

Community Report for PC CARES Care Packages

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Appendices

Appendix A: Care Package Manual TEMPLATE

PROJECT NAMECare Package Manual



Identifying a Topic

Care packages are sent approximately every 1.5 months. The topic and content of the care package should be directly relevant to the learning circle topic for that month. These topics are as outlined below [REPLACE HIGHLIGHTED TEXT WITH DETAILS REVELENT TO YOUR PROJECT, TOPICS AND/OR CURRICULUM].

LEARNING CIRCLE 1: CULTURAL WELLNESS AND HISTORICAL CONTEXT Alaska Native and Inuit youth suicide used to be rare in the past, and now, it is too common. Rates of suicide have increased since the 1960s when the effects of colonization took hold in Alaska Native communities. This learning circle considers what community members think and feel about 'where we've been and where we're going' as a people (short film), and examines the many ways to support positive youth development as family and community members.

LEARNING CIRCLE 2: EFFECTIVE PREVENTION Suicide risk can look very different from person to person, but there are some common signals someone might be at risk. For example, risk can look like drinking more than usual, getting hurt while drinking, or fighting with people close to him or her. Small acts and messages of kindness can help reduce risk. We talk about how these small acts or outreach can make a BIG difference. For example, "I am thinking of you and I want you to know I care." The learning circle also shares evidence that suggests if you can make it 10 minutes harder to take suicidal action, you can save a life. Suicide is often impulsive. Time matters! One of the most important first steps, if you are worried about someone, is to make sure they cannot easily get access to a loaded gun. Research shows that making one's home safer by keeping bullets located separately from guns and both locked away can prevent suicide. In this learning circle, we consider how to make someone's home safer and discuss how we might take action to make sure someone who is struggling is safe.

LEARNING CIRCLE 3: GRIEF & HEALING After a suicide happens, everyone—especially young people—are at higher risk for suicide. Families, communities, and institutions can respond in ways that could help, or could increase risk. Talking safely about suicide means sharing only the basic facts, rather than talking about how or why someone killed themself. This learning circle also discusses the stages of grief. Grief after a suicide can take longer to heal and may be more complicated. Everyone experiences the stages of grief differently. Giving youth and adults a non-judgmental place to talk about what they're feeling (for example, a support group) helps healing. Blaming, pretending it didn't happen, or having memorial displays and services different from a non-suicide death can increase risk for another suicide. LEARNING CIRCLE 4: POSTVENTION IN SCHOOLS In this session, we will continue to talk about postvention. That is how schools can respond to a student's death by suicide. We will discuss the research-based suggestions in general and the context of your community. Some of those domains have specific suggestions for a school response to students, the public, funerals/memorials, safe messaging, and crisis support teams. These, of course, will need to be vetted and developed in partnership with community leaders, Elders, parents and others in order to navigate this kind of situation respectfully and safely.

LEARNING CIRCLE 5: SUPPORTING YOUTH In this learning circle, we look at survey results from northwest Alaska. Youth and adults were asked what they think will best prevent suicide. While adults' responses focused on providing programs and opportunities to you, many young people simply said, "talk to us." According to survey results from local School Districts, over half of the students said they have three or more trusted adults they could go to with an important problem, but some students feel alone in

their life. We can all listen to better support the young people in our lives, and this session pairs practice listening for wellness. "Listening for wellness" means showing acceptance and openness, without interrupting, giving advice, or trying to cheer someone up; listening well also means reflecting back what you heard and asking open-ended questions. Listening well can be an important way to show you care.

LEARNING CIRCLE 6: REVIEW By this time, participants have come together several times to share "what we know" about suicide prevention from research, and discussed how (or if) they can use the information in their lives. Through this process, participants develop or deepen relationships with people they can count on to help with prevention in their community. Participants review and reflect on what they learned. After this point, there are no more materials in the facilitator toolbox. Rather, it becomes the decision of the community to decide how to move forward. They could decide to celebrate and share what has already been learned and accomplished, select a different area or priority to work on next, or participate in the PC CARES learning circles again with a new group of people.

LEARNING CIRCLE 7: MOVING ON WITH VISION After reviewing a community example of how multi-level community change has been enacted over the course of PC CARES learning circles, we take time now in breakout groups with others from your community/school. In these groups, you will have a chance to share and talk about the Key Factors Supporting Community Change and your ideas for the future. We ask participants to bring several ideas you have for moving the work forward and we want to give you time to do that. In your small group, you can collaborate with each other on how your ideas and actions can contribute to supporting community change ("community" might include school, agency/organization, and/or community/village).

Choosing Items:

Once a topic has been selected and approved by the PROJECT team, identifying items to include with the care package is the next step. Items should all have these core features:

- 1. Can be transported from assembly location to mailed location safely (i.e.- without breaking, melting, expiring, etc.)
- 2. Can fit into the mailing envelope along with the other care package items.
- 3. Should be relevant and seen as useful to people locally in the community; the Local Steering Committee (LSC) can help with this.
- 4. Should be relevant to the topic of that month's care package.
- 5. Should be a reasonable cost—see budgeting section for more information.

Over-selecting potential items may be wise as the LSC or PC CARES team may decline some options. Additionally, the LSC may have suggestions for alternatives to the care package items selected. Making an 'idea board' could be useful to get the conversation flowing with the LSC. For example (see next page):



As items to include are being identified, it could also be helpful to review the interview notes and past LSC feedback. Oftentimes participants or LSC members will comment with their ideas for future care packages. If the items/topics align with the idea for this month, it may make sense to include some of those ideas as potential options.

Budgeting:

Each care package should cost the PC CARES grant approximately \$X, which is equal to the total care package annual budget, divided by the number of mailings per year, divided by the number of recipients per mailing.

For example:

\$28,000 for care packages per year divided by 8 mailings in 1 year = \$3,500 per mailing Divided by 200 recipients each mailing = \$17.50 per package Subtract the cost of shipping (Prepaid padded 12.5"x9.5" priority mail envelope, - \$9.65) = \$7.85 in supplies per package

An individual care package can be more expensive if other organizations help pay for items or donated supplies. CONTACT INFORMATION FOR PARTNER ORGANIZATIONS HERE who can help with purchasing items and getting them delivered to ASSEMBLY LOCATION. Make sure to CC PROJECT LEAD with any requests for donations or in-kind contributions. If PARTNER ORGANIZATION is willing to pay for any part of the care package, it is wise to involve them as early as possible in the process as it can take some time to get items purchased through other organizations.

