

## DCPS Adopt-a-School: Activities Planning Checklist

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Before hosting an activity together, schools and partners should align along several important logistical points. Outlined below is a checklist of items both schools and partners consider leading up to an activity.

### Student Selection and Permission Forms

- How many students will be involved in the activity?
- How old are the students involved in this activity?
- Will permission slips need to be signed?
- Will media release forms be required for this event?
  - If yes, how will the school and partner ensure that only students with submitted forms are captured in footage?

### Transportation and Supervision

- What time would you like students to arrive for activity?
  - Remember to build in cushion time for metro delays.
- What transportation is needed, if any, for the event? Who will cover the costs of this transportation?
  - Be sure to include adult chaperones in final attendance numbers*
- How many chaperones are needed to assist with transporting and supervising students?
- Who will be the primary point of contact for student transportation?
- Who will receive the students when they arrive?

### Event Logistics

- What time will your activity begin?
- What time will your activity end?
- Is this activity before or after school?
  - Don't hesitate to push back on events that take away from instructional time
- Is lunch included in your activity?
  - If not, and students need to bring their own, is there space for lunch storage?
- Are there restrooms available for student use? (if applicable)

### Pre-event preparations

- How should the students be prepared for this event in order to maximize their learning and engagement?
- How should any non-school staff be prepared for this event in order to maximize the quality of their engagement with students? (*i.e.-do the non-school adults have experience in facilitating Q&A with high school students?*)

### Communications

- Have you shared this event with relevant school staff?
- Would your school community like to be notified?
- Given that this event is linked to the Adopt-a-School partnership, have you shared this upcoming activity with the Adopt-a-School Program? (email [adoptaschool@dc.gov](mailto:adoptaschool@dc.gov))