|  |  |  |  |  |  |  |  |  |  |
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| tasks | Who | Jan | feb | march | april | may | June | july | aug |
| 1. Returning youth: Bina/NSD Coordinator    1. Recruit students deadline: Bina --Nov 7th    2. Decide on four students: Bina--Nov 26th    3. Set up twice a month meetings to plan SACH: Coordinator-Jan-May    4. Train students on facilitation skills, icebreakers, roles as returning youth: Coordinator- feb-May    5. Develop student recruitment plan, practice pitch and process: Coordinator -Jan and Feb    6. Help student participate in different aspects of the planning process: Coordinator: Jan-June    7. Help student design and practice for SACH orientation to be held ???    8. Oversee students during the class, including weekly check in’s ?? Coordinator | Bina  SACHTeam  NSDCoor  NSDCoor  NSDcoor  NSDCoor  NSDCoor  NSDCoor | X  Jan10?  X  x | X  X  X  X | X  X  X  X | X  X  X  X | X  X  X  x | X  X  X  x | x |  |
| 1. Partnerships- Bina    1. Agreements made with SCUSD, Natomas, twin Rivers—Bina –January    2. Coordination meetings with planning team—Jan-June—Bina    3. Weekly staff /partner check in’s during program—Bina/coordinator? | Bina  Bina  NSDCoor/bina | X  x | x | x | x | x | x | x |  |
| 1. Funding and budget—talia and jay, SCUSD, vincene Jones, other districts | Talia, Jay, Bina, Vincene, Districts |  |  |  |  |  |  |  |  |
| 1. Logistics and facilities/Forms: NSD Coordinator or some NSD staff    1. Secure facilities assuming two classes starting June 14th    2. Secure Library Monday’s and Fridays: January    3. Update application form and flyer: Feb    4. Update attendance policy, create behavior contract, assemble all required forms( By Feb) –NSD, work with SCUSD    5. Prepare application materials, acceptance and rejection letters, required forms- April    6. Coordinate lunch and breakfast drop off, distribution and reporting | NSDCoor  NSDcoor  NSD/SCUSD  SCUSD/NSD  SCUSD  SCUSD/NSD | X  X  x  x | X  X  x  x |  |  | x | x |  |  |
| 1. Recruitment/Selection of SACH students-NSD Coordinator, returning youth, SCUSD, Other Districts    1. Decide number of students and allocation by district and target audience    2. Develop student video for marketing and get facebook upated    3. Recruit at four large high schools(CKM, Burbank, Hiram, Kennedy), New Tech, Health Professions, American Legion, SES, Sac Hi—on site class visits, lunch booth—Feb, March, April    4. Call lead teachers and promote Feb    5. Attend SAC and Youth Council-March    6. Flyers to CBO’s in BHC- Feb,March, April    7. One day recruitment/learning event( with BGC?)—March    8. Applications Due april 15th ?    9. Interview fair-april 29th?    10. Final selection and letters out(early May)    11. Orientations ?? | SACH team  NSDcoor  SCUSD/NSD  SCUSD/NSD/bina  SCUSD/NSD/bina  NSD/way up  ???  Scuds/WayUp  NSD ?  SCUSD/WayUp  Bina, NSD, SCUSD | X  x | X  X  X  X  X | X  X  X  ?  x | X  X  x  x | X  x | x |  |  |
| 1. Hiring teachers –bina, SCUSD Date??? | Bina/scusd |  |  | x |  |  |  |  |  |
| 1. Curriculum Development-bina and teachers-Jan-March    1. Review last years curriculum    2. Determine project concepts- service, policy, Davis model    3. Develop individual student reflection projects    4. Develop students 21st century skills development activities and icebreaker/ team building activities    5. Determine Purpose of Friday and Monday time with students    6. Train teachers on Youth Engagement practices for out of school time | Bina/teachers/NSDC  Bina/teachers/NSD  Bina/teachers/coor  Bina/teachers | X | X | X  X  X  x  x | X  x  X  x | X  X  X  x |  |  |  |
| 1. Arrange field trips and speakers- | NSD coord |  |  | x | x | x |  |  |  |
| 1. Internships-NSD    1. Agree on /hours/pay/unpaid/ extensions past program dates-    2. Review list of Depts last year placements/dept expectations Feb,    3. Recruit depts    4. Invite some to interview fair--April    5. Orientation of supervisors-May (invite teachers)    6. Student and dept goals and projects form developed    7. Placement/matching | SACH team  SACH team  NSD  NSD  NSD/Teachers  SACH team  NSD | x | X  x | X  x | x  x | X | x |  |  |
| 1. Internship site visits—teachers –June and July    1. Teacher internship site visit observation form(teachers develop)    2. Site visits /email check in’s with depts | Teachers |  |  |  | x |  | x | x |  |
| 1. Evaluations—Bina , SCUSD    1. Develop student eval pre tests    2. Student evals End of session    3. supervisor eval of student—    4. Intern placement eval of supervisor end of session | Bina/SCUSD |  |  |  | X  X  X  x |  | X | X  X  x |  |
| 1. Graduation—NSD,Returning youth and teachers    1. Secure chambers    2. Develop Agenda with students and teachers and current class student leaders    3. Food    4. Invites    5. Certificates    6. Program handout    7. Facilities for student displays    8. Practice session    9. Thanks you certificates for staff and partners | NSD  Teachers  NSD  NSD/Way Up  NSD  NSD  NSD  Teachers/NSD  WayUp/NSD | X  X |  |  |  |  | X  x | X  X  X  X  X | x |
| 13 Post session debrief—Bina   1. Staff and returning youth debrief with student , partners 2. eval data input/attendance input 3. SACH current class students debrief 4. Interviews/focus group with intern placements | Bina  NSD  Bina  Bina |  |  |  |  |  |  |  | X  x  X  x |

Detailed work plan