See example budget justification below: Printing/Copying \$19,200

Custom printed materials for inclusion in care packages, including 5x7 inch informational cards, paper surveys, promotional postcards, magnets, and other educational tools is estimated to be \$1200 per mailing x 8 mailings per year = $$9,600 \times 2 \text{ years} (3 \text{ and } 4) = $19,200 \text{ total}.$

Supplies for PC CARES packages: \$27,200

\$17 per person; ~100 people per mailing; 8 mailings per year in year for the next 2 years @ \$13,600 per year for the next 2 years (years 3 and 4).

Postage \$25,980

Stamps for paper satisfaction surveys included in each care package (\$0.55 each x 100 recipients x 18 mailings per year = \$990), plus the cost to send care packages to recipients in rural Alaska is estimated to be \$15 per package x 100 recipients x 8 mailings per year = \$12,000. Total \$12,990 per year for 2 years (3 and 4). Total postage cost \$25,980.

Office supplies \$3,200

Survey envelopes, printer ink and paper, bags and boxes to hold care packages are estimated to be \$200 per mailing x 8 mailings per year (years 3 and 4)= \$1,600 x 2= \$3,200 total.

Shipping \$6,400

Shipping costs to transport supplies to be assembled into care packages is estimated to be \$400 per mailing @ 8 per year = $$3,200 \times 2 \text{ years (years 3 and 4)} = $6,400.$

Purchasing:

Once items for the care package have been identified and the budget is in alignment with what was outlined in the budget justification items can be purchased. If someone on the team can make these types of purchases, then buying supplies this way may be easiest. Otherwise, the details of which items to order, and how many, should be sent to CONTACT NAME, EMAIL, AND PHONE NUMBER. Anything being ordered from FUNDNING SOURCE must be approved by APPROVER, EMAIL ADDRESS. See below an example email that has been sent in the past specifying care package items needing to be ordered:

Hi Rachael,

Could you please place orders these items for our next batch of care packages? I would like this all delivered to the address below. Please share receipts and tracking information with me once these items are ordered. I am CCing PROJECT LEAD for her approval.

DELIVERY ADDRESS

City, State Zip

- 4 of these coffee sampler packs, ground coffee, in Light Swan flavor, for a total of 96.
- 7 of these Bicycle standard 12 packs for a total of 84 decks.
- 4 fruit crisp orders, for a total of 96 bags of fruit crisp chips.
- 3 packages of almond packets, for a total of 96 individual packets.
- 3 boxes of 100 count green teas, for a total of 300 individual tea bags.
- 8 'variety' packs of electrolyte packets, for a total of 160 individual packets.
- 7 orders of handball packages, for 84 total balls.
- 12 orders of 14-pack picaridin lotion packets, for a total of 168 individual packets.

- 80 dairy pails.
- 80 lids for the dairy pails.
- 80 Pixee Spoon fishing lures, size 1, 1/4 oz weight, hammered brass color.

Creating Materials:

When a new care package is developed, there are several original items that need to be written, edited, and printed locally. In the case of PC CARES Care Packages, they included the following:

- 1. Opt-in /opt-out slip (printed usually on colored paper)
- 2. Survey reminder card saying "Win a \$50 gift" 5x7 card printed on cardstock (designed on the website Canva to be different eye-catching colors)
 - a. CANVA LOGIN DETAILS (if applicable)
- 3. Infographic magnet (typically designed from scratch in Canva, printed on magnetic material usually as a 3x4 size or something similar)
- 4. Introductory letter to recipient the wording is edited each time to be in line with that month's care package topic and contents
- 5. Informational card summarizing research evidence related to that month's care package topic and suicide prevention, printed on 5x7 cardstock
- 6. Satisfaction Survey—Each time the survey questions are updated by TEAM MEMBER and reviewed by PROJECT LEAD, then an online version is created by DATA TEAM MEMBER through ONLINE SURVEY WEBSITE. A shorted bit.ly link and QR code provides recipients with the option to fill out the questionnaire online. Online surveys can be created using Survey Monkey, Google Forms, Qualtrics, or other websites.
- 7. Self-addressed and stamped envelopes for surveys/opt-in slips

TEAM MEMBER will create the first draft of the information card, intro letter, and survey. Then she will send around for edits to the rest of the team.

Ordering Print Materials:

Once print materials are developed, finalized and approved by PROJECT LEAD, the next step is to send them to PRINT SERVICE CONTACT PERSON & EMAIL. This person will need to know exactly the size, paper type, color/black and white, single or double sided, etc. for each item—be as clear and provide as much detail as possible. Create a list of items to print and specify the quantity of each print material needed (same as the quantity of care packages being sent). If the number of recipients will fluctuate, check the database of recipients before submitting a print request. DETAILS ON HOW TO ACCESS RECIPIENT DATABASE (FOR EXAMPLE: LINK TO DROPBOX FILE).

Here is an example email that could be sent to the person printing care package items:

Hi there,

I would like to order all of the items attached. Please find the details of this request in the list of documents, also attached. [IF ORDERING FROM A PRINT SHOP] I would like a proof of the items sent to me before printing. [any special requests for this particular care package could be outlined here]

Once they're finished could you please send them to the address below?

PROJECT ADDRESS

Thank you,

Make sure to attach all relevant documents as PDFs to the email before sending. This will prevent any shifting of text or formatting errors when files are sent between computers.

TIP: Save all the editable final drafts of Care Package print materials on a shared

Assembly:

Before assembly, items can be stored in ITEM STORAGE LOCATION. Once all the items have arrived or almost arrived, schedule a time to meet with 1-3 students to help with assembly. You should schedule at least four hours to put it all together. Packages can be assembled at ASSEMBLY LOCATION, which has plenty of table space for laying out printed materials (e.g., a meeting room, dining room), and some totes/bins (like from the post office) to transport completed Care Packages. Here are the steps to follow on the day of assembly:

- 1. Lay all supplies out on the table and surrounding area, keeping print items together
- 2. If something comes in smaller boxes (ex. Fruit snacks) empty into larger boxes for easier access
- 3. Calculate how many of each item there are and how many of each item should be added to each care package based on quantity of items and quantity of care packages to be made (For example: there are 5 boxes of fruit snacks with 26 pouches each, 130 total pouches. You are assembling 112 Care Packages, so there will be 1 pouch in each package, with 18 left over.)
- 4. Student A can collect all print items/paper items and place them into the mailing envelope
- 5. Student B (and C, if applicable) can place the remaining items into the mailers and place them into totes, unsealed
 - TIP: Add the same number of packages to each tote for easy counting throughout assembly
- 6. Students can check in with one another to see if they can assist or would like to switch tasks
- 7. Once all care packages have been made with equal numbers of items, remaining items can be distributed across the packages
 - TIP: This step does not require complete accuracy, but if, for example, there are two items with extras, both items should not be added to the same packages, attempt to distribute extras evenly
- 8. Once all items have been put into packages, check again to make sure the correct number of care packages have been made
- 9. Adhere address labels, if applicable
- 10. Begin to seal them
 - TIP: Do not seal until *after* all the envelopes have been addressed. This will help you if you miscounted
- 11. After sealed, bring the mailing totes/bins to MAILING LOCATION
- 12. Have the students help clean up by throwing away all trash and breaking down all cardboard boxes for recycling

Mailing:

Before ordering materials, review and update care package address list

The yellow slips that come back with the packages are usually to change an address. There should be a list of addresses in SHARED FOLDER for the upcoming care package. Make sure to update it as needed, as well as delete or add new names/contact information.

