ in county will meet every 3 months to complete the Quarterly CFS and S.S. Socialization Recap Form. (Found on Weebly).
	+ Schedule the upcoming 3 months of Socializations.
	+ Discuss family input for activities and meals.
	+ Review most recently finalized TSGOLD data for the county to support PAT activities.
	+ Review form, Socialization Task List. (Found on Weebly)
	+ Discuss any other pertinent information.

**Monthly Calendar:**

\*It is the Socialization Specialists job to send monthly calendar to CFS by the last full week of the previous month\*

* The monthly calendar will be posted in Learning Genie; CFS can choose if they want to share printed copies with their families.
* CFS will collaborate with Socialization Specialist to update the calendar monthly with dates of socializations, and local community events.
* CFS will distribute monthly calendar to each enrolled family.

**Policy Council:**

\*S.S. will explain what Policy Council is during September Socializations\*

\*S.S. will be responsible for implementing the Parent Advisory Committee. One CFS must be present. \*

* CFS is responsible for informing their Policy Council Representatives of monthly Policy Council dates.
* CFS will notify S.S of elected policy council representatives.

**Socialization Room:**

\*Due to the individuality of each county’s socialization space, the socialization room responsibilities will vary. \*

\*Review Socialization Task Form on Weebly\*

* At minimum, the CFS County Team will be responsible for cleaning toys, vacuuming, removing garbage, etc. after each in-person socialization and swapping toys quarterly.

**Gift Cards/Credit Cards**

* Gas/Walmart Gift Cards:
	+ S.S will provide Gas cards, Walmart cards, or bus passes to attending enrolled families.
* Walmart Credit Card
	+ S.S. will be given their own card to purchase socialization items.