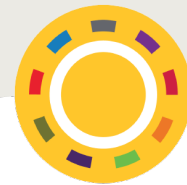


Documenting SLP Implementation Team Structures



The final step of setting up an implementation team is to develop a local document describing how you've organized the team. The document should be as simple or detailed as useful. Practical organizational elements may include the team's purpose within your Summer Literacy Program (SLP), team goals, roles and responsibilities, authority, communications, and membership, among other elements of local interest and importance.

Your answers to the below guidance questions begin to sketch out such organizational elements, which can then be formally organized into a local document such as a Team Terms of Reference, Team Charter, Team Memorandum of Understanding/Agreement, or another such document.

While we have included what are often core questions answered within a team's organizational documents and what may be additional helpful questions, *please feel free to attend only to the questions that are most relevant and important to setting up your implementation team within your church site.*

Core Guidance Questions

1. What's the overarching objective of your SLP implementation team? What is its role within your church site?
2. What **"Team"** responsibilities (7) will the team ensure? Refer to the handout **"Summer Literacy Program Implementation Team Responsibilities and Considerations."**

3. What key characteristics **define the team's makeup** (e.g., position levels within your program, proficiency with the programmatic elements of SLP, knowledge of effective implementation strategies, experience with change management, experience using data for quality improvement)? Refer to the handout "**Summer Literacy Program Implementation Team Responsibilities and Considerations.**"

4. Who have you identified as the **leaders** for SLP at your site (e.g., typically a pastor and site director)? Who are the current **members of your implementation team**, and, if relevant, what **SLP** roles do they serve at your site (e.g., site director, teacher, enrichment coordinator, church staff member, volunteer)?

5. How often does the team **meet in person**? **Communicate otherwise** in between meetings? **Communicate with church leaders** at your site?

6. To what **data, feedback, and/or information** will the implementation team have access? On what frequency? How will the team use that information to make decisions?

7. What other church or community partners does the implementation team have active relationships with? How often and in what form are **communications** expected with these partners?

Additional Helpful Questions

What are the team's **internal values** and the agreed-upon **ways of work** among its membership (e.g., group agreements)?

What **resources** are made available from the church or program budget to support the team's work?

What **boundaries** exist related to the team's role?

Over what decisions or processes does the team have **authority**? What are the limits of the team's authority?

What are the team's expected **deliverables**? (e.g., implementation plans; monthly, quarterly, or semi-annual action plans; data reports; progress reports)?

Use the next steps below to organize the draft information created by answering the guidance questions into a local document that your church and broader Summer Literacy Initiative partners can formally recognize. Many organizations have found it helpful to have the document drafted on organizational letterhead and reviewed or approved by organizational leaders before finalization.

Not only will this document be helpful for your team, church, and partners, but it can also serve as a key orientation document as new members join your implementation team and new staff members join your summer literacy program.

Next Steps	Who	By When	Notes
1. Organize the draft information onto a local document			
2. Place the draft document on church or your summer literacy program letterhead			
3. Seek review and approval of the draft documentation from church leadership			
4. Finalize the document and share it with your team, your church, and broader Summer Literacy Initiative partners.			
5.			
6.			
7.			