**Reflection Tool for Family Engagement in UCS Activities**

**Instructions for individual self-reflection:** Reflect on your own engagement with families during the event/activity. Consider your interactions, level of involvement, and any challenges faced.

**Instructions for team debriefs:** Reflect on your performance and provide feedback on the team’s collaboration during the UCS activity or event (or situation) involving families. Your honest responses will help to identify strengths and areas for improvement.

**Step 1. Describe the UCS Activity or Event**Begin by identifying a specific UCS event, activity, or other situation that involved families of the students who participated in UCS activities. Write down the activity name, date, timeframe (if applicable), who was involved (staff and families), and how many people attended.

|  |  |
| --- | --- |
| **Name of UCS event or activity** |  |
| **Date/Timeframe** |  |
| **Location** |  |
| **Types and number of participants** |  |
| **My role before, during, and after  event or activity** |  |

**Rate your overall engagement of families for this event:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Very Poor** | **Poor** | **Fair** | **Good** | **Excellent** |
| 1 | 2 | 3 | 4 | 5 |

**Ask Questions about the Experience**   
Describe the event or activity. Include how you felt during and after the event. Include comments from family members and others involved.

**[Type/write your response here]**

**Rate Your Perceptions of the Experience**

Rate the statements below based on your perceptions of the event or activity.

| **Perception statements** | **Strongly disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly agree** |
| --- | --- | --- | --- | --- | --- |
| The family engagement goals or  outcomes of the event were well-defined. | 1 | 2 | 3 | 4 | 5 |
| We communicated clearly about the event to families. | 1 | 2 | 3 | 4 | 5 |
| We offered opportunities for families  to help at the event. | 1 | 2 | 3 | 4 | 5 |
| We had the resources we needed  to produce the event. | 1 | 2 | 3 | 4 | 5 |
| We provided opportunities for families  to participate virtually (if applicable). | 1 | 2 | 3 | 4 | 5 |
| We provided opportunities for families  to provide feedback about the event. | 1 | 2 | 3 | 4 | 5 |
| The event was valuable to  participating families. | 1 | 2 | 3 | 4 | 5 |
| Our team worked well together. | 1 | 2 | 3 | 4 | 5 |

**Step 2. Ask Reflection Questions**Consider your responses to the statements above to analyze what happened. Reflection questions may include:

* What were our goals for this activity?
* How were families engaged during the activity?
* How were we successful in engaging diverse families?
* How could we have been more effective in engaging diverse families?
* What was the most satisfying part of the UCS event?
* What was the most frustrating part of the UCS event?
* How do you know the event was valuable for participating families?

**[Type/write your response here]**

**Step 3. Identify Next Steps and Take Action**

Identify what you will do as a result of your reflection on the experience. Keep in mind that building   
relationships and ongoing communication are important for family engagement.

For self-reflection, share your takeaways with a colleague and/or administrator and discuss next steps. When conducting a team debrief, describe what each member will do based on the takeaways. Share your takeaways and next steps with an administrator.

**[Type/write your response here]**