

**bring it back form instructions**

The purpose of the *Bring It Back Form* is to succinctly provide monthly information and updates regarding the work of the PLT and the priorities of the business area.

When applied successfully, the *Bring It Back Form* can provide PLT members, Branch leadership, and business area staff with clarity around the priorities, their role in supporting the priorities, and an opportunity to feel included and informed. In addition, sharing the *Bring It Back Forms* for each PLT group before or within a Branch Senior Team meeting will prompt important dialogue about the impact on Branch operations, and opportunities for interdepartmental collaboration.

There are three sections on the form, with space to provide short bulleted updates to three different audiences:

* **Association Updates** (for Everyone)– This section can include:
  + new initiatives
  + important dates or events
  + announcements from a department
  + reminders
  + important state-wide changes
  + media or fundraising campaigns
  + mentions of the Y in the news
  + YUSA campaigns
* **Share with the Branch Senior Team** (for Branch Leadership)– This section can include:
  + PLT recommendations, decisions, or projects that impact Branch operations
  + policy changes
  + interdepartmental collaborations or projects that will impact other areas
  + area-specific priorities
  + departmental updates
  + funding or grant opportunities
  + requests for feedback
  + recognition for great work/ goal achievement
* **Share with Staff Team** (for Departmental Staff)– This section can include:
  + area-specific priorities
  + changes in the work
  + area-specific deadlines or events
  + new tools or resources
  + available trainings
  + requests for feedback
  + recognition for great work/ goal achievement

Instructions for PLT Team Leaders and Coaches:

* **Coaches:**
  + Keep track of Association priorities and updates each month, and document relevant information in the Association Updates section. The purpose of this section is to ensure that the PLT and business area staff are tapped into priorities, successes, and changes across the Association – and not just in their business area.
  + Add or review information in the Branch Senior Team section, from the view point of a Branch Executive/ VP. What information would be important for you and your Senior Team to be successful? What deadlines, events, or priorities should be on your radar?
  + Ensure that the *Bring It Back Form* is distributed before or during each Branch Senior Team meeting, and that appropriate follow up is made with business area or PLT leaders as necessary.
* **Team Leaders:** 
  + Keep track of Association priorities and updates each month, and document relevant information in the Association Updates section. The purpose of this section is to ensure that the PLT and business area staff are tapped into priorities, successes, and changes across the Association – and not just in their business area.
  + Add information in the Branch Senior Team section, from the view point of a business area leader (i.e., a Director). What information is important for their supervisors and colleagues to know? What deadlines, events, or priorities should be on the radar of Branch leadership? What is the role of other Directors (if any) to support the work of this business area this month?
  + Add information to the Staff Team section, from the view point of a staff member. What information would help them be successful in their role? What information could connect them to the vision of the business area so that they can feel connected and inspired? What great work is happening across the Branches that should be highlighted? What changes are taking place that will impact the way they do their job? What opportunities are available for them this month?
  + Prepare the *Bring It Back Form* before each PLT meeting. Distribute and discuss the form during each PLT meeting. Provide PLT members to ask questions and discuss the information, before sharing it with their Branch teams.
  + Ensure that the *Bring It Back Form* is distributed before or during each Branch Senior Team meeting, and that appropriate follow up is made with business area or PLT leaders as necessary.