Timeline for Positive Purpose Project Showcase

Blue Italics – Teacher/Staff Tasks for Coordinating Showcase
Red – Involves Student Ambassadors

September:
- Designate a Positive Purpose Project (PPP) Point Person
- Optional: Form a PPP committee

October
- Ambassador elections
  - Point Person supports teachers with elections, as necessary
- Decide when/where PPP meetings will be held and who will lead them (likely PPP point person or a member of the committee)
- Set dates for November PPP meetings

November:
- Prep for PPP Meetings
- Ambassador PPP Meeting 1: Ambassadors Orient to roles and Sign Contracts
- Ambassador PPP Meeting 2: Skillbuilding and Teamwork

December:
- Ambassador PPP Meeting 3: Brainstorm ideas for PPP
- Ambassador PPP Meeting 4: Select idea for PPP
- Schedule meeting between Administrators and Ambassadors for January

January
- Ambassador PPP Meeting 5: Create PPP Proposal and Practice Presenting
  - [OUTSIDE MEETING STRUCTURE: Present PPP to Administrators]
- Ambassador PPP Meeting 6: Conflict Management Skillbuilding
  - Decide on format of Showcase
  - School-wide Assembly (Ambassadors present to whole school)
  - Inter-school Meeting (multiple schools’ Ambassadors)
  - Community presentation (Parents and community members attend)
  - Select location and date for Showcase
    - Could be a local college/university to encourage college-going mindset
    - Could be one school in the district to gather multiple schools together
    - Could be held in a donated community facility
  - Create Draft Agenda for Showcase
- **Decide on Additional elements for Showcase**
  - Guest Speaker(s) or Panel
  - Superlative Awards for classrooms or for school teams (depending on size of gathering)
  - Food
  - Timing and transportation/parking
  - Teambuilding or other activities
  - Consider budget limits and possible fundraising/sponsorship options

**February:**
- Ambassador PPP Meeting 7: Start action plan for PPP, assign roles to implement action plan
- Ambassador PPP Meeting 8: Start action phase for PPP (execute plan)

**Finalize logistics:**
- Date
- Location
- Additional elements
  - Guest Speaker/Panel
  - Food
  - Transportation/chaperones
  - Awards
  - Decorations
  - Invitations
  - Take-aways for the students who attend
  - Other
- Create Agenda Draft (Outline of day)

**March/April:**
- Ambassador PPP Meetings: Carry out PPP during this month
  - Finalize Agenda for Showcase (Outline of the day)
  - Create Showcase Script (Exactly what people will say and flow of movement for the day)
  - Finalize Superlative Awards
  - Create Checklist for Day-of Showcase
  - Order Supplies for Showcase

**May:**
- Ambassador PPP Meetings: Begin preparation for demonstration at Showcase – video, PowerPoint, Poster Board etc.

- **Finalize Agenda and Script**
- **Finalize Checklist for Day of Showcase**
- **Create and Finalize all additional materials**

**June:**

- PPP Showcase: **Demonstrate** and celebrate success!

- **Execute plan!**
- **Debrief to plan better for next year**
Timeline for STAT Showcase

*Blue Italics – Teacher/Staff Coordinating Event
Red – Involves Student Ambassadors*

**September:**
- Designate a STAT Point Person
- Optional: Form a STAT committee

**October:**
- Ambassador elections
  - Point Person supports teachers with elections, as necessary
- Decide when/where Ambassador STAT meetings will be held and who will lead them (likely STAT point person or a member of the committee)
- Set dates for November STAT meetings

**November:**
- Prepare for Ambassador meetings
  - Ambassador STAT Meeting 1: Ambassadors Orient to roles and Sign Contracts
  - Ambassador STAT Meeting 2: Train for STAT in November
  - During STAT: Classroom selects a topic to work on
    - NOTE: “During STAT” refers to the MOSAIC class time that is labeled STAT (Activity 3 of November-February)

**December:**
- Ambassador STAT Meeting 3: Debrief from STAT in November
- Ambassador STAT Meeting 4: Prepare for STAT in December
- During STAT: Classroom solidifies an action plan and prepares presentation for feedback
- Whole Classroom: Carries out STAT action plan outside of MOSAIC class time

**January:**
- Ambassador STAT Meeting 5: Debrief from December STAT
- Ambassador STAT Meeting 6: Training and brainstorming to revise or create new proposal as needed, based on feedback received and draft an action plan
- During STAT: Classroom refines action plan, possibly picks a new topic for new action plan

- Decide on format of Showcase
  - School-wide Assembly (Ambassadors present to whole school)
  - Inter-school Meeting (multiple schools Ambassadors)
  - Community presentation (Parents and community members attend)
- Select location and date for Showcase
Could be a local college/university to encourage college-going mindset
Could be one school in the district to gather multiple schools together
Could be held in a donated community facility

Create Draft Agenda for Showcase

Decide on Additional elements for Showcase
  - Guest Speaker(s) or Panel
  - Superlative Awards for classrooms or for school teams (depending on size of gathering)
  - Food
  - Timing and transportation/parking
  - Teambuilding or other activities
  - Consider budget limits and possible fundraising/sponsorship options

February:
  - Ambassador STAT Meetings 7 & 8: Troubleshoot STAT as needed
  - During STAT: Classroom refines new action plan and prepares presentation
  - Whole Classroom: Carries out STAT action plan

  Finalize logistics:
    - Date
    - Location
    - Additional elements
      - Guest Speaker/Panel
      - Food
      - Transportation/chaperones
      - Awards
      - Decorations
      - Invitations
      - Take-aways for the students who attend
      - Other
    - Create Agenda Draft (Outline of day)

March/April:
  - Ambassador STAT Meetings (2/month): Troubleshoot STAT as needed, begin Showcase preparation
  - During STAT: Classroom may continue STAT work as needed

  - Finalize Agenda for Showcase (Outline of the day)
  - Create Showcase Script (Exactly what people will say and flow of movement for the day)
  - Finalize Superlative Awards
  - Create Checklist for Day-of Showcase
• Order Supplies for Showcase

May:
  • Ambassador STAT Meetings (2 meetings): Prepare for Showcase
  • During STAT: Classroom finishes up STAT as needed and prepares for Showcase, as needed
  • Finalize Agenda and Script
  • Finalize Checklist for Day of Showcase
  • Create and Finalize all additional materials

June:
  • STAT Showcase: Demonstrate and celebrate success!
  • Execute Showcase plan!
  • Debrief to plan better for next year