Program Logistics
All the ins and outs from sign-up to pay-check

We are so happy to have you work with us! The full arc of facilitation logistics is outlined below. MHC staff members are always happy to discuss any questions, concerns, or ideas that arise at any point in this process.

Step 1: Complete a Facilitator Profile - you will receive a fillable PDF of this form in the coming weeks. We need accurate contact information and a current mini-bio to share with our site partners.

Step 2: Stay tuned - a MHC Program Officer will contact you with a potential assignment. They will give you all the details about the site and what to expect from the series or event. In addition to facilitation, we sometimes ask folks if they'd be willing to observe one of their peers in action.

Step 3: Schedule your dates - if you're game to facilitate, we will put you in touch with the site liaison. The two of you will need to settle on dates and times for each session. It's important that meetings work for both your schedules.

Step 4: Sign your contract - once dates and times are settled, the site liaison will contact MHC with all the program details. We then generate your contract and mail it directly to you. If you are eligible for worker's comp, we will send these forms as well. (Make sure to send a copy back to us.)

Step 5: Prepare and Facilitate - read, think, meet, discuss! We will send you all the materials you'll need for your series. Someone, either a program officer, board member, or a fellow facilitator, will usually visit at least one session to check in about how things are going and see the group in action.

Step 6: Complete end of session paperwork - this includes travel and in-kind forms and an online reflection about how the series went down.

Step 7: You get paid! - after we have received all the above information, we can cut you a check. You should receive it within two weeks of turning in your paperwork.