

Ambassador Training Materials – 8th Grade

These materials are a tool made for the staff member(s) responsible for working with students on the Positive Purpose Project (PPP). It includes all materials necessary to hold bi-weekly training sessions with your 8th grade student Ambassadors starting in November. Each meeting is outlined below to help guide you through your meetings and keep you on track for showcasing the success of the Ambassadors at the end of the school year. If you have any further questions regarding this packet, please reach out to secdlab@gmail.com.

NOTES:

- There is a separate document detailing how to plan for the end-of-year Positive Purpose Project Showcase.
- The Positive Purpose Project Point Person Script will be indicated by *blue italic font*.
- All Ambassador training materials can also be found on the website www.secdlab.org Password: Mosaic2017
- Ambassadors will need copies of the Handouts listed under the Meeting Title. You will need to print these materials ahead of time.
- It is presumed that Ambassador elections will be held annually. Given that this training manual is for 8th graders, it is possible that some students will be serving as Ambassadors for the second time. Second-term Ambassadors can be meaningful resources during meetings, sharing their past experiences with new Ambassadors.

Meetings 7 and 8 (February): PPP Action Planning

Meeting Objective: Finalize the idea selected and identify what is needed to carry out the idea and who will do the relevant tasks

Materials Needed:

- Ambassador Handout: Action Plan Worksheet

1. Discuss Feedback from Administration

- By now, the proposal for the PPP should have been submitted to administration with feedback given to you to communicate to the ambassadors. If not, please reach out to administration prior to this meeting to have updates for the students and have them revise their proposal as necessary through discussion and teamwork. These revisions may take the entirety of the meeting. If not, please use the remaining time to execute the teambuilding activity below.
- *“Welcome Ambassadors! Today we are going to talk about the first step in planning for your Positive Purpose Project. Because it’s a big project and we have a deadline so that we can present it to others, it will require you all to work productively and effectively in teams. This means that all of the responsibilities must be divided; they can’t all fall on one person. Each and every one of you plays an important role in the planning and carrying out of this project. And if any of you does not meet your responsibilities, the whole project can be in trouble.”*
- *“Now that we have an idea selected, the first thing to do is brainstorm what is needed in order to carry out the project. Those of you who have been involved in the PPP last time, or in other group projects, what are some of the things you*

need to be successful in order to create a plan and project that will work and work in a time frame?”

2. Action Planning

- *“Now we are going to break into groups and make a list of things we’ll need in order to carry out the project!”*
- Use the Ambassador Handout: Action Plan Worksheet (6 pages): (in “Handouts” section)
- **Activity:** Break the Ambassadors into small groups and hand each group an Action Plan Worksheet. Have them make a list of things they will need to do for their Positive Purpose Project. You may encourage Ambassadors to also begin assigning tasks to one-another in each group.
- Re-convene. Each group will share what tasks they came up with and if they’ve assigned those tasks.
- If there is an overlap with tasks, you can suggest breaking Ambassadors into Committees.
 - For example, if, during sharing, you learn that two groups have Ambassadors that are assigned to a fundraising or advertisement task, these Ambassadors might work together under the Fundraising and/or Advertisement Committee.

3. PPP: Introducing Committees (1 minute)

- *“It looks like we have a lot to do in order to carry out this project! In order to handle different tasks that need to be completed for the project, it will help you to break into small committees where you will focus on one thing, e.g., fundraising.”*
- You may want to mention to Ambassadors that if they want/need help from their classmates, they can ask for it. The Positive Purpose Project is their project too!

4. Q & A (1 minute)

- Ambassadors can take this opportunity to ask any questions they may have. If time runs out, Ambassadors may write their questions down for you or talk to you after training.

(Ambassador Handout 7/8A)

Positive Purpose Project Action Plan Master Worksheet (6 pgs.)

Project: _____

Part I: Develop Task List

As a team, brainstorm a list of tasks that need to be completed in order to get to the action stage of your project. Write down all of these tasks in the blank space on the next page. When you are brainstorming tasks, keep these questions in mind:

- What materials will you need?
- How will you get these materials?
- If you need to fundraise for your project, how will you do it?
- What space in the school will you use for your project?
- When and for how long will you need this space?
- Which parts of your project will require help from adults?
Which adults (teachers, principal, parents, custodians)?
- How will you advertise your project?
- How will you get other students involved?

- What else do you need to accomplish before you can start your project?

Task List Brainstorm Space

A large, empty rectangular box with a thin black border, occupying most of the page below the title. It is intended for a brainstorming session related to the task list.

Part II: Create Task Timeline

Start Preparation Stage of Project: Today: _____



Before our 2nd Meeting, we will:



At our 2nd Meeting, we will:



Before our 3rd Meeting:



Start Action Stage of Project: At our 3rd meeting!!!

Part III: Assign tasks to team members

From the question list you just brainstormed, assign tasks for each team member. By the next time you meet, team members should be able to answer the questions they were assigned.

Teammate Name: _____

Task: _____

Teammate Name: _____

Task: _____

Teammate Name: _____

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Teammate Name: _____

Task: _____

Before The Next Meeting:

Before the next meeting, you should have completed the task you were assigned today. It is important to your team's success that you complete your task on time! Your task could involve looking things up online, talking to teachers, or other staff members. Plan your time accordingly.