**Lanark County Community Justice Program Inc.**

**A Restorative Justice Initiative**

**Observer Role procedure :**

**Forum set up :**

* Signs up
* Tissue boxes placed next to facilitators
* Refreshments : Drinks available, food covered-\*\*\*ensure noone is hungry pre- forum
* Name Tag, clipboard, paper & pens on chairs (per seating plan)
* Confidentiality forms on top of clipboard
* Pay attention to incoming participants, keep separate if required.
* Collect forms as completed, assist if required

**During Forum :**

* Complete observer Evaluation sheets for each facilitator
* Uncover food once Agreement terms are finalized
* Distribute Questionnaires while agreement is typed ( participant, accused and complainant)
* Collect all notes from participants for shredding
* Collect Questionnaires as completed, assist if required

**After Forum :**

* Debrief
* Distribute Evaluation forms to facilitators (self & Peers)
* Collect logs for mileage, hours & Expenses
* Place forms *in return to office* envelope
* Place notes *to be shredded* in envelope
* Gather signs & pack up kits.