Use mailing list to create address labels:

- 1. Make sure data is cleaned on the mailing spreadsheet (addresses are accurate, names are accurate, state is Alaska).
- 2. Sum column to determine accurate number of care packages being mailed.
- 3. Send the document to PRINTING CONTACT, EMAIL.

Manage the remained items from assembly:

TIP: If you print out or order more items than needed (envelopes with stamps, bubble mailers, etc.), count the remaining items and update the remained items to a spreadsheet for easy reference. Here is an example:

Remained Items from Previous PC CARES Packages

NOTE: please add the expiration date when it comes to food/beverages.

Please look at the sheet before ordering items for the next package.

Survey Data Retrieval & Data Entry:

Picking up PC Cares Care Package Surveys:

- 1. To pick up surveys, go the mailroom in the ISR building located at 426 Thompson St, Ann Arbor, MI
 - 1. If entering through the front door, turn right and go to the end of the hallway to find the mailroom
- 1. Enter the mailroom and look for Jermain (<u>jermainf@umich.edu</u>) in the office (second door on the right). If he is not in, there should be a sign on the door with his return time and phone number.
- 2. Ask for surveys that have come in from the PC CARES Care Packages. You may also want to head up to Lisa's office on the fifth floor, 5009 to pick up surveys that end up there as well (either in the mailboxes area outside the bay-area doors, or outside of her office door in the clip.

Entering the data:

1. Go to this website and enter the current username/ password. [LINK]

5. Return to my projects using the left menu again.

IF USING ONLINE SURVEYS, INSERT SITE-SPECIFIC DATA ENTRY INSTRUCTIONS WITH SCREENSHOTS. EXAMPLE:

From there go to my projects and start by clicking on the current care package's consent Sleep Care Package Consent
 Then click Add / Edit Records which is on the left drop down bar under data collection.
 Then click "+Add new record." Input the information from the survey and mark it

Complete Save & Exit Form
Save & Exit Form

My Projects

- Sleep Care Package Survey
- and repeat steps 3, 4, and 5

- 6. Now click on the survey. for each paper survey you receive.
- 7. Also make sure to update the care package addresses and add the names to the IRB document. Care Package address list is in the latest care package folder in Basecamp.

Interviews:

This evaluation option gives you the chance to hear directly from Care Package recipients what they think and how they used the packages. Since interview subjects are randomly chosen, interviews have the advantage of reduced selection bias (since survey respondents are self-selected). You will also have a greater depth in understanding people's reactions to the care packages based on cues like tone of voice more detailed responses, and the ability to ask follow-up questions. However, this evaluation strategy is time and resource intensive. If you choose to conduct interviews, here are some steps to the process.

Randomly selecting participants to invite for an interview:

Go to the mailing list for the current care package and filter the phone number column to exclude blanks. Then, use the RAND function to randomly select 15 names from the list to add to the interview call list excel document. Make sure that your list includes individuals from a variety of locations so we can have different perspectives present in the interviews. It is also important to look back at past interviews to make sure the individuals chosen weren't already interviewed. More information on how to use the RAND function can be found here: https://www.extendoffice.com/documents/excel/2768-excel-select-random-names.html

If you are conducting 5 interviews, select 15 names so you have more options of people to call. Some folks may not answer, may not have a working number, or may not want to participate in an interview for different reasons. Once you add the 15 names to an excel document, save it, and create columns with these headers:

								Est.				
First	Last	Phone	Addre	Cit	Stat	Zi	Trackin	Date of	Notes	Interview	Paid	Amazon
Name	Name	Number	SS	у	е	р	g	Arrival	:	ID#	?	order#

Next, you have the option to add the tracking numbers for the packages and use the USPS tracking lookup feature on https://tools.usps.com/go/TrackConfirmAction_input to determine when the packages are have arrived, have been picked up, etc.

Once you have determined that a package has been delivered, wait at least one day afterwards to give time for the participant to open it up, go through the contents. After that time, you can call them to request they do an interview with you.

Conducting Interviews:

As soon as they pick up the phone, introduce yourself, say that you are calling for [their name] and that you are with PROJECT NAME. Ask them if they received the care package you sent them, specifying the theme and the items sent in the package, since individuals who may not yet have received the most recent package may think the interview is for the previous package. If they say yes, they received it, ask them if they have had the chance to open and go through the package yet. If they say yes again, say this: We randomly select five people every time we send a care package to do a brief interview about what they

thought of the care packages. The interview would take 20-30 mins, and you would receive a \$20 Amazon gift card as tanks for your time. Once they agree you can read them the consent form, sign and date it, and begin the interview. These materials can be found here: [CONSENT FORM LINK]
Below is an example of the interview guide:

Care Packages: Semi-Structured Interview

Recruitment Script: My name is [name] and I'm calling to ask you a few questions about the PC CARES care package you received in the mail recently that contained [mention a few of the contents of this package]: "Dear self" prompt cards, active listening guide, Yum Earth Gummies, popcorn, temporary tattoos, playing cards, Compassionate Reminders magnet ("your impact on others is more than you know"), mint tea, locking bag instructions, letter/brochure.

We'd like to interview you for 15-20 minutes to find out what you thought about the care package and how you used it. If you choose to complete an interview with me, you will receive a \$20 Amazon.com gift card for participating. Do you have a few minutes to review our consent form and answer a few questions?

[If Yes, proceed to the consent form. Then, ask the questions below.]

