Your Project.
Your Community.
Your Year.

A student project calendar from September to Scholars' Day, built on the IDEAS Framework

Includes monthly checklists and the student mini-grant for project supplies



The Year at a Glance

Five phases. Nine months. One project you can defend.

I

IDENTIFY

September, October

One issue chosen with local evidence behind it

D

DEVELOP

November, December

A project plan, budget, and measurement plan built with partners

E

ENACT

January, February

The project running in the community, data collected as you go

A

ASSESS

March

Findings analyzed honestly, poster drafted and critiqued

S

SHARE

April, May

Scholars' Day, partner reports, and a handoff to next year

MONEY FOR SUPPLIES Mini-grant applications are due November 30 and awards are announced December 15. Start pricing supplies in October.

How to Use This Deck

Each month gets one slide. Work the left side in your meetings and tick the right side before you move on.

1

In your meetings

Four weekly sessions per month, written as what the team actually does that week. Meeting less often? Combine the sessions and move outreach and data collection between meetings.

2

Checklist

Six items per month. Nothing on the list is optional, and nothing carries over silently. If an item is not ticked, say so out loud before starting the next month.

3

Milestone

The green band at the bottom is the hard deadline for the month. Miss the December milestone and you will be designing in January instead of running your project.

One rule that protects the whole year: design with the community, not for it. Every phase has a point where you stop and ask the people affected whether you have it right.



Identify

SEPTEMBER AND OCTOBER

Learn the community before you name its problem. Find the assets first, then let the evidence and the people you talked to point you at one issue you can act on this year.

I September

IDENTIFY, PART ONE

IN YOUR MEETINGS

Week 1 Launch. Introductions, why you joined, what you want to change. Look at past posters so you can see where the year ends. Set your meeting time, roles, and group agreements.

Week 2 Assets first. Map the people, places, organizations, congregations, businesses, and traditions that already work here.

Week 3 Listening. Draft five to eight questions. Every member holds two conversations outside the group before the next meeting.

Week 4 What we heard. Report back, cluster the themes, and post four to six candidate issues. Do not choose yet.

CHECKLIST

- [ ] Team roster, meeting time, and roles set
- [ ] Group agreements written and posted
- [ ] Asset map started with at least fifteen assets
- [ ] Listening questions drafted as a team
- [ ] Two conversations completed by every member
- [ ] Candidate issue list posted, four to six issues

MILESTONE BY SEPTEMBER 30 Team charter complete, asset map started, candidate issue list posted.

I October

IDENTIFY, PART TWO

IN YOUR MEETINGS

Week 1 Data. Bring county, district, and neighborhood numbers to your candidate issues. Where the numbers and the conversations disagree, look closer. That gap is often the real project.

Week 2 Root cause. Run a why chain on your top two or three. Push past behavior to conditions, access, and policy. Separate what you can influence this year from what you cannot.

Week 3 Choose. Score each candidate on importance, evidence, feasibility, and assets you can attach to. Select one issue and write a one sentence problem statement.

Week 4 Partners. Find two or three organizations already working on this issue and request a meeting.

CHECKLIST

- [ ] Local data pulled for the top three issues
- [ ] Why chain completed for the finalists
- [ ] Selection criteria scored as a team
- [ ] One issue selected by consensus
- [ ] Problem statement written in one sentence
- [ ] Meetings requested with two or three partners

MILESTONE BY OCTOBER 31 Issue selected with evidence behind it, problem statement written, partners contacted.

D

Develop

NOVEMBER AND DECEMBER

Design the project with your partners, decide how you will know whether it worked, price every line of it, and get the plan approved before winter break.

D November

DEVELOP, PART ONE

IN YOUR MEETINGS

Week 1 Partner meeting. Present your problem statement and ask three questions: what already exists, what is missing, and where a student team is genuinely useful. Then revise the statement.

Week 2 Design. Name who you serve, what you will do, how often, where, and for how long. Write your change logic: if we do this, we expect this, which contributes to that.

Week 3 Measure. Choose two or three indicators only. Build a pre and post of five to ten items. Settle consent and any school or IRB review now.

Week 4 Budget and apply. Price every line with real quotes, assemble the plan, and submit your mini-grant application.

