

FAMILY INVOLVEMENT SELF-ASSESSMENT

Use this checklist to assess your readiness to become involved in personnel development efforts. These considerations will help you evaluate whether or not this is the right opportunity for you at this time.

Questions to consider before committing to be involved:

	Do I know?	Is this right for me?	MORE QUESTIONS TO ASK
OPPORTUNITY			
What is the opportunity? • Local, state or national			
• Stakeholder, advisory group or other			
Is this a new opportunity or existing?			
Is this time limited (topic specific) or ongoing?			
What is the impact? • Local state or national			
ROLE			
What is my role?			
• Family faculty/co-trainer/presenter			
• Will I represent my own experience or share the family perspective?			
Is there background information that I should know to address the topic?			
Is there a training or classes that I can attend?			
What is the expectation of family?			
How many other families are involved?			
COMMITMENT			
Where are the meetings or classes held?			
• Is there an option to participate virtually?			
What is the time commitment? • Per week/monthly/quarterly			
How far in advance are the meetings or classes scheduled?			
How far in advance is the agenda distributed?			

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RESOURCES			
Is there a reimbursement mechanism?			
What is covered?			
• Childcare			
• Travel costs (parking, tolls, mileage)			
• Stipend for my time			
• Preparation time reimbursed			
Do I know how to request reimbursement?			
What is the turnaround time for reimbursement?			
Where do I go if I have specific questions?			
• Person or website			
Do I have a support network at home to allow me time away?			
Do I have enough information to make an informed decision about this opportunity?			
What if I decide this is not right for me?			
Do I know the process of resigning?			
Are there other things to consider?			
Do I need to find out more before making a decision? If so, what?			

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