- 1. Our intention with the PC CARES care packages is to give people some tools and reminders about simple ways they can promote wellness with young people in their lives. What, if anything, did you (or the young people in your life) like about the most recent PC CARES care package?
 - 1. What, if anything, would make the most recent PC CARES care package better or more useful to you or to the young people in your life?
 - 2. What, if anything, did you or the young people in your life learn from the most recent PC CARES care package?
 - 3. What, if anything, was surprising about the most recent PC CARES care package?
 - 4. What, if anything, didn't make sense about the PC CARES care package?
 - 5. How, if at all, did you or the young people in your life use the most recent PC CARES care package contents?
- → Follow up on any items or info that they don't mention using: "Dear self" prompt cards, active listening guide, Yum Earth Gummies, popcorn, temporary tattoos, playing cards, Compassionate Reminders magnet ("your impact on others is more than you know"), mint tea, locking bag instructions, letter/brochure)
 - 6. Have you joined the *PC CARES at Home* Facebook group? Have you "liked" our page on Facebook?
 - 1. If so, what do you think about it?
 - 2. If not, why have you not joined the group yet?
 - 3. What, if anything, could we do to make the Facebook group better?

If they would like to join the FB group or like the page, offer to send links to each with their copy of the consent form. Here are the links:

Group - https://www.facebook.com/groups/2303624133282810

Page - https://www.facebook.com/pccaresathome

7. Are you interested in learning more about what you can do for wellness in your community?

→ *If yes:* Our website, WEBSITE ADDRESS, has up-to-date information about what we are currently doing. Would you like to be added to our mailing list? We send project updates, notable research findings, presentations, that kind of thing. Email address:

- 8. There may be suicide prevention efforts going in your area that we can connect you with. We can put you in touch with someone who is working on this in your village or your region. If so, what is the best way to contact you?
- 9. Is there anything else we should know that might help us improve our work in the future?

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Once you have finished an interview you can assign them a participant ID. One option is the airport code associated with the city/village they reside in https://en.wikipedia.org/wiki/List_of_airports_in_Alaska and the date. For example, someone living in Ambler who was interviewed on November 1, 2021 would have the participant ID AFM1112021. This ID will keep their identity separate from their responses, which is important for protecting their anonymity. For your records, the participant ID should be the name of the signed consent form, interview notes, and should be added to the call list in the Interview ID # column.

If the interviewee would like, you can email a copy of the signed consent form with a message like this:

Thanks again for your time this morning! It was great talking to you. I just sent the gift card through Amazon, and attached is your copy of the interview consent form. Please let me know if you have any questions or concerns.

You mentioned wanting the link to join the <u>Facebook group</u>. You can also <u>"like" us on Facebook</u> to see updates and info from the PC CARES team. Last, you can join our email newsletter list to <u>subscribe to project updates</u> like upcoming training opportunities, recently published articles, etc.

Survey Drawing:

Respondents to the 1-page Care Package Survey will be entered to win a \$50 Amazon gift card. After all mailed surveys have been entered online and 4-5 weeks have passed to allow people time to respond, create a list of people who completed the survey. You can export the list from your online survey tool (REDCap, Qualtrics, Survey Monkey, etc.).

Use the following excel formula =INDEX(\$A:\$A;RANDBETWEEN(1;COUNTA(\$A:\$A));1)

If there are 20 rows of names then the formula would be changed to

A random name will then be chosen and that will be the winner.

Send the drawing winner their \$50 gift card by following the steps below:

STEPS TO BUYING A GIFT CARD INCENTIVE FOR YOUR AGENCY

Appendix B: Sample Budget

			Care Package	e Budget					
Quantity = ~200									
ltem	Price	Units	Per Packet	# per order	\$ per order	# of orders we need	Total	Date arriving to ISR	Arrived?
Item 1	\$1.00	100		2	\$50.00	2	\$100.00		
Item 2	\$4.00	100	2	1	\$100.00	4	\$400.00		
Item 3	\$2.00	100		1	\$50.00	4	\$200.00		
Item 4	\$0.25	200		2	\$50.00	1	\$50.00		
Item 5	\$0.50	200	1	1	\$50.00	2	\$100.00		
Item 6	\$0.25	400		1	\$50.00	1	\$50.00		
Printing Material 1	\$0.50								
Printing Material 2	\$0.50								
Printing Material 3	\$0.50								
Printing Material 4	\$0.50								
Printing Material 5	\$0.50								
Printing Material 6	\$0.50								
Printing Material 7	\$0.50								
Price per participant packet (budget goal	\$11.50								
Shipping & Processing estimate									
Grand total									

Appendix C: Care Package Survey Consent Form

If you wish to complete this survey you can <u>either</u> fill it out and mail it back to us in the envelope provided **OR** take the survey online by following this link: https://bit.ly/3rrWT53



UNIVERSITY OF MICHIGAN CONSENT TO BE PART OF A RESEARCH STUDY

KEY INFORMATION ABOUT THE RESEARCHERS AND THIS STUDY

Study title: Promoting Community Conversations About Research to End Suicide (PC CARES at Home)
Principal Investigator: Lisa Wexler, PhD, University of Michigan in collaboration with Kawerak and Norton

Sound Health Corporation , Maniilaq

Study Sponsor: National Institutes of Health

Thank you for your interest in joining our research project aimed at improving PC CARES Packages which aim to increase wellness and prevent suicide. We'd love to find out what you think about this Care Package. If you complete this survey and send it back to us with your name, *you will be entered into a raffle to win a \$50 Amazon.com gift card.*

Study Purpose: This study will help us evaluate how well PC CARES Packages work, so we can make it better in an effort to support wellness and prevention in your community.

Who Can Participate? Anyone aged 18+ who receives PC CARES at Home Care Packages can participate in this study. We expect to have approximately 100 people participate in this research over the course of the next few years.

Study Participation: The survey will ask about the PC CARES Package you received, and will take less than 10 minutes. The entire study will be completed in 2023.

Information about Study Risks and Benefits: There is very few (if any) risks in participating in this survey. There is a small risk that the interview will bring up hard feelings about things you may not have done to increase wellness.

The benefit of participating is that you will help us understand how PC CARES Packages are helpful to you. **Ending the study:** You are free to stop the interview at any time: no problem. Just don't send in this survey. **Protecting and Sharing Research information:** Your information will be private. All paper surveys will be stored in a locked file cabinet and all electronic records will be stored on secure password-protected servers. Only Dr. Wexler and her direct research staff will have access to your records. Your data will not be shared with other researchers or used for any future research studies. All results that are made public will be summary results. All information will be de-identified, which means that it will not contain your name or other information that can directly identify you. Summary results will be shared with Tribal leadership and may appear in scientific literature.

