

Social Inclusion Activities Check-List

Steps to carry out		Parties to involve					
		YHA	Gov Bodies	Partners	Funders	Participants	
1	Agree an aim and define objectives						
2	A Approach relevant Bodies/Authorities, who have knowledge and experience						
	B Map the field						
3	Set up a Strategy team (What do we need to plan?)						
4	A Launch the idea						
	B Check response						
5	Product to be built						
	A Numbers, Ages, Sex, Minorities, Poverty						
	B Program content						
	C Fix locations						
6	Validity Check (Does the plan still meet the objectives?)						
7	Procure services						
	A Self-management						
	or Through Tender (management company)						
	B Draft Agreements						
	C Delivery of Standards						
	D Agreement on Health & Safety Management & Child protection policy						
8	Budgeting ongoing						
9	Marketing, Sales and Awareness building (different audiences, also with participants)						
10	Recruitment						
11	A Training						
	B Draft Operational Manual						
	C Procedures for Crisis Management						
12	Pre-Arrival Agreement with participants (What do we expect? What we will provide?)						
13	Delivery and Monitoring						
14	A Evaluation (internal and external)						
	B Participants Feedback						
	C Summary Thanks						
15	Follow-up and adjustment						

