1. Develop Rationale Statement

Has your statement been developed?

Yes No, if no, when will it be developed? \_\_\_\_\_\_\_\_\_\_

Who developed statement? Position

*Please attach a copy of your position statement.*

1. Develop goals and objectives

Have your goals and objectives been developed?

Yes No, if no, when will it be developed? \_\_\_\_\_\_\_\_\_\_

Who developed goals/objectives? Position

*Please attach a copy of your goal/objectives.*

1. Identify team members

Who are your team members?

|  |  |
| --- | --- |
| Name | Position |
|  |  |
|  |  |
|  |  |

1. Identify needs/issues of the school

Where in the school will your project activities take place?

Please rate the condition of your school on the following scale:

1 2 3

Excellent Average Poor

1. Review meeting with principal

Yes No, if no, when will the plan be presented? \_\_\_\_\_\_\_\_\_\_

Has principal signed onto plan?

Yes No, if no, will plan be revised and presented again?\_\_\_\_\_\_\_\_\_\_

Yes No, if no, why? \_\_\_\_\_\_\_\_\_\_

1. Develop a marketing plan

Please describe your marketing efforts:

*If your plan is written, please attach.*

1. Advisory Committee Plan developed

Yes No, if no, when will the plan be developed? \_\_\_\_\_\_\_\_\_\_

1. Design team roles and responsibilities

Who designed team roles? Position

List roles and responsibilities:

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Position | Responsibilities |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Finalize procedures for selection of peer helpers.

List procedures for selecting peer helpers:

a.

b.

c.

d.

e.

10. Role definition for peer helpers in place

Is there a role or job description for peer helpers in place?

Yes No, if yes, please attach.

11. Application process for peer helpers finalized.

What are the actions steps for students to apply for as peer helpers? List the steps:

a)

b)

c)

d)

12. Recruit potential peer helpers

Briefly list recruitment steps:

a)

b)

c)

d)

e)

13. Information sent to parents.

When was the information sent? \_\_\_\_\_\_\_

*Please attach copies of letters, flyers, etc. sent to parents.*

14. Solicit peer helpers from teacher recommendations.

Did teachers provide recommendations? Yes No, if no, why? \_\_\_\_\_\_\_\_\_\_

How many teachers gave recommendations?\_\_\_\_\_\_

15. Peer helpers selected.

Have you selected your peer helpers? Yes No

16. First meeting with peer helpers.

Has the first meeting been conducted? Yes No

17. Design and plan for curriculum in place and implemented?

Has curriculum been designed? Yes No

Who designed and planned the curriculum?\_\_\_\_\_\_\_\_\_\_\_\_

Does curriculum represent what is expected by NAPPP standards? Yes No

What books are you using for training?

What supplementary materials/books are you using?

|  |  |
| --- | --- |
| Name | Author |
|  |  |
|  |  |
|  |  |
|  |  |

*Attach a copy of your supplemental handouts.*

18. Utilization of peer plan in place

* How will peer resources be utilized?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Where will they be utilized?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Staff support\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. Plan for supervision and continued training.

When will they meet with peers?\_\_\_\_\_\_\_\_\_\_

How often?\_\_\_\_\_\_

Possible future training?\_\_\_\_\_\_\_\_

20. Evaluate plan

Who will be responsible?\_\_\_\_\_\_\_\_\_\_\_\_\_

What questions do you want to answer?

Data needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Results given to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

21. How do I connect to the peer resource community?

Local:

State:

National:

Do I communicate my program with others? Yes No

Who?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_