Special Requirements: To protect your privacy, this research holds a Certificate of Confidentiality from the National Institutes of Health. This means that we cannot be forced to disclose any research information that may identify you, even by a court subpoena, in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings. For additional information about the CoC please contact the Principal Investigator.

Contact Information: To (1) get more information about the study, (2) ask about the study procedures, (3) report an illness, injury, or other problem, (4) Leave the study before it is finished or (5) express a concern about the study, please contact Principal Investigator, **Lisa Wexler at Iwexler@umich.edu or (413) 824-1190**

If you have questions about your rights as a research participant, or wish to obtain information, or discuss any concerns about this study with someone other than the researcher(s), please contact the following: University of Michigan

Health Sciences and Behavioral Sciences Institutional Review Board (IRB-HSBS)

2800 Plymouth Road

Building 520, Room 1169 Ann Arbor, MI 48109-2800 Telephone: 734-936-0933 or toll free (866) 936-0933 Fax: 734-936-1852 E-mail: irbhsbs@umich.edu

Or

Alaska Area IRB: 907-729-3924 (collect calls accepted) akaalaskaareaIRB@anthc.org

Norton Sound RERB: (907) 443-3304 / research@nshcorp.org Dr. Klejka at YKHC Human Subjects Committee (907) 543-6028

Appendix D: Small Acts of Kindness Care Package Survey



TELL US WHAT YOU THINK

This survey includes some questions about your care package. It should take less than 5 minutes and will help us improve PC CARES packages and activities in the future.

Please fill out this quick survey and send it back to us in the enclosed envelope. THANK YOU!

Circle the number which best reflects your feeling:								
	Agree	Agree Unsure D			Disa	Disagree		
1. I remember what PC CARES is	1	2	3	4	5	6	7	
2. This package gave me simple ways that I can promote wellness	1	2	3	4	5	6	7	
3. I am happy that the PC CARES team sent this package to me	1	2	3	4	5	6	7	
4. The information shared in the letter seems right to me	1	2	3	4	5	6	7	
5. I feel comfortable doing a small act of kindness (like sharing a gift or message), even if I don't know the person really well	1	2	3	4	5	6	7	
6. The letter describing 'non-demanding' messages made sense to me	1	2	3	4	5	6	7	
7. This package gave me small gifts I want to share with others	1	2	3	4	5	6	7	
8. Sharing some things from this package can show someone I care	1	2	3	4	5	6	7	
9. I understand why I received this package	1	2	3	4	5	6	7	
10. I would like to receive more packages like this one	1	2	3	4	5	6	7	

Mark the circles to show us what you did (or pl	an to do):	To someone I know well	To someone I <u>don't</u> know well
I read the enclosed letter O	I gave some treats	О	O
I (and/or my family) ate the enclosed treats O	I gave a "You Matter" card	О	O
I hung a Careline magnet in my home O	I gave a Careline magnet	О	O

What was the best part of getting this package?	
Do you have any suggestions for what would make future care packages better/more useful to you?	

Appendix E: Talk with Youth Care Package Survey

WHAT DID YOU THINK OF THIS PACKAGE? Please share your thoughts with us.

This survey includes some questions about your care package. It should take less than 5 minutes and will help us improve PC CARES packages and activities in the future. Please fill out this quick survey and send it back to us in the envelope we provided. THANK YOU!

Circle the number which best reflects your feeling:							
	Agree	Unsure			Disa	е	
1. I remember what PC CARES is	1	2	3	4	5	6	7
2. This package gave me simple ways that I can promote wellness	1	2	3	4	5	6	7
3. I am happy that the PC CARES team sent this package to me	1	2	3	4	5	6	7
4. The information shared on the card seems right to me	1	2	3	4	5	6	7
5. I feel comfortable listening well: not giving advice; just hearing someone	1	2	3	4	5	6	7
6. The card describing how to listen well made sense to me	1	2	3	4	5	6	7
7. This package made me want to spend more time talking with youth	1	2	3	4	5	6	7
8. Youth want adults in their life to talk with them more often	1	2	3	4	5	6	7
9. Spending time talking to youth can help with wellness	1	2	3	4	5	6	7
10. I understand why I received this package	1	2	3	4	5	6	7

Mai	rk the circles to show us what you did (or plan to		
О	I read the enclosed letter	О	I spent (or will spend) time playing cards with youth
О	I talked (or will talk) to a youth about what is happening in her/his life	О	I spent (or will spend) time sewing or sharing snacks with a young person in my life
О	I spent (or will spend) time berry picking with youth	О	I joined (or will join) the PC CARES At Home Facebook group
О	I used (or will use) the question cards to start a conversation with a young person in my life		Other:

What was the best part of getting this package?

Do you have any suggestions of what would make future care packages better/more useful to you?





Would you like to receive more PC CARES Care Packages in the future?

We will continue sending packages about every other month to those who sign up. If you would not like any more Care Packages, the next (third) package you will get will be the last one. Future PC CARES Care Packages will focus on:

- Supportive listening
- Small ways to show support
- Safe homes
- Grief and healing
- Healthy youth development
- Your ideas:

If you would like to sign up, we need your mailing information so we can send the care packages directly to you.

	Name:				
		Last	First		MI
2	Email:				
R	Phone:				Call
					Text
3	Mailing Address:				
		P.O. Box	City/Town	State	Zip Code
5	By signing below, I ackn	owledge that I want to co	ontinue to receive care packa	ges:	

Please note that if you do <u>not</u> send this form back, the next care package will be the last one we will give you



Appendix F: Listening Well Care Package Survey

WHAT DID YOU THINK OF THIS PACKAGE?

Fill out for a chance to win a \$50 Amazon.com gift card

In order to be entered into our raffle or for us to send you additional care packages, we need to know your name, but we will not use your name for any other purpose, and your name will not be connected to your data.

