**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***