



Organization/Club Implementation Guide

1. The organization/club if necessary will seek board approval to implement the Connect for Freedom Program.
2. The Director/Supervisor will identify a point of contact person to be in charge of implementing the Connect for Freedom program in their organization/club.
3. A meeting will be scheduled with the director/supervisor and the point of contact person to discuss the overview of the program, the response protocol, staff training, the roles of staff and law enforcement, and the parent presentation.
4. The point of contact person and director/supervisor will schedule staff training for all staff (i.e. organization/club staff members, counselors, office staff, coaches, etc.) and contracted employees (i.e. bus drivers, janitors, cafeteria employees, and all staff). The response protocol will be given to all staff at the time of training.
5. The point of contact person and director/supervisor will schedule security training for their security director and security personnel. The response protocol will be given to all security personnel at the time of training.
6. The point of contact person will schedule a meeting with the staff members who will be implementing the program to review the lesson plans.
7. The point of contact person will alert counseling staff about the implementation of this program. They will be provided with a brochure from Covenant House to be informed of services available to victims including human trafficking screening services, mental health support, child advocates, etc.
8. The point of contact person will contact the local hospital regarding the nature of the program and the possibility that youth may need medical attention if they experience human trafficking.
9. The point of contact person will contact local law enforcement (prosecutor's office, local police department and/or sheriff's department) regarding the implementation of the program. Local law enforcement should be notified they may receive calls from staff members or counselors when services are needed in the organization/club for youth who have experienced online exploitation or human trafficking.
10. The point of contact person will download the Parent Letter so that the organization/club can provide parents with information on the Connect for Freedom program.

11. The point of contact person will schedule a parent meeting which will include a parent presentation. The point of contact person will coordinate the parent presentation to be presented by the director/supervisor and security director. Local law enforcement should also be contacted to attend to answer questions regarding the topics being presented.
12. The point of contact person will download parent/caregiver training guides and other resources for the parent meeting. They should create a display table of Connect for Freedom resources and information on human trafficking for the parents to take home with them.
13. The point of contact person will be responsible to have the display kits printed and displayed one week prior to the implementation of the program. We also recommend that staff use the display kit materials during the lesson plans.
14. The point of contact person will inform the security the dates of the implementation of the program. They will need to be ready to intervene with local law enforcement to assist youth who have been victimized.
15. The point of contact person will reach out to Connect for Freedom if additional training or support with the program is needed.
16. The point of contact person will share with all staff members the FAQ that is developed by the Connect for Freedom staff.
17. Whenever the Connect for Freedom program is implemented in an organization/club, the Connect for Freedom staff must be notified.
18. Once you have completed the Connect for Freedom program, please contact the Connect for Freedom office so we can send you a certificate of completion.