Name:	

Please circle Yes or No for the questions below:		
1. I am 18 years old or older.	Yes	No
2. I'm happy for PC CARES at Home to use the information I share here.	Yes	No
3. I would like to receive more packages like this one (If yes, make sure your name is on this survey)	Yes	No

If you are willing to answer these questions to help us improve PC CARES At Home, please continue:							
Circle the number which best reflects your feeling:	Agree		Unsure		Dis	эе	
4. I know what the PC CARES team is trying to do with this package	1	2	3	4	5	6	7
5. This package gave me simple ways that I can promote wellness	1	2	3	4	5	6	7
6. I am happy that the PC CARES team sent this package to me	1	2	3	4	5	6	7
7. The information about emotions on the card seems right to me	1	2	3	4	5	6	7
8. I understand how information from this package can be helpful	1	2	3	4	5	6	7
9. I want to use the ideas from this package with young people in my life	1	2	3	4	5	6	7
10. Talking about emotions can be beneficial	1	2	3	4	5	6	7
11. I feel comfortable asking young people how they are feeling	1	2	3	4	5	6	7
12. The card describing the differences between triggers-emotions- responses made sense to me	1	2	3	4	5	6	7

Mar do)	k the circles to show us what you did (or plan to	I (a	I (and/or my family) used:					
О	I read the enclosed card	О	The ideas about triggers-emotions-responses					
О	I joined (or will join) the PC CARES At Home Facebook group	О	The Wheel of Emotions to help describe a feeling					
О	I created opportunities for youth to talk about their emotions	О	The Self-Care Wheel reminds me of ways to find balance and cope with stress					

What was the best part of getting this package?

Do you have any suggestions of what would make future care packages better/more useful to you?

Appendix G: Restful Sleep Care Package Survey

WHAT DID YOU THINK OF THIS PACKAGE?

Fill out and mail back within the next week for a chance to win a \$50 Amazon.com gift card

In order to be entered into our raffle or for us to send you additional care pac	•	•	our name, but
we will not use your name for any other purpose, and your name will not be of	connected	to your data.	
Full name:			
Mailing address (P.O. Box/street, city, state, zip):			
If you win the raffle, where should we send the gift card?: O Mailing address	O Email:		
Please circle Yes or No for the questions below:			
4 1 40 11 11			

Yes	No
Yes	No

If you are willing to answer these questions to help us improve PC CARES at Home, please continue:							
Circle the number which best reflects your feeling:		Agree		Unsure		Disagree	
3. I know what the PC CARES team is trying to do with this package	1	2	3	4	5	6	7
4. This package gave me simple ways that I can promote wellness	1	2	3	4	5	6	7
5. I am happy that the PC CARES team sent this package to me.	1	2	3	4	5	6	7
6. The information about the importance of sleep seems right to me.	1	2	3	4	5	6	7
7. I understand how information from this package can be helpful.	1	2	3	4	5	6	7
8. I want to use the ideas from this package with young people in my life.	1	2	3	4	5	6	7
9. Getting enough restful sleep promotes well-being.	1	2	3	4	5	6	7
10. I can make small changes to help the youth in my life get enough sleep.	1	2	3	4	5	6	7
11. The card describing healthy sleep habits made sense to me.	1	2	3	4	5	6	7

Mark the circles to show us what you did (or plan to do):			nd/or my family) used:
O	I read the enclosed card	O	Decaf coffee and Sweet Dreams Tea
О	I joined (or will join) the PC CARES at Home Facebook group: https://bit.ly/2PJRn0j	O	Ear plugs
О	I put up the magnet showing how much sleep we really need	О	Hand lotion or Chapstick

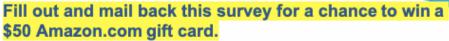
at was the best part about getting this package?
--

What do you think could make future care packages better/more useful to you?

Appendix H: Healthy Living Care Package Survey

WHAT DID YOU THINK OF THIS PACKAGE?

Full name:





To be entered into our raffle, we need to know your name, but we will <u>not</u> use your name for any other purpose, and your name will not be connected to your answers.

If you win the raffle, where should we send the gift card?: O Mailing address O Email a Phone Number:	ddress:	
Please circle Yes or No for the questions below:		
1. I am 18 years old or older.	Yes	No
2. I'm happy for PC CARES at Home to use the information I share here.	Yes	No

Mailing address (P.O. Box, city, state, zip):

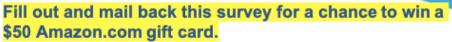
If you are willing to answer these questions to help us improve PC CARES at Home, please continue:							
Circle the number which best reflects your feeling:	Ag	Agree Unsure Dis			isagr	ee	
3. This package made a good case for youth to get 60 or more minutes of physical activity per day.	1	2	3	4	5	6	7
4. I have more ways to promote wellness after receiving this PC CARES package.	1	2	3	4	5	6	7
5. I am happy that the PC CARES team sent this package to me.	1	2	3	4	5	6	7
6. The information about the benefits of physical activity for youth seems right to me.	1	2	3	4	5	6	7
7. I understand how health information from this package can be helpful.	1	2	3	4	5	6	7
8. I can imagine myself actually using what I learned from this package.	1	2	3	4	5	6	7
9. Getting enough exercise can prevent suicide.	1	2	3	4	5	6	7
10. I can make small changes to help the young people in my life get enough exercise.	1	2	3	4	5	6	7
11. The information shared in this package made sense to me.	1	2	3	4	5	6	7
12. A lot of thought and care went into the material for this package.	1	2	3	4	5	6	7

	k the circles to show what you did plan to do):	I (a	nd/or my family) used:
О	I read the enclosed exercise information card.	О	Handball, exercise tracker, water tracker, or Pixee Spoon.
О	I joined (or will join) the PC CARES at Home Facebook group: https://bit.ly/2PJRn0j	О	Fruit crisps, almonds-on-the-go, electrolyte packets, light roast coffee, and green tea.
О	I put up the CDC exercise recommendations magnet or shared it with someone.	О	Berry picking buckets, bug repellent lotion, and deck of cards.

What was the best part about getting this package?	
What do you think could make future care pockages better/mare useful to you?	
What do you think could make future care packages better/more useful to you?	
what do you think could make luture care packages better/more useful to you?	

Appendix I: Reach Out to Youth Care Package Survey

WHAT DID YOU THINK OF THIS PACKAGE?





