



## Guidelines and Tips for Facilitators Presenting MBF Lessons remotely (National Facilitators)

While MBF Prevention Education Programs were developed to be presented in person in classrooms, we understand that during this unprecedented time, it is critical for students to receive this safety instruction.

**Thus, we are allowing remote live-streamed or recorded presentations of lessons through the end of the 2019-2020 school year.**

### Guidelines for Presenting Remotely

Please follow these guidelines in addition to those on the Facilitator Information and Agreement Form that you previously signed (copy attached for your review).

1. Anyone presenting MBF lessons (whether via livestream or recording) must still be trained by MBF. If you have others who want to present the lessons remotely this year (livestream or recorded), they will need to be added to your license. You may add facilitators to your license up to the number included with your purchase. If you have none remaining, you can add facilitators for \$50.00 each. Please email [Julie@mbfpreventioneducation.org](mailto:Julie@mbfpreventioneducation.org) to add facilitators.
2. MBF Certified Facilitators may record themselves presenting the lessons and distribute the recording to students via their classroom teachers, as long as the teacher is not presenting the lesson content, but simply playing the recorded lessons (presented by a Certified Facilitator).
3. Any remote or recorded presentation should include information for classroom teachers regarding the specific policies of the school and state for reporting abuse and also the methods available for a student to self-report bullying and/or abuse after the lessons.
4. Lessons must be presented via a secure, password protected site (such as Microsoft Team or Google classroom).
5. Lessons may only be used for students within your school or service area as per your purchase.
6. Lessons may not be shared via any public website, portal, app, forum, or any other venue, whether offered free or at a cost.
7. Just as MBF owns the rights to the curriculum, MBF will also own the rights to any recordings of MBF program lessons being presented.
8. All recordings must be deleted at the end of the current, 2019-2020 school year.

### Tips for Presenting Remotely

1. If you don't have your *MBF Child Safety Matters* or *MBF Teen Safety Matters* Curriculum Book with you at home, remember you still have access to materials you purchased on the Facilitator Portal and can access and download those lesson Scripts and PowerPoints.

2. If the school district or administrators you work with would still like to provide the Opt-Out Form to parents, you can email it to parents and as an alternative to them signing and scanning it back if they choose to opt their child out, they can respond with an email. If needed, you can print or save the emails for your records.
3. For live-streaming lessons, if you can see students on the platform you're using, or if you have a chat box available, you can change all questions throughout the script to a thumbs up or thumbs down activity. For "raise your hand" scenarios, if you can see students, you can keep these as is, or modify them as well. While waiting for a response from students, be comfortable with silence or a pause, just like you would with students that require a longer "think time" in the classroom setting.
4. Instead of eliciting responses after watching a video clip in the lesson PowerPoints, provide what you heard or what concerned you. If you're recording, remember to include a "pause" if there's a follow-up task such as students answering a question on a Class Notes Sheet in the *MBF Teen Safety Matters* lessons.
5. If you are presenting the *MBF Teen Safety Matters* lessons, remember to ask students to print the Class Notes Sheets themselves before beginning the lessons, if they have a printer available. Remind them that if they don't, they can still participate by just thinking about what they would write. As you go through the lesson script, read each question related to the Class Notes Sheet in case students are unable to print.
6. Be clear with students (as well as with parents and guardians) how they can communicate with you or another identified Safe Adult. Maybe they want to share a personal story, or they need guidance and/or support. If students are able to communicate with you directly, define when you're available or how frequently you check your email, or any other methods of communication you are currently using.
7. If you are recording yourself presenting the lessons to provide to students and you don't love the idea of being on video, you can rely heavily on the PowerPoints, but keep in mind seeing you and hearing a friendly voice will be quite comforting to students during this time. Many platforms provide a "Screen Share" option and if recording, will only capture the screen.
8. If you want to make presenting/recording the lessons a bit easier, remember you can divide the two lessons into four shorter lessons using the break points shown in the scripts.

We know this may be uncharted territory, but we applaud you for your perseverance and desire to keep students safe. While our entire team is working 100% remotely, we are here to support you, so please reach out if we can help you in any way. You can reach us at 904-642-0210 or at [support@mbfpreventioneducation.org](mailto:support@mbfpreventioneducation.org).

