



# Intergenerational

***“Let’s Do it!”***

## Toolkit

*Expand your Current Services and Programs*



***ROI 2011 Summit***

# Intergenerational “*Let’s Do it!*” Toolkit

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# Intergenerational “*Let’s Do it!*” Toolkit

## ***What are Intergenerational Programs?***

### **Definition**

- An intergenerational program is any planned activities between two different age groups. It involves a series of opportunities to interact with each other, in order to foster relationships, share skills, ideas and experiences. It occurs when **both** groups are actively engaged for the benefit of each other, but not one servicing the other.

### **Benefits**

- Social interaction and relationship building
- Share experiences, enjoyment, challenges,
- Breaks down stereotypes and biases for both generations – mutual acceptance of each other
- Improves personal self-esteem and worthiness
- Understanding and sensitivity to the aging process from both perspectives
- Skills development for both generations
- Awareness of seniors and youth’s knowledge, talents, contributions, and value to society
- Creates more tolerance, acceptance and sensitivity to other members of society
- Encourages life-long learning and acquiring new skills
- Opportunity for inter-generational interactions beyond the family

## ***Your Organization***

### **What is the Purpose of Your Organization?**

- Be clear about what your objectives are, so you can align the intergenerational programs with them.

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### **How can Intergenerational Programs Help Us? Why are you doing this?**

- Increase our membership with a different demographic
- Assist us with fund raising to accomplish our mission and goals
- Energizing our organization
- Increase awareness of our organization
- Promote commitment to service and volunteerism
- Expand our current level of activities to grow our organization
- Open doors for new connections and future program opportunities
- Increase acceptance and respect between the generations
- Other: \_\_\_\_\_

**What do you hope to accomplish by engaging your members and the “other” generation?** (Select **ONE** of the following for your program focus)

- Provide learning opportunities relative to your organization – leadership skills, literacy, arts, sports, hobbies, environment
- Provide mentoring opportunities – specific to your organization
- Engage in community service activities – benefit to the community or a targeted sector of the community
- Provide educational and awareness activities to address health and social issues relating to your organizational focus
- Provide recreational and social activities to encourage relationship development and social interaction
- Provide opportunities to understand national, community and personal heritages
- Other : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Intergenerational Best Practices*** (Connecting Generations Tool Kit, United Generations Ontario, 2006)

1. The program is a partnership between stakeholders representing each of the generations involved.
2. There are clear and realistic goals that address the needs of all stakeholders involved.
3. Roles and responsibilities are clearly defined.
4. Planning of the program is collaborative.
5. Each generation derives benefits from the experience.
6. The specific needs, abilities and preferences of each generation are considered and addressed during the planning and delivery stages of the program.
7. The overall program is planned and can include both structured and unstructured session and activities.
8. The intergenerational program consists of multiple interactions between the generations over a period of time.
9. The program allows flexibility to accommodate various levels of participation.
10. Age specific orientation is provided for participants as well as ongoing skills development for staff.
11. Genuine commitment to the IG program is demonstrated at all levels.
12. The program is evaluated cyclically.

# ***Let's Get Prepared***

**Who do you want to partner with?** (List all possible partners: organizations, clubs, individuals)

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**Is this a Small, Medium or Large Project?**

**Small Means:**

- 1 main activity
- 2-4 hours required each time
- 1 – 6 interactions per year
- Recreational Purpose

**Medium Means:**

- activities on a regular basis
- 1-2 hours required each time
- Weekly or monthly interactions - occurs over an extended period of time
- Recreational purpose

**Large Means:**

- Activities on a regular basis, daily or weekly or bi-weekly
- 1-2 hours required each time
- Regular visits, occurs over an extended period of time
- Social and or Health Purpose

**Who's doing what?**

Identify who will be responsible for all the program activities.

**Coordinating the Project:** Responsible for Overseeing the entire project, including location, liability, privacy, consent and safety issues

- \_\_\_\_\_
- \_\_\_\_\_

**Forms:** Creating, assembling, distribution and collection of all forms

- \_\_\_\_\_
- \_\_\_\_\_

**Communication/Marketing:** Communicating or liaising with all groups, flyers, announcements etc.

- \_\_\_\_\_
- \_\_\_\_\_

**Funding as needed:** Acquire necessary monies to run the program

- \_\_\_\_\_
- \_\_\_\_\_

**Recruitment:** Calling and recruiting persons for the project/program

- \_\_\_\_\_
- \_\_\_\_\_

**Facilitating the Project:** Running or delivering the actual program, including orientation/training

- \_\_\_\_\_
- \_\_\_\_\_

**Evaluation:** Distribute and collect the evaluations (as required)

- \_\_\_\_\_
- \_\_\_\_\_

### **Components Required for a Successful Program!**

- Ensure that everyone feels comfortable, respected and included
- Provide orientation for everyone, and training where necessary
- Clearly state expectations of everyone involved
- Know and describe your outcomes
- Ensure you have keen and enthusiastic leaders
- Create a well structured program, but allow for accommodation and flexibility
- Motivational components **MUST** be incorporated into **every** program
  - o Fun
  - o Challenge
  - o Choices
  - o Meaningful activities that are in alignment with both groups of participants

