

# Bringing Respite to Your Community Workshop



Respite Care Association of Wisconsin



**RCAW**  
Respite Care Association  
of Wisconsin

Max of 12 participants

- Personal Interactions with each participant

6-week Blended Workshop

- 3 virtual face-to-face
- 3 online at your own pace modules

Used ARCH's Volunteer Respite Manual

- Online Manual, along with ARCH website resources

Weekly Suggested Assignments

- Website and Resources to Review
- Pages to Read
- Reflection Assignments

# Material Presentation

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Power Point Slides

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Pre-recorded Instructor Video Lessons

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Interviews with Respite Directors

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Online Reading Materials

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Weekly Discussion Boards

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Face-to-Face Zoom Meetings

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One-on-One Meetings with Instructor

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Live Q&As with Professionals

# Weekly Topics

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Week 1: Needs Assessment, Program Design, Business Structure (online module)

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Week 2: Program Design & Licensing, Funding, Intro to Budgeting (virtual meeting)

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Week 3: Budgeting, Documentation, Policies & Procedures (online module)

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Week 4: Speakers – Insurance Agent, Accountant (virtual meeting)

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Week 5: Staff/Volunteer Recruitment/Training/Culture, Program Evaluation (online module)

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Week 6: Branding & Marketing, Final Presentation (virtual meeting)

# Next steps



Fall 2021 Workshop



Plan a minimum of 4 more workshops over the next 2 years



Follow Up with participants at 3, 6, and 12 months



Additional Topics as needed/ requested



Create information/ tool kit to share with others to create a similar workshop in their state

Questions?

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