

## Teen Outreach Program (TOP) Implementation Guidelines for CAPP Providers

Implementation Factors	Recommended	Possible Adaptations
Program characteristics	At least 12 lessons from across three curricula. Each participant must complete 20 hours of meaningful community service learning.	CAPP funded programs are required to use 3 sexual health lessons and 3 lessons related to Component 2 work.
Educator Requirements	Educators need to be trained by a licensed TOP Trainer	Educators who have not been trained can assist in TOP Club facilitation, but cannot implement lessons or run a club on their own
Target audience	Diverse communities in both urban and rural environments. The program is designed to meet the developmental needs of middle and high school teens.	Older youth should not be grouped with younger youth (similar ages per group)
Group composition	Up to 25 youth	Can be done with larger groups with another trained facilitator, no more than a 25:1 facilitator/youth ratio
Setting	In-school, after-school, through community organizations or in systems and institutional settings.	
Delivery Timeframe	25 weekly meetings, over a 32 week period that are 1 hour in length.	“Pilot” programs that are shorter in length need to be approved by ACT for Youth and Wyman