Also, if you do present the lessons remotely via live-stream or recording and have tips you have found helpful, please send them to us and we will share with other facilitators.

Thank you for all you do to keep children safe. Stay safe and healthy!

**The MBF Team**



## FACILITATOR INFORMATION & AGREEMENT (TERMS AND CONDITIONS)

**MBF Prevention Education Program customers, facilitators, and other school or organization staff with access to program materials must agree to abide by the following:**

- » MBF Prevention Education Programs (The Programs) and all related materials are the sole property of the Monique Burr Foundation for Children (MBF) and are proprietary and under the protection of copyright laws.
- » All purchases of The Programs include a 3-year license to implement The Program(s) within the purchasing school or organization's school, district, or service area and a 3-year subscription to the Facilitator Portal and Facilitator Training for the specified number of Facilitators provided with The Program purchased.
- » The Facilitator Portal contains access to the Certified Facilitator Training, the most up-to-date curriculum scripts and PowerPoints, and all other needed program materials.
- » Only Certified Facilitators trained by MBF may implement The Programs. **Purchasing organization must ensure all Facilitators complete training.** Purchasing schools and organizations may not train Facilitators. Additional Facilitator subscriptions may be purchased. Each additional Facilitator subscription purchased will receive an individual login to the Facilitator Portal, online Facilitator Training, and customer support.
- » Additional Facilitator Portal access will expire when the purchasing school/organization's 3-year subscription expires, regardless of when the additional Facilitator subscription was purchased/added.
- » Contents on the Facilitator Portal (and the Curriculum Book and Flash Drive) may be reproduced and shared within the licensed school or organization with Certified Facilitators with an active Facilitator Portal subscription only. Curriculum materials may not be shared with outside organizations.
- » Program lesson materials, including curriculum scripts and PowerPoints, may not be altered without the written consent of MBF. To uphold the fidelity and efficacy of The Programs, lessons must be presented as written, in their entirety.
- » Program materials may be co-branded with a school or organization's logo, website, and/or contact information as long as no MBF identifying information or logos are removed and The Program names are not altered or removed. Co-branded materials must be approved by MBF prior to use.
- » Reinforcement items are an integral part of The Programs. Some reinforcement items must be used with The Program lessons (including Parent Information and Activity Sheets and Safe Adult Bookmarks). These items are available on the Facilitator Portal for download and printing or they may be purchased separately from MBF. Other reinforcement items are recommended (including Banners, Student Bookmarks, Bag Tags, Pens, Pencils, and Posters) and may be purchased from MBF. An active license/Portal subscription is required to purchase reinforcement items.
- » The Programs are updated on occasion. Updated Program materials will be posted to the Facilitator Portal as they become available. Facilitators with an active Facilitator Portal subscription will be notified of updates and may access, download, and print updated materials from the Facilitator Portal. No additional purchase is necessary.
- » Purchasers and Facilitators of The Programs give MBF the authorization to print/publish the name, city, and state of the purchasing organization/school.
- » Any reference to the use of The Programs must include the Monique Burr Foundation for Children as the developer/owner of The Programs and use the following trademarked names in their entirety (including the "MBF"):
  - MBF Child Safety Matters®
  - MBF Teen Safety Matters®
  - MBF Athlete Safety Matters®
  - MBF After-School Safety Matters™
  - MBF Prevention Education Programs (to reference all programs)

For more information, please see the Safety Brief: Communication Guidelines located on the Facilitator Portal.

- » It is recommended that Facilitators implementing The Programs meet the following requirements:
  - A background check conducted and/or verified by your school or organization
  - A Bachelor's degree in Education, Social Services, Human Services, or a related field
  - At least one year of experience working with children
  - In lieu of the above, a comparable combination of education and experience
  - Be comfortable presenting the scripted lessons to children and/or teens about the sensitive topics in The Programs, such as sexual abuse and human trafficking

**By signing below you are verifying that you have read and agree to abide by these Terms and Conditions.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_