Planning Document

| **Planning Phase** | **Action** | **Completion Date** | **Who’s Responsible** | **Steps Needed to Accomplish Action Item** | **Resources** |
| --- | --- | --- | --- | --- | --- |
| **Research** | Get demographic information about the students that you are working with |  |  |  | School district |
| Get graduation and school enrollment rates for the school district |  |  |  | School district |
| Find data and research to inform your decisions. Ex. Peer reviewed studies, journal articles, etc. |  |  |  | Scholar.google.com |
| Get information on employment rates and job markets |  |  |  | U.S. Bureau of Labor Statistics |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **School/Community Collaboration** | Introduce concept to decision makers and get necessary permissions |  |  |  |  |
| Identify primary contacts at site for planning |  |  |  |  |
| Secure an on-site space  |  |  |  |  |
| Identify regular time |  |  |  |  |
| Identify funding sources for lunches or work with cafeteria |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Preparation** | Develop materials including signage, sign-up sheets, information sheets |  |  |  |  |
| Identify student needs and interests  |  |  |  |  |
| Identify target careers and possible speakers |  |  |  |  |
| Make contact with identified speakers |  |  |  |  |
| Provide orientation for volunteers |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Planning a Career Café** | Confirm date, time, and space with site |  |  |  |  |
| Contact potential speaker(s) and get commitment |  |  |  |  |
| Make flyers and distribute, hang posters |  |  |  |  |
| Write and make announcements |  |  |  |  |
| Set due date and collect sign up forms |  |  |  |  |
| Order food |  |  |  |  |
| Send reminder email with info sheet to speakers with site & speaker info |  |  |  |  |
| **Evaluation and Appreciation** | Evaluate student attitudes and knowledge |  |  |  |  |
| Evaluate planning and execution process |  |  |  |  |
| Send thank you email to speaker or call |  |  |  |  |
| Have students write thank you notes |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |