OUTREACH PLANNING WORKSHEET

Grade level:

K-5 6-8 9-12

1. Who is involved in the program? (Which part of the institution)

2. What does the curriculum look like? (What type of lesson, how many lessons)

3. Will the program take place during or after school hours? (Definite difference between during school hours and after school program!)

4. How are you going to evaluate your program? (This is important for getting funding—be quantitative!)

5. How will you fund your program? (Institutional support? outside funding?)

6. How do you plan to gain institutional support? (Important for sustainability!)

7. Will this be a collaborative effort across institutions or is it personalized for one particular institution? (National program?)