Action Plan

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| Task | Plan or due date |
| Get prepared | |
| Read your Group Leader Manual |  |
| Meet with your Supervisor |  |
| Explore Moving Traditions’ website and access curriculum |  |
| Join our [Facebook group for trained group leaders](https://www.facebook.com/groups/1651931695131422),  like [Moving Traditions on Facebook](https://www.facebook.com/movtraditions) and follow us  on Twitter @MvingTraditions and [Instagram](https://www.instagram.com/movingtraditions/) |  |
| Gather the contact information of group participants and send it to Moving Traditions |  |
| Determine with your supervisor | |
| Grade of group |  |
| Meeting place (ex. Outdoors, Participant homes, Zoom, Temple, etc.) and day/time (keep it consistent) |  |
| Date for “Taste of Rosh Hodesh or Shevet” introductory meeting for parents and teens (outlines found [here](https://www.movingtraditions.org/educators/recruitment-toolkit/)) |  |
| **Establish communication guidelines between you and your supervisor:**   * How will you communicate and how often? * What is the process for payments and reimbursements? * Who schedules the Zoom if you are meeting virtually? |  |
| Recruitment | |
| Create and send an invitation to teens and parents (you can find suggested text [here](https://www.movingtraditions.org/educators/recruitment-toolkit/)) |  |
| Publicize group with promotional video, email, newsletter, classroom/Zoom visit, and phone calls |  |
| Host the “Taste of Rosh Hodesh or Shevet” introductory meeting |  |

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| Check-in dates with your supervisor to review recruitment status. Determine what, if anything else, needs to be done. |  |
| Gather the contact information for the teens in your group and send it to Moving Traditions |  |
| After the “Taste of” meeting (or if you aren’t having one...) | |
| Send an invitation to the first gathering to each teen (they still love snail mail!) |  |
| Call each household to confirm attendance and to speak with both the parent and the teen |  |
| If meeting in homes/backyards: Send email to host parent and teen to confirm expectations |  |
| Send reminder email to all the teens confirming time and place of first gathering |  |
| Use introductory session plan for your first meeting |  |
| During the Program Year | |
| Return to online material to prepare for each month’s meeting. |  |
| [Email](http://Email) parents with a summary of each month’s meeting – you can use the “Objectives” from the beginning of each session. |  |
| Send email reminder to parents and teens before each meeting |  |
| Administer Moving Traditions’ Teen Survey in one of your last two meetings of the program year. |  |
| Complete Moving Traditions’ Group Leader Survey |  |
| **Plan for Year 2**: Confirm that the teens will return in the fall and plan/schedule first meeting |  |