WATER FOR SOUTH SUDAN PROJECT OVERVIEW

PROJECT VISION

The class of 2020 has a vision to make a difference by providing clean water for South Sudan, to bring hope and give them the chance to have some of the opportunities that we have.

PROJECT SUCCESS MAP

♦ PROJECT GOAL: Raise $15,000 by Dec. 15th to fund a well in South Sudan
♦ Set project targets, monitor and celebrate success
♦ Recruit ALL district students, teachers, administrators, staff & family to help

PROJECT PLAN

⇒ Organize the 7th Grade class of 2020 by leadership and function groups
⇒ Assign responsibilities by function

GROUP/TEAM RESPONSIBILITIES

♦ Establish group working agreement
♦ Organize group by role & responsibilities
♦ Clarify objective and interim steps/targets
♦ Monitor & report weekly progress towards objective & targets
♦ Reflect on group effectiveness

EACH PROJECT TEAM MEMBER (7th GRADE STUDENT) RESPONSIBILITIES

♦ Actively participate in assigned group
♦ Complete assigned group duties effectively & on time
♦ Write persuasive essay, speech or letter
♦ Submit weekly progress monitoring report
♦ Fundraise

♦ Write a reflective “lessons learned” essay on the project

♦ Extra credit for participation in each project related after school event or activity
PROJECT GOAL: RAISE $15,000 BY DEC 15TH, 2014 TO FUND A WELL IN SOUTH SUDAN

PHASE 1: Planning & Preparation Week of Oct 27-31
- Establish Group working agreements
- Assign team member roles
- Prepare presentations
- ALL WEEKLY TEAM MEMBER & GROUP PROGRESS REPORTS DUE OCT 31

PHASE 2: Implementing Week of Nov 3-7
- Community & District Presentations
  - Letters distributed
- Posters & goal charts displayed
  - Water Wednesdays begin
  - Daily water “factoids” begin
  - First Extended LT meeting
- ALL TEAM MEMBER ESSAYS, LETTERS OR SPEECHES DUE BY NOV. 7
- ALL WEEKLY TEAM MEMBER & GROUP PROGRESS REPORTS DUE NOV 7

PHASE 3: Executing & Progress Monitoring Weeks of Nov 10 thru Dec 12
- Daily water “factoids”
- Water Wednesdays
- Monitor progress & implement alternate strategies if needed
  - Weekly ELT Meetings
- ALL WEEKLY TEAM MEMBER & GROUP PROGRESS REPORTS DUE NOV 14, NOV 21, DEC 1, DEC 12

PHASE 4: DELIVER & REFLECT ON LESSONS LEARNED Week of Dec 15-19
- PRESENT DONATIONS TO WATER FOR SOUTH SUDAN REPRESENTATIVE
  - ALL TEAM MEMBER & GROUP REFLECTIONS DUE Dec 18th
PROJECT GOAL RAISE $15,000 BY DEC 15TH, 2014 TO FUND A WELL IN SOUTH SUDAN

FUNCTIONAL GROUPS & RESPONSIBILITIES

LEADERSHIP TEAM (LT) — Oversees the whole project and "leads the charge" to attain the project goal; ensures interim targets are met and implements alternate strategies when necessary; provide "whole project" direction & communications; coordinate Water Wednesdays & daily water "factoids." Team LT members include 2 positions listed below + ALL Directors + ALL 1st period team members.

♦ Project Executive Director— Oversees the project as a whole, meets regularly with Mrs. Kellogg & functional directors and leadership team members to ensure progress towards project goal.

♦ Project Assistant Executive Director—Assists with oversight of project as a whole and works closely with the Project Exec Director, filling in when the PED is not available. Maintains Project Calendar.

EXTENDED LEADERSHIP TEAM (ELT)- Responsible for project preparation, implementation, execution & progress monitoring to ensure successful completion on time. The ELT includes the LT + ALL Leads

COMMUNITY OUTREACH TEAM — Coordinates scheduling, communications, and interactions with community & school organizations to include Administration, Board of Education, Faculty Association, NHS, NJHS, Student Council, & Rotary.

♦ Director of Community Outreach— Coordinates scheduling, communications, and interactions with community & school organizations

♦ Community Outreach Lead—Works closely with the Director of C. O. to report dates of presentations, events & activities for assigned organization. Oversees the participant sign ups for after school activities & events. Works alongside the Director with the Community & School organizations to coordinate all activities & events. Responsible for weekly progress reports of activities.

♦ Community Outreach Captains— Work closely with the Director &/or Lead of C. O. to report dates of presentations, events & activities for assigned organization. Oversees the group presentation creation process & works with team to establish working agreement & assign team member roles. Coordinates project team members at after school activities & events.

♦ Community Outreach Team Members— Responsible for helping create and actively participating in presentations &/or activities &/or events of the team.

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FUNCTIONAL GROUPS & RESPONSIBILITIES (continued)

DISTRICT OUTREACH TEAM - Coordinates scheduling, communications, and interactions with the student population of the district K-12. Responsible for assigned grade level presentations & the execution & monitoring of the project for the assigned grade levels. Must alert ELT/LT & Mrs. Kellogg with any concerns as the project progresses.

♦ Director of District Outreach – Coordinates scheduling, communications, and interactions with the student population of the district K-12
♦ District Outreach Lead – Works closely with the Director of D. O. to report dates of presentations for assigned grade levels and report on progress. Oversees the group presentation creation process for assigned grade levels. Responsible for weekly progress reports of the assigned grade levels.
♦ District Outreach Grade Level Captains (GLC) - Works closely with D.O. Lead. Oversees the group presentation creation process & works with team to establish working agreement & assign team member roles. Responsible for reporting presentation dates & progress monitoring.
♦ District Outreach Team Members - Responsible for helping create and actively participating in presentations &/or activities &/or events of the team.

PROJECT MARKETING & COMMUNICATIONS (MARCOM) - Oversees creation of project wide communications, to include letterhead, posters, project calendar, project flyer & goal charts. Responsible for disseminating project wide material as needed & updating progress posters/charts weekly.

♦ Director of Project Marketing & Communications (MARCOM) - Oversees creation of project wide communications, to include letterhead, posters, project calendar; project flyer & goal charts.
♦ MARCOM Lead - Works closely with the Director of MARCOM. Responsible for disseminating project wide flyers & other communication tools. Requests needed materials to support fundraiser needs.
♦ MARCOM Captain - Oversees creation of project wide material as assigned.
♦ MARCOM Team Members - Create project wide materials as needed.

FINANCE TEAM – Oversees project financials, to include setting team & weekly targets, weekly collection & tallying of donations, monitoring & reporting of progress towards project goal. The finance team will determine the “what, when & how” the donations will be collected. The finance team will also work closely with NHS to coordinate deposits of the collected donations.

♦ Finance Controller – Oversees project financials, to include setting team & weekly targets, weekly collection & tallying of donations, monitoring & reporting of progress towards project goal.
♦ Finance Lead – Works closely with the Finance Controller. Responsible for assigned grade levels weekly donation collection, tracking & reporting. Reports any concerns to the FC &/or LT member + Mrs. Kellogg immediately.
♦ Finance Grade Level Captains (GLC)- Works closely with Finance Lead to accurately collect, record & report donations on a weekly basis.