



THE  
CENTER  
FOR  
WOMEN  
AND  
FAMILIES



Children's  
Peace  
Center  
at Our Lady of Peace

## Program Implementation Steering Committee

**Broad Goal:** Oversee the implementation of prevention programming in 6 sites—2 Jefferson County Public Schools, 2 Parochial Schools and 2 At-Risk Sites—and report back to the coalition.

- The Center for Women and Families will secure the 6 host sites for prevention programming utilizing established educational partnerships and the guidance of specific coalition members.
- The Program Implementation Steering Committee may support this process by contributing the names or contact information of potential host sites, connecting the Project Coordinator to a potential host site, etc.
- Once established (via Memorandum of Agreement or other formal commitment), The Center for Women and Families will establish an Implementation Committee at each site. This committee will be composed of school staff that will be instrumental in planning implementation logistics at each site as well as others that they identify who may help with any facet of the implementation (i.e. parents, afterschool programs, etc.).
- A Steering Committee Member will be assigned to each site-specific Implementation Committee, either based on affiliation or interest.
- Steering Committee members may attend site-specific Implementation Committee planning meetings. Alternatively, they may review meeting minutes or confer with planners outside of planning meetings. In either case, Steering Committee Members will report back to the coalition on progress made.
- After implementation has occurred, the Program Implementation Steering Committee will conduct a process evaluation and submit a report summing up their findings to the coalition.