To be entered into our raffle, we need to know your name, but we will <u>not</u> use your name for any other purpose, and your name will not be connected to your answers.

pu	purpose, and your name will not be connected to your answers.										
If y	Full name:Mailing address (P.O. Box, city, state, zip): If you win the raffle, where should we send the gift card?: O Mailing address O Email address: Phone Number:										
Please circle Yes or No for the questions below:											
1. l a	am 18 years old or older.				Yes	No					
2. P	C CARES at Home can use the information I share her	e fo	r improvement.		Yes			No			
lf yc	ou are willing to answer these questions to help us i	imp	rove PC CARES a	t Ho	me, p	oleas	e co	ntinu	e:		
Circle the number which best reflects your feeling:						e	Uns	ure			
3. This package helped me see the importance of reaching out to young people.				1	2	3	4	5	6	7	
4. This PC CARES package gave me more ideas for how I can reach out to young people in my life.				1	2	3	4	5	6	7	
5. I am happy that the PC CARES team sent this package to me.				1	2	3	4	5	6	7	
6. The information about 'non-demanding' care seems right to me.				1	2	3	4	5	6	7	
7. 1 :	see how the suggestions in this package can help me re	each	n out to youth.	1	2	3	4	5	6	7	
	can imagine myself actually reaching out to young peop receiving this package.	ole a	little differently	1	2	3	4	5	6	7	
	eaching out to young people in my life with non-demande a positive difference.	ding	support can	1	2	3	4	5	6	7	
10. ا	can do small things to support the young people in my	life		1	2	3	4	5	6	7	
11. ⁻	The information shared in this package made sense to	me.		1	2	3	4	5	6	7	
12. This care package was well done.				1	2	3	4	5	6	7	
Mar	k the circles to show what you did (or plan to do):	I (a	ind/or my family)	SHA	RED	OR (JSED):			
Ο	I read the enclosed information card about how to reach out to young people.	О	Stickers, or You M	/latte	r / Ha	рру I	Day c	ards			
О	I joined (or will join) the PC CARES at Home Facebook group: https://bit.ly/2PJRn0j	О	Fruit crisps, gum,	fruit	snacl	(S					

О	I put up the quote magnet or shared it with someone.	О	Fidget spinner pop toys
What	t was the best part about getting this package?		
What	t do you think could make future care packages better	r/more	useful to you?

Appendix J: Safe Homes Care Package Survey



To be entered into our raffle, we need to know your name, but we will not use your name for any other purpose, and your name will not be connected to your answers.

pu	purpose, and your name will not be connected to your answers.											
If :	Full name:Mailing address (P.O. Box, city, state, zip): If you win the raffle, where should we send the gift card?: O Mailing address O Email address: Phone Number:											
Plea	ase circle Yes or No for the questions below:											
1. I a	am 18 years old or older.				Yes			No				
2. P	C CARES can use the information I share in this surve	y for	improvement.		Yes				No			
lf yo	ou are willing to answer these questions to help us	imp	rove PC CARES a	t Ho	me, p	oleas	e co	ntinu	e:			
Circle the number which best reflects your feeling:						e	Uns	ure				
3. This package helped me see the importance of making homes safer.				1	2	3	4	5	6	7		
4. This package gave me more ideas for how I can make homes safer.					2	3	4	5	6	7		
5. I am happy that the PC CARES team sent this package to me.				1	2	3	4	5	6	7		
6. The information about safe homes seems right to me.				1	2	3	4	5	6	7		
7. I see how the suggestions in this package can help me make my home safer.				1	2	3	4	5	6	7		
	can imagine myself making some of the suggested chaing mental health numbers on my refrigerator, securing	_		1	2	3	4	5	6	7		
	laking these simple changes to the home can help previed about someone.	ent	suicide when	1	2	3	4	5	6	7		
	I can regularly check to see who has easy access to meno in my house limit easy access.	edic	ations, guns and	1	2	3	4	5	6	7		
11.	The information shared in this package made sense to	me.		1	2	3	4	5	6	7		
12.	This care package was well done.			1	2	3	4	5	6	7		
Mar	k the circles to show what you did (or plan to do):	I (a	nd/or my family):									
О	I read the enclosed information card about how to keep my home safer.	О	Put pills in the loc	king	medi	catio	n bag	l				
О	I joined (or will join) the PC CARES at Home Facebook group: https://bit.ly/2PJRn0 j	О	Enjoyed the cooki	es, h	ot co	coa,	tea					

О	I put up the mental health resource magnet or shared it with someone.	О	Looked at or shared the picture of the house with ideas about how to make homes safer.					
What	What was the best part about getting this package?							
What do you think could make future care packages better/more useful to you?								
VVIIA	do you think doubt make luture date packages bettern		deful to you:					
VVIIA	do you trillik codia make future care puckages better/r	11010	userui to you:					

Appendix K: Building Connections Care Package Survey

WHAT DID YOU THINK OF THIS PACKAGE?



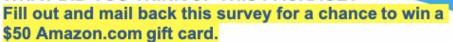
Fill out and mail back this survey for a chance to win a \$50 Amazon.com gift card.

	o be entered into our raffle, we need to know your name, but urpose, and your name will not be connected to your answers		vill <u>not</u> use your name	e for a	any ot	her				
If	ull name:Mailing address (P.O. Box you win the raffle, where should we send the gift card?: O Mahone Number:			ldress	s:					
Ple	ase circle Yes or No for the questions below:									
1. I	am 18 years old or older.				Yes				No	
2. F	PC CARES can use the information I share in this survey	/ for	improvement.	Yes No						
lf y	ou are willing to answer these questions to help us i	impı	rove PC CARES a	t Hor	ne, p	lease	con	tinue) :	
Cir	cle the number which best reflects your feeling:			Agr	ee	Un	sure	Di	sagr	ee
3. 7	This package helped me see the importance of listening t	o yo	outh.	1	2	3	4	5	6	7
4. 7	This package gave me ideas about how to support youn	g pe	ople in my life.	1	2	3	4	5	6	7
5. I	am happy that the PC CARES team sent this package to	to m	e.	1	2	3	4	5	6	7
	The information shared in this care package about building people in my life seems right to me.	ng c	onnections with	1	2	3	4	5	6	7
	see how the ideas in this package can help me make start the young people I know.	trong	ger connections	1	2	3	4	5	6	7
	can imagine myself teaching or modeling cultural value ny life to build caring connections with them.	s wi	th young people	1	2	3	4	5	6	7
9. Teaching and living Yup'ik and Iñupiat cultural values can build caring connections with youth.				1	2	3	4	5	6	7
	I plan to act on at least one idea offered here to help cod, their culture, and other caring adults.	nne	ct youth with the	1	2	3	4	5	6	7
11.	The information shared in this package made sense to	me.		1	2	3	4	5	6	7
12.	This care package was well done.			1	2	3	4	5	6	7
Ма	rk the circles to show what you did (or plan to do):	I (a	nd/or my family):							
О	I read the enclosed information card about how to connect to youth.	О	Read or shared the and prompts with	yout	h.			•		
О	I joined (or will join) the PC CARES at Home Facebook group: https://bit.ly/2PJRn0j	О	Enjoyed the popo	orn, p	olayin	ig car	ds, ar	าd m	int te	a.
_	I put up the magnet or shared it with someone.	\cap	Read or tried som	e of	the a	ctive	listeni	na ti	ps	

What do you think could make future care packages better/more useful to you?				
What was the best part about getting this package?				
what was the best part about getting this package:				
If you need to change your shipping information, please write down your new address below:				

Appendix L: Finding Balance Care Package Survey

WHAT DID YOU THINK OF THIS PACKAGE?

