

# Empowering Young Men to End Sexual Exploitation (EYM)

## *NJ Group Documentation Checklist for Facilitators*

**Updated for FY 2020-2021**

All facilitators of the EYM curriculum trained through Prevent Child Abuse – New Jersey must submit the following required documentation for each group. The data collected from EYM groups and other prevention programs are vital to the continued implementation and enhancement of PCA-NJ's Human Trafficking Prevention Program as well as the EYM curriculum, developed by the Chicago Alliance Against Sexual Exploitation (CAASE).

Use the following checklist to support you as you facilitate your EYM group:

### **Prepare for your group**

- As soon as your group's start date is scheduled, fill out the [Empowering Young Men Group Pre-Assessment](#) to inform PCA-NJ that you plan to run a group.
- Contact Program Coordinator, Victoria Spera, at [VSpera@preventchildabuseNJ.org](mailto:VSpera@preventchildabuseNJ.org) for any questions you have about starting your group.
- Print out one [EYM Attendance Log](#), and enough [EYM Pre-Questionnaires](#) and [EYM Post-Questionnaires](#) to distribute **one per participant**.
- Review the EYM curriculum with your co-facilitator.
- Prepare the materials needed for each session.

### **First session**

- At the start of the first session, have each participant fill out the [EYM Pre-Questionnaire](#).

### **Every session**

- At the start of each session, mark each participant in attendance on the [EYM Attendance Log](#).

### Last session

- At the end of the last session, have each participant fill out the [EYM Post-Questionnaire](#).

### After your group

- As soon as possible after the conclusion of the group, fill out the [Empowering Young Men Group Post-Assessment](#).
- Scan and upload the following documents to the Post-Assessment:
  - EYM Attendance Log
  - Youth Pre-Questionnaires (please compile and send in one PDF document)
  - Youth Post-Questionnaires (please compile and send in one PDF document)
- ALTERNATIVE:** If you were unable to upload the Attendance Log, Pre-Questionnaires, and Post-Questionnaires to the Post-Assessment, you can send them using one of the below methods:
  1. Scan and email documents to Program Coordinator, Victoria Spera, at [vspera@preventchildabusej.org](mailto:vspera@preventchildabusej.org)
  2. Mail documents via postal service to:  
  
**Attn: Victoria Spera**  
**Prevent Child Abuse - New Jersey**  
**103 Church St., Suite 210**  
**New Brunswick, NJ 08901**

### Every quarter

At the end of each quarter, please complete a [Group Curricula Quarterly Check-In](#). The tentative due dates are as follow:

- Q1 (Jul, Aug, Sep): Friday, October 2<sup>nd</sup>
- Q2 (Oct, Nov, Dec): Wednesday, January 6<sup>th</sup>
- Q3 (Jan, Feb, Mar): Friday, April 2<sup>nd</sup>
- Q4 (Apr, May, Jun): Friday, July 2<sup>nd</sup>