

MOCSA

Metropolitan Organization to Counter Sexual Assault

Dear Counselor,

We are glad that you are considering having Project Aware serve your students this year. In order to make our collaboration successful, please read through this list of guidelines. Should you schedule Project Aware for your school, you will be given a similar document and asked to sign at the bottom and fax the signed copy back to the Project Aware Coordinator with your schedule. Thank you in advance for the time and energy you are putting into hosting MOCSA presenters!

Guidelines:

1. Please fax or e-mail presentation schedule back to Project Aware Coordinator **AT LEAST TWO WEEKS** before the scheduled presentations.
2. Please schedule no more than 6 presentations per day and allow a 30-minute lunch break for the presenter if they are at your school in the morning and afternoon. The presenter will need only 5 minutes between presentations to wrap up and get to the next classroom. This "in-between time" should not exceed 10 minutes (except during lunch hours).
 - Kindergarten and 1st grade presentations are 35 minutes.
 - 2nd - 5th grade presentations are 40 minutes.
 - 5th grade sexual harassment presentations are 50 minutes.
3. Please remember that MOCSA presenters, as well as school staff, are *mandated reporters*. If a disclosure is made, it is the school's responsibility, and is in the best interest of the child, for the school to have a clearly defined protocol for reporting.
4. **To provide the best service for the students, counselors are requested to be present during the last 10 minutes of each presentation. This will best serve the students who make disclosures.**
5. Please make sure that permission slips are distributed and that all teachers receive reminders about the Project Aware presentation. Teachers must be present in the classroom throughout the presentation.
6. One teacher / staff member must be actively supervising and providing behavior management during the presentation.*
7. Should your school need to cancel its presentation and reschedule, please do so AT LEAST 24 hours in advance. (The presenter will make sure to watch the news in the winter for potential snow days!)
8. Please provide the presenter with a short tour of the school or a map that will allow the presenter to find his/her way around.

** In severe cases, MOCSA presenters reserve the right to terminate a presentation if program effectiveness is jeopardized due to behavior management problems.*