### **What activities do you want to do?**

Using the examples from the “Themes and Programs” below, select ones that best suit your needs and organization. You may need to meet with current and/or potential partners or participants to decide on your activities.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **Themes and Programs:**

- **Agency Focused** – fund raising events - furthering their mission – volunteers and action teams – activities unique to their organization
- **Nursery Schools** – visiting retirement and nursing homes
- **School based programs** – literacy, technology, math, art, environment, workforce preparation, clubs, music, hobbies

- **Community Service** - garden and yard work, errands, pet care, writing, computer assistance, teams needed for community re-vitalization projects
- **Mentoring** – entrepreneurship, skill based, arts, leadership, subject based, hobby based
- **Health Care** – visiting and engaging with seniors from retirement homes, LTC facilities,
- **Social Issues:** drug prevention thru mentoring, elders at risk, youth at risk, suicide awareness cafes (discussions), young offenders, foster care, elder care, loneliness, social activism
- **Friendly visiting** – companionship , sharing time, respite for care givers(college students), writing or emails
- **Literacy** – citizenship and literacy training for new immigrants, foreign language learning
- **Child Care** – grandparents to grandchildren, community afterschool programs
- **Recreational-** outings, classes, activities, or events – fitness, walking/hiking, sports, games, crafts, gardening, drama, cooking, photography, music, art, crafts, cars, pets and animals, camping, band jamming sessions, singing, collecting, skating, computer games, surfing, creations, mechanics, birding, collections, conferences, fairs, plays, performances
- **Cultural Heritage** – personal stories, culture, urban and rural histories, war memories, museums
- **OTHER:** \_\_\_\_\_

**Where will the program take place?**

List all possible “public” locations – your own site, site with seniors, site with youth, or community site

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**When will your program start? & How many sessions in your program?**

Identify when you want to get started – this year, next, fall/winter/spring or summer or a particular month, days or dates need to be pinned down

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**How much money is needed and who will pay for it?**

Identify how much money is needed to run this project and where the funds can be obtained.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**What forms are required for safety, privacy, consent and liability?**

Identify what forms are needed and where to get them or what’s required to create them.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## How are you planning to recruit the participants?

Identify ways to recruit, such as calling, flyers, email, letters, facebook, social media, word of mouth, friends

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Who needs Training and Orientation? What needs to be included?

Identify who needs the training. All participants will need an orientation.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Training for Facilitators and Leaders

- Communication skills for both generational groups
- Project preparation
- Sensitivities and appropriate behaviour
- Responsibilities
- Health, Safety and Emergencies

### Orientation for all participants

- This can be done together or in separate “generational” groups
- Project outline – who, what, where, when, how
- Expectations of each participant
- Information, stereotypes and sensitivities about the “other” group
- Communication tips for each group
- Emergency situations

## *Notes*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ***Let's Start the Program***

You're now ready to start your activity, event or program.

### **Activities to Include for each Session or Event**

- Welcome and Outline for the Session/Event
- Warm-up or ice-breaker
- Explanation of activity
- Engagement in the activity
- Debrief – questions, comments, or concerns
- Thank- you to everyone and a reminder of next session or event as appropriate

## ***Let's have a Celebration***

What will you do to celebrate the end of the program?

### **Considerations**

- Invite participants and families or friends
- Review program
- Acknowledge all contributors
- Selected participants share experiences
- Display of work if appropriate
- Present token gifts of thanks
- Serve refreshments
- 

## ***How did it go? How did we do? What happened?***

Evaluations help determine if all went according to plans, goals, objectives. They also pave the way for future programs.

### **Questions to ask**

- **Orientation:**
  - o What was helpful in the orientation?
  - o What there anything else that you needed to know before the program?
- **Program:**
  - o What changed for you because of participating in this program?
  - o Was there anything in the program that was challenging?
  - o What were your memorable moments?
- **Partners:**
  - o What did you learn about your partner or the "other" generation?
  - o What did you like best about the "other" generation?
  - o Do you have any suggestions for future programs, or activities? Please explain.

## ***What did we Learn?***

Based on the evaluations and your personal experiences, list all the things that worked and didn't work. Identify what you would change or leave for the next program.

- **What Worked:**

- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_

- **Things to Change:**

- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_

## ***What's Next?***

Based on your experiences from the past activity or event, do you want to run another one and/or when?

Notes to bring forward:

- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_