

Mouat Pitches In Project /240

Goal

Students will follow the steps below to create a neat, well-organized Mouat Pitches In Activity Plan that will ensure the successful completion of their assigned Environmental Awareness Monthly Themed Activity. Students will learn valuable time-management, conflict-resolution, and organization skills.

General Instructions

Steps 1-9 are due two weeks after Activity Proposals are marked by your teacher. Steps 10 and 11 are due one week after the activity has been completed.

Step 1 Group Members

After you choose your groups, insert each of your group members' names and their contact information into a table AND add the information to your gmail contacts.

Ex.

Name	Phone Number	Email Address	Other
John Smith	604-853-7191	john@gmail.com	
Mary Jones	604-850-7694	mary@gmail.com	

Step 2 Monthly Theme

Identify your group's designated monthly theme. Insert this information into your project title.

- November Reuse
- December Recycle
- January Litterless Lunch
- February Composting
- March Beautification
- April Pitch-In
- May Footprint Reduction
- June Energy Conservation

Step 3 Activity Goal

Rewrite the activity goal submitted on your original Activity Proposal taking into account the suggestions for improvement made by your teacher.

Step 4 Activity Description

Rewrite the activity description submitted on your original Activity Proposal taking into account the suggestions for improvement made by your teacher.

Step 5 Activity Design

Create two $8 \frac{1}{2} \times 11$ diagrams to visually represent your activity display ideas. Thoroughly illustrate and label the design element requirements for your activity. Include one 3-D diagram from a standing perspective and one 2-D diagram from a bird's-eye-view perspective. Accurate measurements are expected.

Step 6 Activity Advertising

Effective advertising is necessary in order for any school-wide activity to be successful.

- If you are using posters, include an $8 \frac{1}{2} \times 11$ computer-generated design. Make sure that your posters fulfill our mandate to reduce our impact on the environment.
- Include a script for each of the verbal announcements your group will present during the regular morning and afternoon announcements every day for the week prior to your activity. Hint: including music or providing a variety of energetic skits often ensures success.
- Include a copy of the written advertisement to be included in the monthly newsletter and added to Mouat's digital sign and website.

Step 7 Timeline/List of Things to Do

Estimate the total number of work hours that will be required for thorough completion of your activity including prop preparation and advertising preparation/execution. In a table, use point-form to create a clear and concise chronological checklist of all the steps necessary to complete your activity on time including the name of the team member that is responsible for each step.

Keep in mind:

- all out of school supplies will not be bought until the weekend after your project plans are due, so create your timeline accordingly
- All activity props should be completed 1 week prior to the activity.

Ex.

Date	List of Things to Do	Member Responsible
Tuesday, November 13 2:30 - 3:30pm	Tree centerpieces <input type="checkbox"/> cut three poster board circles and staple into cone shape	Sarah
	Ornament centerpieces <input type="checkbox"/> wash glass vases <input type="checkbox"/> place multi-sized gold balls into vases with stems facing into center	Jacob

Step 8 Supplies

In a table, list all of the supplies needed to complete your activity. Identify supplies already available in the Leadership inventory. Brainstorm cheap alternatives for expensive products needing to be purchased. Identify quantity, purchase locations, and cost for each product request.

Ex.

Item	Use	Quantity	Location	Cost	✓
gold garland	tree centerpiece	2	Dollar Max	\$2	<input type="checkbox"/>

Step 9 Activity Day Checklist

In a table, use point-form to make a chronological list of things to do on the day of the activity to ensure set-up completion by the time of execution. Next to each item, include the name of the team member responsible for its completion.

Ex.

Time	List of Things to Do	Member Responsible
9:30 - 10:00am	<input type="checkbox"/> bring all props and tools to cafeteria	Everybody
10:00 - 10:30am	<input type="checkbox"/> set up 12 tables in a U-shape facing display case	Stephanie
	<input type="checkbox"/> place 6 chairs at each table	Kyle

Step 10 Self-Evaluation Group Component

As a group, complete the following self-evaluation component of the project and submit it as a Google Doc to your teacher within one week of the activity's completion. Use complete sentences and follow the structure outlined on the following page.

HINT: You may choose to use text size, color, or highlighting as well as bolding to enhance response impact. Please remember that purple is reserved for teacher comments and make sure that your size and color choices make organizational sense and are consistent.

- ❑ Identify whether your activity was completed according to your initial design and timeline goals.
 - If yes, explain why you think your group was successful in achieving your goals.
 - If not, describe the deviations, explain why they occurred, and make suggestions for future success.

- ❑ Identify at least one possibility for improvement and make suggestions for future success.

- ❑ Identify at least one success and provide reasons for the positive outcome.

Ex.

Group # _____

Date _____

Pitch In Project Group Self-Evaluation

Initial Design and Timeline Goals

(Your Response)

A Possible Improvement

(Your Response)

Suggestion for Future Success

(Your Response)

A Success

(Your Response)

Reason for Positive Outcome

(Your Response)

Step 11 Self-Evaluation Individual Component

Each group member must complete an individual self-evaluation in their Google Docs Leadership Journal within one week of their project's completion. Follow the structure outlined on the following page using complete sentences, except in the tables where the response may be in point form.

