

Kindness Assembly Preparation Checklist

Youth Frontiers, Inc.

Length	50 minutes
Audience	For K-3rd graders

Now that your assembly date is set, you will need to complete each item in the checklist below to ensure the success of your presentation. If you have questions, please call us at 952.922.0222 or toll-free at 888.992.0222.

Please note: This assembly is not interactive in the same manner as our standard programs. Students are expected to remain seated during the assembly experience.

1 Book a facility

We strongly encourage you to hold your Kindness Assembly in your school's auditorium or similar setting.

- Ideal locations are school or community auditoriums with fixed seating.
- Please arrange to have the location opened at least 1 hour before the audience arrives to allow the Youth Frontiers staff to set up.

2 Prepare the space

Please provide the following for our staff 1 hour before the assembly begins:

- Open “performance” space for the speaker to facilitate the activities
- One eight-foot table (rectangle), with two chairs
- Chairs (row seating) are ideal; but students may sit on the floor if necessary
- One or two extension cords, if necessary

3 Prepare your students

Please give your students an idea of what the assembly will entail so they walk into the room prepared for the experience.

- The assembly is not like a retreat experience. (In other words, we will *not* be playing *Ships Ahoy*.)
- They may be asked to sing/participate; get ready to have some fun!
- We are excited to be working with them!

Sample Memo to Parents

Youth Frontiers, Inc.

We are excited about the upcoming Kindness Assembly to be presented by Youth Frontiers, Inc.

Youth Frontiers is a nonprofit organization that has been delivering programs to schools for over 20 years that build positive school communities and help young people realize the importance of respecting themselves and others. Their vision is to change the way young people treat each other in every hallway, lunch line, and classroom of every school in America so that today's young people can make tomorrow's world better. Last year, Youth Frontiers worked with nearly 100,000 students and educators throughout the country.

The Kindness Assembly is an entertaining approach to the "golden rule," utilizing music and stories to help lay the foundation for kindness in our school.

We encourage you to ask your child about the assembly experience when they arrive home.

For more information on Youth Frontiers, please visit: www.youthfrontiers.org.

Sincerely,