CHECKLIST

- [ ] Partner meeting held and notes recorded
- [ ] Problem statement revised with partner input
- [ ] Activity, dose, and setting defined in writing
- [ ] Two or three indicators chosen
- [ ] Pre and post instrument drafted
- [ ] Mini-grant application submitted by November 30

MILESTONE BY NOVEMBER 30 Project plan, measurement instrument, and mini-grant application complete.

D December

DEVELOP, PART TWO

IN YOUR MEETINGS

Week 1 Approval. Facilitator, partner, and administrator review the plan. Every open question gets answered in writing. Confirm dates, space, transportation, supervision, and materials.

Week 2 Baseline and prep. Collect baseline data, test the instrument on a few people, fix confusing items, and assign implementation roles to every member.

Week 3 Dry run. Rehearse the activity with your own team as participants. Time it. Cut what does not work. Order materials so they arrive before break.

Break No team meetings. Your facilitator confirms January logistics with the partner.

CHECKLIST

- [ ] Plan approved and signed by the partner
- [ ] Space, dates, and supervision confirmed
- [ ] Baseline data collected
- [ ] Instrument tested and revised
- [ ] Roles assigned: lead, materials, data, liaison
- [ ] Materials ordered and received

MILESTONE BY DECEMBER 20 Plan approved, partners committed, baseline data in hand, materials ordered, launch date set.



Money for Your Project

APPLY IN NOVEMBER, SPEND BY FEBRUARY

A small grant for the supplies that make your project real. You write it, your partner signs it, and you account for every dollar the way any grantee does.

The Student Mini-Grant

Real money, real rules, real receipts. Adjust the amounts and dates to your site before you hand this out.

$500	Nov 30	Dec 15	Feb 28
Maximum award per team	Applications due	Awards announced	All funds spent

WHAT IT FUNDS

- Supplies and materials used by the project
- Printing, copying, and poster production
- Food for a community event you are hosting
- Participant incentives up to ten dollars each
- Small equipment the project cannot run without

WHAT IT DOES NOT FUND

- Payment or stipends to team members
- Anything bought before your award letter
- Travel that is not part of the project
- Costs that continue after the grant ends
- Gift cards above the incentive limit

The mini-grant is practice for the real thing. Students who write and report on one of these have written a grant.

The Application

Eight sections, two pages maximum. Write it as a team and read it out loud before you submit.

1

Team and school

Members, grade levels, facilitator, and who to contact.

2

Community partner

Organization, contact person, and what they committed to.

3

The problem

One paragraph with at least two local data points cited.

4

Who you serve

The population, the setting, and how many people you expect to reach.

5

What you will do

The activity, how often, where, and over how many weeks.

6

How you will measure

Two or three indicators and the instrument you will use.

7

Budget

Line items with real prices and where you priced them.

8

Signatures

Team lead, facilitator, and community partner.

Applications missing a partner signature are returned, not scored.

Budget Worksheet

Every line needs a real price from a real place. Sample budget shown for a four session workshop series.

Item	What it is for	Unit cost	Qty	Total
Printed participant workbooks	One per participant, four sessions	$3.25	40	$130.00
Hygiene kit supplies	Kits distributed at session four	$4.50	40	$180.00
Healthy snacks	Four sessions, twenty participants	$18.00	4	$72.00
Pre and post survey copies	Eighty copies at the school rate	$0.10	80	$8.00
Poster printing	Scholars' Day poster, 36 by 48 inches	$65.00	1	$65.00
Markers, paper, and display supplies	Session activities and setup	$35.00	1	$35.00
TOTAL REQUESTED				**$490.00**

REVIEWERS CHECK THIS FIRST: does the budget match the activity described in section five, and can you name where each price came from?

How Applications Are Scored

One hundred points. Seventy or above is funded. Below seventy comes back with comments for one revision.

Criterion	What reviewers look for	Points
Community need and evidence	Local data, not national statistics, plus what people told you	25
Partnership and community voice	A named partner who helped shape the design and signed the form	20
Feasibility in one school year	Scope the team can finish between January and February	20
Measurement plan	Two or three indicators with an instrument already drafted	20
Budget accuracy and value	Real prices, tied to the activity, nothing padded	15
TOTAL		**100**

A revision is not a rejection. Most first drafts lose points on measurement and budget detail, and both are fixable in a week. Reviewers write comments, not verdicts.

