

Policy for Conducting Outreach Programs through the Center for Child and Family Studies (CCFS)

The CCFS exists to facilitate research on children and families, serve as a child development laboratory for undergraduate and graduate students, provide model early childhood programs for children from 0-6 years of age, and facilitate related *research-based outreach* efforts with community collaborators that benefit families and young children. Outreach programs through the CCFS are intended to encourage coordination between CCFS-relevant current research, teaching and outreach activities in the Division of Human Development and Family Studies in the Department of Human and Community Development.

This policy states the guidelines for outreach programs being conducted at the CCFS, and the procedure for submitting applications. Approval of programs is granted by the CCFS Advisory Committee based on the *relevance of the program to the CCFS mission*. Program approval is given for a 1 year period, at which time the program may submit for renewal. More information about the CCFS structure and function and about research and outreach at the CCFS can be found on the CCFS website: <http://ccfs.ucdavis.edu>. Questions may be directed to the CCFS Advisory Committee Co-Chairs, Dr. Ann Mastergeorge at ammastergeorge@ucdavis.edu and Dr. Lenna Ontai at lontagrz@ucdavis.edu.

Policies for outreach programs provided through the CCFS:

- Outreach programs must be sensitive to the diversity of families and their needs, and based on relevant, peer-reviewed research in the field.
- All outreach programs must have an evaluation component. The evaluation must include the 10 required evaluation questions for CCFS outreach programs (at end of this document).
- Outreach programs must fit within the University of California, College of Agricultural and Environmental Sciences, Department of Human and Community Development, and Center for Child and Family Studies missions. These missions may be found on the respective websites.
- Programs must not interfere with regular ECL programming, including staff workdays, or other department-related events.
- Programs being developed or field tested are preferred. To deliver published programs, a specific need for the delivery of the program through the CCFS must be identified in the application.
- Quarterly progress reports are required and must be submitted to the CCFS Advisory Committee in a timely manner. If the full program or an individual session runs less than one quarter, progress reports must be given once midway through the first session and once at the end of the session.
- If any program staff will be employed by the University, the official supervisor must be the sponsoring UC Davis faculty, and staff and program administrators

must report to the sponsor separately. All University guidelines for employment must be adhered to.

- Outreach programs will be responsible for replacement or repair of any equipment, furniture, facilities, or toys damaged while the program is in session.
- If an outreach program will use CCFS equipment on a long-term basis, program personnel and CCFS staff must work out a written equipment maintenance and replacement sharing plan. This will require some cost on the part of the outreach program, and agreement must be reached prior to starting programming.
- Outreach programs are responsible for ensuring that all spaces used are cleaned and returned to their original condition after each use.
- The CCFS Advisory Committee must be kept informed of current contact information (at least phone and email) for all outreach program staff and key personnel.
- The program must give the “Letter to CCFS Program Participants” (at the end of this document) to all program participants at enrollment or at the first program meeting.

Programs must adhere to the guidelines. Failure to comply may result in immediate termination of the program.

Approval Criteria:

- A. The CCFS is supported and administered by the Human Development and Family Studies division with the Human and Community Development Department and the College of Agriculture and Environmental Sciences. As such, all proposals for outreach programs must have a faculty sponsor from the faculty in the Human Development and Family Studies division within the Human and Community Development Department at UC Davis. Programs in need of a faculty sponsor should contact the CCFS Advisory Committee chair.
- B. Priority for space, time, and equipment use will always be given to the Early Childhood Laboratory (ECL), the program that financially and otherwise supports the CCFS; this includes ongoing outreach programs which will be required to accommodate any ECL needs that arise. The ECL calendar may be obtained from the CCFS Administrative Assistant and discussed with the ECL Director. New programs must not interfere with currently running programs.
- C. Priority of program approval will be based on the following:
 1. Programs directly conducted by HDFS faculty and/or their graduate students.
 2. Human Development and Child Development Graduate Group faculty and/or their students.
 3. Other UCD faculty and students who are collaborating with HDFS faculty.

2. Guidelines for submitting outreach proposals to CCFS:

Before submitting a proposal, the lead personnel must contact the CCFS Advisory Committee chairperson to establish viability/feasibility, and are strongly encouraged to

visit the CCFS.. Once the program has identified and secured sponsorship from at least one faculty member of the Human Development & Family Studies division of the Department of Human and Community Development, an application for conducting outreach projects at CCFS shall be submitted to the CCFS Advisory Committee chairperson for review by the committee. When possible, all application materials can be submitted electronically, except for the Agreement and Acknowledgement forms which must be signed (see below). Because outreach programs may not be subject IRB review (or Human Subjects Review Committee approval), outreach applications will be reviewed in particular detail by the CCFS Advisory Committee, thereby requiring a detailed application. The application includes the following information:

A. Abstract

Maximum one page overview of the program, including the specific aims. Abstracts of approved programs will be archived at the CCFS and will be made available to parties interested in the outreach activities of the CCFS.

D. Specific Aims

A detailed explanation of the outreach program and its goals.

E. Program Overview

Provides a description of the program including: its purpose, description and justification of the target audience, summary of the relevant research, lesson plans, costs and sources of funding.

F. List of Specific Requirements

Lists the specific requirements of the outreach project including space, equipment, and time/day requirements, along with any other needs relevant to carrying out the outreach program.

G. Evaluation Plan

Provides an overview of how the program goals and objectives will be assessed. All programs must at minimum administer the CCFS Outreach Program Evaluation. If additional questions will be administered, a copy of the additional survey questions must be submitted with the application.

H. Acknowledgement Agreement

The Acknowledgement Agreement states that you agree to acknowledge the role of CCFS in facilitating your program in any published materials that result from your program. All lead project personnel must sign and submit this form.

I. Agreement to Follow Guidelines for Outreach Programs Provided through CCFS

The agreement states that you have read the Guidelines for Outreach Programs Provided and agree to follow them. A signed form must be submitted and on file during the course of the program for all project personnel. Any personnel added to the project after approval must obtain and sign this agreement before starting work on the project.

CCFS staff and Advisory Board members:

CCFS Administrative Assistant (initial inquiries, directions, etc.):

Molly Logan-Jones 530-752-2888, mloganj@ucdavis.edu

CCFS Advisory Committee Members:

Ann Mastergeorge, Co-chair

Lenna Ontai, Co-chair

Zhe Chen

Larry Harper

Early Childhood Laboratory Director:

Janet Thompson

Agreement to Follow Guidelines for Outreach Programs Provided
through CCFS

By affixing my signature below, I hereby acknowledge that I have read the foregoing "Policy for Conducting Outreach Programs through the Center for Child and Family Studies (CCFS)" and agree to follow all of the policies and requirements set forth therein. I understand and acknowledge that non-compliance with any of the above requirements and policies may result in immediate suspension or termination of my program by the CCFS Advisory Committee. Furthermore, I agree to inform the CCFS Advisory Committee, in writing, of any program changes or alterations in a timely manner.

Name

Date

Title/Position related to the Outreach Program

(Signature)