

Community Family Resource Center (CFRC) CHECKLIST

The Carolina Family Engagement Center's (CFEC's) Community Family Resource Centers (CFRCs) are information stations that are attractive physical displays stocked with high quality educational information and community resources. The purpose of CFRCs is to ensure that all families, including those who do not have ready access to the Internet, can easily find the information and community resources they need to support their children's learning and development to succeed in school and in life.

PREPARATION

- Organize an action/planning team and designate a primary point of contact
- Determine funding supports and create list of necessary items within budget
- Identify and confirm CFRC community host location
- Gather and/or purchase necessary materials and printed resources
- Plan space layout/configuration and delegate tasks to prepare for set-up

IMPLEMENTATION

- Create a plan and timeline for setup logistics with the CFRC host site
 - All materials and resources are printed/gathered from sources and all items are delivered (or scheduled to be delivered)
- On-site set up of anything that will physically occupy the CFRC space
 - Reference the team's plan for the physical layout
- Publicize and increase awareness of CFRC information station presence
- Host grand opening ceremony (*optional*)
- Set up a method for collecting feedback from community about additional resources that are needed

MAINTENANCE

- Restock/refill materials and be sure that they are current and responsive
- Collect feedback for ongoing improvements
- Consider what is needed for long-term planning and success
- Reflect on this process and support others in their planning for future CFRCs



Scan this QR code to
access the CFRC Toolkit