If You Are Awarded

Accepting the money means accepting the accounting. Every grantee in the world works this way.

SPENDING RULES

- [ ] One member is the designated purchaser
- [ ] No purchase before the award letter is dated
- [ ] Every receipt is kept and logged the same week
- [ ] Any change over fifty dollars needs approval first
- [ ] All funds spent by February 28

WHAT YOU OWE BACK

- [ ] Expenditure report with receipts attached
- [ ] Count of people reached and sessions held
- [ ] What the money made possible, in one paragraph
- [ ] Two photographs cleared for use
- [ ] A copy of your Scholars' Day poster

FINAL REPORT DUE two weeks after Scholars' Day, submitted by the team, not the facilitator.

Mini-Grant Checklist

Work top to bottom. Do not start writing the application before the first two are done.

BEFORE YOU WRITE

- [ ] Issue selected and problem statement written
- [ ] Partner met with and willing to sign
- [ ] Activity, dose, and setting decided
- [ ] Indicators and instrument drafted
- [ ] Prices gathered from two sources
- [ ] Rubric read by the whole team

BEFORE YOU SUBMIT

- [ ] All eight sections complete
- [ ] Two local data points cited in section three
- [ ] Budget totals check and match the activity
- [ ] Facilitator and partner signatures collected
- [ ] Read out loud and proofread by two members
- [ ] Submitted on or before November 30

Keep a copy. Your final report in May is written against this application.



Enact

JANUARY AND FEBRUARY

Put the project into the community, keep the data current as you go, and correct course at the midpoint while there is still time to fix something.

E January

ENACT, PART ONE

IN YOUR MEETINGS

Week 1 Final checks. Walk the site, confirm attendance, space, and materials, and agree on exactly how everyone records data so it comes back the same way.

Week 2 Launch. Deliver the first session. Collect pre-tests and attendance. Photograph and document with permission, because posters need images.

Week 3 Debrief and repeat. Fifteen minute structured debrief: what worked, what did not, what changes next time. Then run session two with those changes.

Week 4 Document. Update the activity log and data file, and send a short progress note to your partner and administrator.

CHECKLIST

- [ ] Site walked and materials staged
- [ ] Data collection procedure agreed by all members
- [ ] First session delivered
- [ ] Pre-tests and attendance recorded
- [ ] Photos and quotes captured with permission
- [ ] Progress note sent to the partner

MILESTONE BY JANUARY 31 Project launched, at least two sessions complete, baseline and attendance data recorded.

E February

ENACT, PART TWO

IN YOUR MEETINGS

Weeks 1 and 2 Full implementation. Hold sessions on schedule and update the log after every one. Log receipts for mini-grant purchases the same week you spend.

Week 3 Midpoint review. Compare actual reach against planned reach. If you are behind, add sessions now or lower the target and say so honestly on the poster.

Also week 3 Ask participants what would make this better, then act on one thing they say before the last session.

Week 4 Close out. Deliver the final sessions and give the post-test to the same people who took the pre-test. Track matched pairs.

CHECKLIST

- [ ] All planned sessions delivered
- [ ] Activity log current within two weeks
- [ ] Midpoint review held and one adjustment made
- [ ] Participant feedback collected and acted on
- [ ] Post-test given to matched participants
- [ ] Receipts logged and funds spent by February 28

MILESTONE BY FEBRUARY 28 Implementation complete, post-test administered, all data assembled in one file.



Assess

MARCH

Find out what actually happened and say it accurately. Counts and percentages are enough. Naming what did not change is what makes the rest believable.

A March

ASSESS

IN YOUR MEETINGS

Week 1 Count. Assemble the full data set. Count reach, sessions, contact hours, and materials distributed. Match pre and post pairs and compute simple change.

Week 2 Interpret. Answer three questions: what changed, what did not, and what surprised us. Gather two or three quotes with permission and write your limitations plainly.

Week 3 Draft the poster. Title, team and partners, problem with local evidence, methods, results with one clear graphic, what we learned, next steps, acknowledgments.

Week 4 Critique. Peer, facilitator, and partner review against the rubric. Revise, then cut the text by a third. Posters fail from too many words, not too few.

