# 21 Facilitate the Completing of Program Summary

## How to Get a Manager Check-Off

With the Challenge Center Manager or Challenge Center Program Assistant present, facilitate staff team in the completion of the Program Summary form. You do not have to be the scribe for this check-off

## Procedure Details

When facilitating the Program Summary:

1. Choose who the scribe will be, or take volunteers.
2. Mentor the scribe if they are new to the process, i.e. how to fill out each section, what information is important, keep it legible, etc.
3. Keep the team on-task. Meaning, don’t let too many side discussions keep you from completing the form.
4. Keep the environment positive. Make sure all feedback is being given in a positive way. The Team Lead can help with this as well.
5. Keep an eye on the time. Everyone must be off the clock 1 hour after the program ended.
6. When completed, make sure the Program Summary ends up in the Program Summary basket in the Toy Shed.