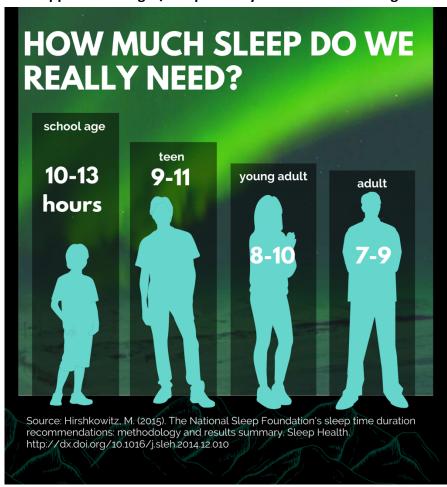


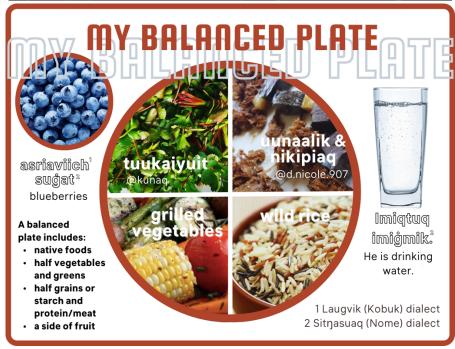
To be entered into our raffle, we need to know your name, but we will <u>not</u> use your name for any other purpose, and your name will not be connected to your answers.

lf y	Il name:Mailing address (P.O. Box you win the raffle, where should we send the gift card?: O Ma one Number:			ldres	s:					
Plea	se circle Yes or No for the questions below:									
1. l a	am 18 years old or older.				Yes				No	
2. P	C CARES can use the information I share in this survey	/ for	improvement.		Yes				No	
If yo	ou are willing to answer these questions to help us i	mpı	ove PC CARES at	t Ho	me, p	leas	e con	inue) :	
Circ	le the number which best reflects your feeling:			Agr	ee	Ur	sure	Di	sagr	ee
3. TI	nis package helped me see the importance of a healthy,	, bal	anced life.	1	2	3	4	5	6	7
	4. This package gave me ideas about how different areas of wellness affect each other.						4	5	6	7
5. l a	am happy that the PC CARES team sent this package t	o m	e.	1	2	3	4	5	6	7
6. The information shared in this care package about finding healthy balance seems right to me.					2	3	4	5	6	7
7. The information in this package reminded me of ways for me and/or the youth in my life live in a more balanced and healthy way.					2	3	4	5	6	7
8. I can imagine myself engaging and sharing cultural values with young people in my life to build a healthy lifestyle together.				1	2	3	4	5	6	7
9. Going outside more and experiencing Yup'ik and Iñupiaq traditions can help youth gain a stronger sense of spiritual connection.				1	2	3	4	5	6	7
10. I plan to act on at least one idea offered here to practice healthy habits.				1	2	3	4	5	6	7
11. The information shared in this package made sense to me.				1	2	3	4	5	6	7
12. This care package was well done.				1	2	3	4	5	6	7
Mar	k the circles to show what you did (or plan to do):	I (a	nd/or my family):							
О	I read the enclosed information card about how show yourself appreciation by doing something small for your mental, emotional, physical or spiritual help.					ush c	or			
О	I joined (or will join) the PC CARES at Home Facebook group: https://bit.ly/2PJRn0j									

О	I put up the "My Balanced Plate" magnet about eating traditional, local foods as part of a balanced diet.	О	Tried some of the healthy-eating tips from "My Balanced Plate".						
Wh	What was the best part about getting this package?								

Appendix M: Ages/Sleep and My Balanced Plate Designs





Appendix N: Conversation Starter cards

These cards are focused on strengthening healthy relationships and connections between youth and adults by getting conversation flowing. Bring them out on car rides, at meals, or out at camp.

Littles

- 1. What is the nicest thing you did for someone today? What is the nicest thing someone did for you?
- 2. If our family could have any animal in the world as a pet, what would you like to have? Why?
- 3. What made you smile (or laugh or giggle or cry or feel sad or feel happy) today? Why?
- 4. What is one of your favorite colors? Do you see anything of that color here?
- 5. If you were a teacher what rules would you make?
- 6. If you could make up your own holiday what would it be called? What would we do on this day?
- 7. What is something that makes you happy?
- 8. Would you rather play inside all day or play outside all day? Why?
- 9. How do you feel today?
- 10. What do you think you are good at?

Kids

- 1. What television show, movie, or book would you want to live in? Why?
- 2. What is a job that really interests you? Why? Do you know anyone with that job? Who?
- 3. What is something you used to be afraid of but are not afraid of now?
- 4. Do you think it is ever OK to yell at another person? When or for what reasons?
- 5. If you could change one thing that happened to you today, what would it be? How would you make it different?
- 6. What makes you different from the person sitting next to you? What makes you the same?
- 7. What makes a person a good friend?
- 8. How have you been a good friend, brother, or sister lately?
- 9. What was the best part of your day today? What was the worst part?
- 10. What's your favorite berry or local food?

Teens

- 1. What is your favorite tradition? What makes you like it the most?
- 2. What traditions would you like to pass on to others?
- 3. What does the word respect really mean? How do people show each other respect?
- 4. What are some things you love about your school? What are some things you would change?
- 5. What do you like about our community/village? What could you do to make it better? What could adults do?
- 6. What does a good role model do? Is it different for teens and adults to be role models? What makes it hard to be a good role model?
- 7. Name someone you admire and share what it is about them that inspires you.

ΑII

- 1. What is your favorite time of the year?
- 2. What is the best way for people to show you they love you?
- 3. What is the best thing for you to do when you feel angry?
- 4. What is something you enjoy doing with family?
- 5. What is something you have always wanted to try but never have?
- 6. Who is someone who encourages you? What do they do to encourage you?
- 7. Tell about a time when you felt scared. What did you do?
- 8. How do you feel about your name? Do you know where it came from?
- 9. Share advice someone gave you that really helped you.

- 8. How do people act differently online than in person? What makes it different? How do you wish people would treat each other online?
- 9 If you could guarantee one item you own would never break, wear out, or get lost, what item would you choose?
- 10. If you could have any superpower, what would it be? Why? If you had that superpower for one day, what would you do?
- 10. Tell about a family or community tradition that you enjoy.