# 2015 NFB BELL Program Affiliate Guidelines

As the NFB Braille Enrichment for Literacy and Learning (BELL) model continues to grow, there is a need to build consistency across our programs. This is useful in keeping the quality of our programming very high. The consistency and data collection across our programs will also be extremely helpful as we build towards a large national funder of NFB BELL. The vision is to gain financial support that contributes to the national technical assistance and coordination while creating a financial base for local affiliate programs. In that spirit we have developed the following criteria for NFB BELL programs in 2015.

## Affiliates who wish to host the NFB BELL program in 2015 must agree to:

* Maintain a focus on Braille spending the majority of instructional time engaged in activities that teach Braille or incorporate Braille
* Actively engage members of the affiliate in the planning and implementation of the program
* Use the online student application process offered by the NFB Jernigan Institute
* Provide basic information to the NFB Jernigan Institute about your affiliate’s 2015 NFB BELL program(s) to be included in the national brochure no later than February 1, 2015. This information will include: program dates, program location, and state coordinator contact information
* Provide detailed information regarding your affiliates 2015 NFB BELL program(s) to the NFB Jernigan Institute no later than March 1, 2015. This information will be used by the NFB Jernigan Institute to create an affiliate specific NFB BELL program branded flyer for your affiliate to use to promote your program. This information will also be used to create your affiliate’s NFB BELL program Web page that will be linked to the main program Web site at nfb.org/BELL.
* Promote your program using NFB BELL program branded brochures and flyers provided by the NFB Jernigan Institute or affiliate-created material that has been reviewed by the NFB Jernigan Institute to ensure proper branding.
* Incorporate several blind adults as positive role models for students during the program
* Provide a parent education component, which could take the form of a short evening seminar, a whole day seminar, a conference call, a Skype session, a webinar, a one-to-one meeting, or some other creative format that meets the needs of the parents in your area.
* Send your state coordinator (and any additional people you desire) to the NFB BELL program annual seminar December 11-14, 2014
* Communicate regularly with the NFB Jernigan Institute regarding your progress in planning the program(s) making sure to bring any major roadblocks or concerns to the attention of the NFB Jernigan Institute so any needed support or resources can be provided.
* If, for unforeseen circumstances, your program has to be canceled, alert the NFB Jernigan Institute of the change of plans immediately.
* Document the impact of the program through: pictures, videos, audio recordings, archived notes from parents and students, etc.
* Submit a final report to the NFB Jernigan Institute no later than September, 4, 2015. The final report should include at the minimum:
	+ Names of the students who attended the program(s)
	+ A copy of your budget and your itemized expenses for the program
	+ 10-15 pictures from your program with descriptions and names of people in the pictures.
	+ Copies of any video taken at the program with descriptions and names of people in video.
	+ A quick description of any new activities/lessons you developed for your program
	+ A copy of any new materials you created for the program.
	+ Links to any news articles, blog posts, etc about your program
	+ Name and contact information for the teachers who taught in your program(s).
	+ Three things your program did well and three things your program could have done better.
	+ Three things the NFB Jernigan Institute did well in supporting your efforts and three things we could have done better.
	+ A list of resources or other supports you would like to see the NFB Jernigan Institute offer next year to further bolster our efforts
* Submit a narrative describing your program to Gary Wunder to be considered for publication in the Braille Monitor no later than September 15, 2015.
* Follow up with the families of participants in your NFB BELL program(s) at least once in the year following the program.

## The NFB Jernigan Institute agrees to:

* Maintain the NFB BELL program Web pages including the student applications and affiliate specific pages.
* Disseminate data collected through the student application to affiliates in a timely fashion
* Produce and distribute a national NFB BELL program brochure to be used for early promotion of the programs across the country
* Produce an affiliate-specific NFB BELL program branded flyer to be used by affiliates for local promotion of the program
* Promote all NFB BELL programs through Twitter, Facebook, newsletters, and other electronic outlets.
* Provide each affiliate with a Braille and print copy of the updated NFB BELL program curriculum
* Organize and facilitate the annual NFB BELL program seminar
* Communicate, at least monthly, via e-mail upcoming deadlines, new resources, and other relevant information
* Offer monthly conference calls to any affiliates who desire the additional support in the planning process
* Offer quarterly informational conference calls for all NFB BELL ringers to disseminate new resources and communicate upcoming deadlines.
* Provide canes to students in all programs through the Free White Cane program, if provided the necessary information by the affiliate at least three weeks before the start of the program.
* Provide a slate and stylus to all students in all programs through the Free Slate and Stylus program, if provided the necessary information by the affiliate at least three weeks before the start of the program.
* Provide a giveaway for all students
* Develop and distribute electronically post program evaluations
* Be available as a resource to help problem solve and brainstorm at any time throughout the planning and implementation of your NFB BELL program.
* Provide technical assistance and narrative information to assist in presenting the program to potential funders in your state.

If you have questions, please contact:

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