CHECKLIST

- [ ] Data set complete, cleaned, and in one place
- [ ] Pre and post pairs matched and compared
- [ ] Two or three quotes gathered with permission
- [ ] Limitations written honestly
- [ ] Poster drafted with one clear graphic
- [ ] Scholars' Day registration or abstract submitted

MILESTONE BY MARCH 31 Analysis complete, poster drafted, reviewed, and revised, event registration submitted.



Share

APRIL AND MAY

Present what you learned, credit the community that helped you build it, and leave the work in better shape than a one year project usually does.

April

S

SHARE

IN YOUR MEETINGS

Week 1 Finalize. Send the poster to print at least ten days out and proof the printed copy. Prepare a two minute version and a five minute version of your talk.

Week 2 Rehearse. Every member practices out loud in front of adults who ask hard questions, including the three you will certainly get: why this issue, how do you know it worked, what happens next year.

Week 3 Scholars' Day. Present. Rotate so every member presents, and walk the room so every member sees other teams' projects.

Week 4 Debrief and thank. Team reflection on what you are proudest of and what you would do differently, then thank you notes to partners, funders, and site staff.

CHECKLIST

- [ ] Poster proofed and printed ten days out
- [ ] Two minute and five minute versions ready
- [ ] Every member has a speaking role
- [ ] Answers prepared for the three predictable questions
- [ ] Travel, arrival time, dress, and setup confirmed
- [ ] Thank you notes sent within one week

MILESTONE Scholars' Day presentation delivered by the full team, with every member speaking.

May

S

SHARE AND SUSTAIN

IN YOUR MEETINGS

Week 1 Report. Deliver a short written summary and the poster file to every community partner who worked with you.

Week 2 Close the grant. Submit the final expenditure and outcome report with receipts attached, written by the team.

Week 3 Hand off. Write a one page memo for next year's team: what we did, what we learned, and what we would try next.

Week 4 Archive and recruit. File the poster, data, instruments, and photographs in the program folder. Recognize graduating members and recruit next year's team before school ends.

CHECKLIST

- [ ] Partner summary and poster file delivered
- [ ] Final mini-grant report submitted with receipts
- [ ] Handoff memo written for next year's team
- [ ] Poster, data, instruments, and photos archived
- [ ] Graduating members recognized
- [ ] Next year's team recruited

MILESTONE BY MAY 31 Partner reports delivered, grant closed out, materials archived, handoff complete.

The Whole Year on One Page

Print this. Post it where the team meets. Tick it together.

- ☐ **Sept 30** — Team charter, asset map, candidate issue list
- ☐ **Oct 31** — Issue selected with evidence, partners contacted
- ☐ **Nov 30** — Project plan, instrument, and mini-grant application
- ☐ **Dec 20** — Plan approved, baseline collected, materials ordered
- ☐ **Jan 31** — Project launched, data collection underway
- ☐ **Feb 28** — Implementation complete, post-test done, funds spent
- ☐ **Mar 31** — Analysis complete, poster revised, registration in
- ☐ **April** — Scholars' Day, full team presents
- ☐ **May 31** — Reports delivered, grant closed, handoff written
- ☐ **Ongoing** — Log current, receipts kept, partner informed

Anchor these to your Scholars' Day date. If the date moves, every date above it moves with it.

If Your Calendar Looks Different

Reduce scope before you compress the cycle. A smaller project finished well beats a large one abandoned in March.

Meeting every two weeks

Combine each pair of weekly sessions into one longer meeting and move listening conversations, outreach, and data collection to work done between meetings. Protect the December milestone above all others.

Meeting monthly

One activity, one partner, one indicator. Extend Enact through March and hold Assess to two weeks in late March.

Starting in October or November

Shorten Identify to three weeks by handing the team a narrowed set of candidate issues drawn from local data, then follow the calendar from November forward.

Several teams at one site

Keep the milestone dates common across teams and run the September, December, March, and April sessions jointly. Shared deadlines and shared critique raise the quality of every poster.

One issue.
One partner.
One year.
One poster that tells the truth.

Start where the assets are. Ask before you design. Measure what you promised to measure. Give the credit back to the community that helped you build it.

- Set your Scholars' Day date
- Confirm your mini-grant pool
- Hold the first meeting in week one of September