HINT: You may choose to use text size, color, or highlighting as well as bolding to enhance response impact. Please remember that purple is reserved for teacher comments and make sure that your size and color choices make organizational sense and are consistent.

Successful group work requires compromise, collaboration, and effective conflict-resolution. Describe your strengths and/or weaknesses in relation to **each of these three categories**. Each description should include at least one possibility for improvement and make suggestions for future success.

Ex.

Leadership Journal

Group # _____
Date _____

(Project Title)

Compromise

Strengths	Weaknesses
(Your Response)	(Your Response)
Suggestion for Future Success (Your Response)	

Collaboration

Strengths	Weaknesses
(Your Response)	(Your Response)
Suggestion for Future Success (Your Response)	

Conflict-Resolution

Strengths	Weaknesses
(Your Response)	(Your Response)
Suggestion for Future Success (Your Response)	

Activity Design Criteria

<input type="checkbox"/>	<p>Overall Plan Presentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> neat <input type="checkbox"/> clear <input type="checkbox"/> organized - steps presented in same order as listed in instructions above 		<input type="checkbox"/> <p>Advertising</p> <ul style="list-style-type: none"> <input type="checkbox"/> clear <input type="checkbox"/> concise <input type="checkbox"/> complete <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> poster design <input type="checkbox"/> script for announcements <input type="checkbox"/> insert for newsletter, website, and digital sign
<input type="checkbox"/>	<p>Group Member Listing</p> <ul style="list-style-type: none"> <input type="checkbox"/> complete <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> full names <input type="checkbox"/> gmails <input type="checkbox"/> phone numbers 		<input type="checkbox"/> <p>List of Things to Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> clear <input type="checkbox"/> concise <input type="checkbox"/> complete <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> dates <input type="checkbox"/> list of jobs to be completed each day including announcements! <input type="checkbox"/> name of team member assigned to each job
<input type="checkbox"/>	<p>Activity Goal</p> <ul style="list-style-type: none"> <input type="checkbox"/> clear <input type="checkbox"/> concise <input type="checkbox"/> complete <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> benefit to students <input type="checkbox"/> benefit to environment <input type="checkbox"/> proper punctuation, spelling, grammar 		<input type="checkbox"/> <p>Supply List</p> <ul style="list-style-type: none"> <input type="checkbox"/> clear <input type="checkbox"/> concise <input type="checkbox"/> complete <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> creative product alternatives <input type="checkbox"/> product locations <input type="checkbox"/> quantity <input type="checkbox"/> cost

<input type="checkbox"/>	<p>Activity Description</p> <ul style="list-style-type: none"> <input type="checkbox"/> clear <input type="checkbox"/> concise <input type="checkbox"/> complete <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> what <input type="checkbox"/> date <input type="checkbox"/> location <input type="checkbox"/> number of participants <input type="checkbox"/> number of leadership students <input type="checkbox"/> participation incentive 		<input type="checkbox"/> <p>Activity Day Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> clear <input type="checkbox"/> concise <input type="checkbox"/> complete <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> times <input type="checkbox"/> list of jobs to be completed <input type="checkbox"/> name of team member assigned to each job
<input type="checkbox"/>	<p>Diagrams</p> <ul style="list-style-type: none"> <input type="checkbox"/> neat <input type="checkbox"/> clear <input type="checkbox"/> labeled <input type="checkbox"/> to scale 		<input type="checkbox"/> <p>Final Product</p> <ul style="list-style-type: none"> <input type="checkbox"/> complete <input type="checkbox"/> professional
<input type="checkbox"/>	<p>Self-Evaluation Group Component</p> <ul style="list-style-type: none"> <input type="checkbox"/> all components present <input type="checkbox"/> reflective <input type="checkbox"/> thoughtful <input type="checkbox"/> complete <input type="checkbox"/> well-organized <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> proper punctuation, spelling, grammar 		<input type="checkbox"/> <p>Self-Evaluation Individual Component</p> <ul style="list-style-type: none"> <input type="checkbox"/> all components present <input type="checkbox"/> reflective <input type="checkbox"/> thoughtful <input type="checkbox"/> complete <input type="checkbox"/> well-organized <p>Includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> proper punctuation, spelling, grammar

Assessment

Activity Plan	/130	
Overall Plan Presentation		/10
Group Members		/5
Goal		/5
Activity Description		/10
Advertising		/30
Activity Design		/20
Timeline/List of Things to Do		/20
Supply List		/10
Activity Day Checklist		/10
Time Management		/10
Final Product	/60	
Activity		/50
Time Management Props		/5
Time Management Activity Set-up		/5
Post-Activity Evaluation	/50	
Self-Evaluation Group Component		/15
Structure		/5
Time Management		/5
Self-Evaluation Individual Component		/15
Structure		/5
Time Management		/5