



BEFORE RUNNING A BUZ PROGRAM

CHECKLIST

DONE ✓	ITEM	COMMENTS	NOTES
	Order student manuals/kits and consumables.	Allow 2 weeks for processing and delivery. Order form available on line. www.buildupzone.com program downloads page	
	Register the program	Use the section on the order form	
	Check that you have all necessary resources	Listed in the Facilitators Manual	
	Discuss the program with school admin and class teacher(s)	Use maximum benefit sheet in facilitator's manual. Insist on maximum involvement from the class teacher and point out that the most benefit will be gained as the teacher familiarises themselves with the skills learnt alongside of the children.	
	Discuss the BUZ Circle concept with the Class teacher(s)	Use the BUZ Core training manual and make suggestions for the best way to set up the BUZ circle in the classroom.	
	Send notes to parents about the program	Download off website (Permission slip for FSFR Program)	
	Check to see that the students have been informed of the program	Discuss with class teacher & students. In the BUZ Hope program this includes a special invitation.	
	Familiarise yourself with the overall layout and outcomes of the program	Use the running sheet in the front of the facilitators manual.	
	Plan ahead for any materials you need to acquire or prepare	It's best to know one week in advance what you need to get ready.	
	Make your own notes in the manual as prompts etc	You could even make a set of prompt cards for each session until you become familiar enough with the program	

Some helpful hints for class management and discipline:

Get the class teacher on board.

(The more the teacher is involved the better managed the class usually is)

Let the teacher know that you will lead the sessions, with their assistance, and that you will ask for their help when you need it with any discipline issues.

Check the teacher's classroom behaviour management process beforehand and try to use the same process, children will be familiar with this and you are a guest in their class.

Don't be afraid to ask for help.