

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Management
Policy Number: 10.06.01
Policy Name: DCFS Speakers Bureau

Original Effective Date: 05/31/1995
Revision Date(s): 08/01/2021, 08/01/2018, 08/01/2015, 02/22/2008, 04/15/2004
Current Revision Date: 08/01/2024
Approved By: Jacqueline M. Fletcher

PURPOSE: As an integral part of a comprehensive organizational communications package, this policy addresses the need for a Division of Children and Family Services (DCFS) Speakers Bureau which provides speakers to outside groups when requested and appropriate.

SCOPE: This policy applies to the members of the DCFS Speakers Bureau (SB).

POLICY

- A. The Division of Children and Family Services (DCFS) maintains a Speaker's Bureau comprised of DCFS staff that give presentations and educates the community about agency services, mandated reporting requirements, and outcomes for children and families served.
- B. In accordance with the procedures listed below, the Speakers Bureau is managed by a designated coordinator.

PROCEDURES

- A. The Speakers Bureau Coordinator:
 - 1. Maintains an up-to-date roster of all volunteer speakers.
 - 2. Processes requests made by outside groups for a DCFS speaker.
 - 3. Develops a speaking engagement rotation, ensuring all appropriate requests are met.
 - 4. Provides written confirmation of assignments to the requestor and the speaker.
 - 5. Maintains a log of all requests that contains the following information:
 - Date, time, and location of the speaking engagement
 - Expected number of participants and requested topic/focus
 - Name of the requesting organization and audience
 - Contact person's name, phone number and e-mail address
 - Speaker assigned to each engagement
 - Evaluation forms/speaker performance

6. Assists the speaker with preparations for educational presentations.
 7. Provides printed child welfare materials when requested.
 8. Provides up-to date information regarding the agency's mission, vision and values to be included in the Speakers Bureau Resource books.
 9. Holds meetings quarterly (at minimum).
- B. Speakers present the agency's message in a positive, appropriate and professional manner. All active members of the Speaker's Bureau are expected to maintain a Speaker's Bureau Resource Book with current materials that are referenced during presentations and/or provided as handouts to the audience and complete required training.
- C. Prospective new members
1. Need supervisor's approval; confirming current responsibilities.
 2. Must possess a minimum of 3 years child protection experience with DCFS.
 3. Are mentored and paired with an experienced SB member for their initial presentation.
- D. The content of all speeches given on behalf of DCFS is in accordance with specific guidelines. All speeches include:
1. Elaboration of the DCFS vision, values and mission statement;
 2. Explanation of work processes (dependent upon the purpose of the presentation);
 3. Clarification about when DCFS removes children from their homes; and
 4. Recruitment - the need for more foster/adoptive homes.
- E. After the presentation, the SB Coordinator will email the requestor the ***Speaker's Bureau Evaluation Form***. Certificates of completion are not provided by DCFS; but if requested can be provided. Also, the assigned speaker may sign certificates provided by the requestor's organization to acknowledge participation.

SEE ALSO:

Cuyahoga County Division of Children and Family Services Policies and Procedures Manual

Policy 6.02.01 – Foster and Adoptive Recruitment

Policy 7.04.01 – Sharing and Dissemination of Confidential Client Information

FORMS:

Location: DCFS Intranet

Speakers Bureau Evaluation Form

Location: Cuyahoga County Health and Human Services Internet

Outline Suggestions for Speeches via [Request a Speaker \(cuyahogacounty.gov\)](http://Request a Speaker (cuyahogacounty.gov))