

## Butterfly Bereavement Project: STATION FACILITATOR MANUAL



Thank you for participating in the 2023 Butterfly Bereavement Project. We are thrilled to have the support of community partners like you. Everything your organization will need to set up a Butterfly Station, is available via the Hills of Headwaters Collaborative Ontario Health Team (HOHC OHT) website, with a few minor exceptions outlined below. Please use this Facilitator Toolkit to guide the planning and execution of your activities.

If you require additional consultation or support, reach out to the contacts listed below. We are committed to ensuring that your participation in this region-wide initiative is positive, enjoyable and successful.

### A.) Setting Up Your Station:

- Consider location, high traffic, distraction, seats to accommodate 1-2 people at a time
- Determine how long you want the station set up for, and set a take-down date
- Access & print copies of the following materials from the website:
  - Table Sign
  - Drop Box Sign
  - Instructions for Participants
  - Grief & Bereavement Resources:
    - Book & Website Resource List
    - Grief Work Article
    - Grief Handouts (3)
  - Colouring Page(s)
- Gather (or purchase) markers
  - Any type of marker is acceptable and will work on the velum butterflies (ie. permanent markers, washable markers)
  - Try to have a variety of colours, and enough markers for participants to comfortably share
  - Consider borrowing/sharing markers with other agencies participating in the project

## Butterfly Bereavement Project: STATION FACILITATOR MANUAL

- Contact Natalie Talma or Maureen Riedler (see below) to request a delivery or pick up, of the following:
  - Velum Butterflies
  - Art Installation Invite Postcards

**\*\***Once the station is set up, there is not much oversight required. Participants will have all the materials and instructions to complete independently. It would be wise to check the supplies occasionally to ensure there is enough of everything.

### B.) Promoting Your Station

- Access & Use the **Social Media Images** and **Fillable Posters** from the website. These can be used to promote the workshop within your agency and via social media.

### C.) Upon Completion of Your Station

- When you have taken your station down, or you have too many personalized velum butterflies to store, please contact Natalie Talma or Maureen Riedler (see below), to arrange for pick up or drop off, to be contributed to the Art Installation (Nov 2023 at Headwaters Health Care Center).
- Deadline to submit personalized Velum Butterflies to the project and be included in the installation is Oct 31, 2023.

**For additional information, please contact:**

Natalie Talma  Psychosocial Spiritual Care Team, Lead Bethell Hospice C: 905-452-4979 E: <a href="mailto:ntalma@bethellhospice.org">ntalma@bethellhospice.org</a>	Maureen Riedler  Executive Director Hospice Dufferin W: 519-942-3313 ext. 1 E: <a href="mailto:mriedler@bethellhospice.com">mriedler@bethellhospice.com</a>
--	--