



## Checklist for PSC Collaborators to Establish Their Peer Support Circles Program

This step-by-step procedure can be used by organizations that are collaborating with Peer Support Circles (PSC) to establish a Peer Support Circles program for their constituents. It's often led by a small team or committee within the organization. PSC helps all along the way.

1. Organization assigns personnel to review the PSC website (30 minutes)
  - Overall, at <https://PeerSupportCircles.org>
  - Circles as a service at <https://peersupportcircles.org/start-support-groups.htm>
  - "What Your Virtual Peer Support Circle Will Look Like" at <https://peersupportcircles.org/psc-description.htm>
2. Organization conducts one-hour phone call with PSC to review Circles and roles. (60)
3. Organization gets leadership approval to offer the Circles to their constituents. (120)
  - Make a proposal to leadership to offer the Circles to constituents.
  - Get leadership's approval.
4. Organization markets the Circles to constituents, e.g., alliances, members, etc.
  - Reference the page [How to Recruit Members of Your Peer Support Circle](#) at <https://peersupportcircles.org/recruit-members.htm>.
  - Start a list of potential Circle members.
5. Organization recruits three to four Circle facilitators for two pilot Circles. (120)
  - Reference the [job description](#) at <https://peersupportcircles.org/facilitator-job.pdf>.
  - Reference [benefits](#) to facilitators at <https://peersupportcircles.org/facilitator-benefits.pdf>.
  - PSC conducts phone-based training and Q&A with facilitators. The duration of this training depends on the current expertise of the facilitators.
  - Start a list of Circle facilitators.
6. Organization organizes two pilot Circles of four to five members each. (120)
  - Associate a facilitator with each Circle.
  - Send the proposed membership list to each member and facilitator.
7. Facilitator or PSC conducts one-hour orientation about Circles to the members. (60)
  - PSC provides the talking points to use in the orientation.
  - Schedule the upcoming Circle meetings with each Circle.
8. Each piloted Circle meets six times, approximately two to three weeks apart.
9. Conduct evaluation after third and sixth meetings, using [How to Evaluate Your Peer Support Circle](#) at <https://peersupportcircles.org/evaluation.htm>.
10. Organization updates its plans, based on the results of the pilot.
11. Organization continues the marketing to build waiting lists for future Circles. (ongoing)