



12- Steps for maximizing benefits to the students. Please date and initial steps as completed.

Prior to booking:

- 1 _____ The **school and classroom teacher calendars** are confirmed free of alternate trips or events that could detract students and teachers from focusing on regular, daily curricula and the 1WOW Program. Teachers are requested to maintain a free, in-school calendar for the day. This includes avoiding teacher-training days, since follow-up is limited unless teachers participate too.
- 2 _____ The **school administration, the Event Coordinator,** and the **1WOW Presenter** have agreed to a **written schedule** that meets the requirements below, and satisfies required lunch and recess times.

The number of assemblies and the number of follow-up session time slots is planned to do at least one assembly at the beginning of the day, followed by either the “modeled” classroom session or the remaining assemblies. Each upper grade assembly requires a full hour from the time students are assembled and the program is turned over to the **1WOW Presenter** until the time the students need to be dismissed. **(45-50 min. for K-2)** It usually requires 10 minutes to have students arrive and be situated, and a minimum of 15 minutes to clear and re-fill the assembly room between assemblies. Follow-up sessions for the upper grades are 45 minutes in length.

- 3 _____ The school identifies an **Event Coordinator,** along with phone and e-mail contact information allowing easy communication in planning as needed.

Within a week of booking the Program:

- 4 _____ The **1WOW Presenter** provides to the school’s **Event Coordinator** an agreement form, invoice, a printed set of Teachers’ Notes (which includes the lesson plan), and a sample media announcement.
- 5 _____ **The Event Coordinator** polls the school as to availability of working overhead projectors in the classrooms – to identify any rooms that may be hindered in doing the follow-up sessions.

Within a month of booking the Program, or at least two weeks prior to the event – whichever occurs first:

- 6 _____ The school’s **Event Coordinator** returns a signed copy of the agreement.
- 7 _____ The **1WOW Presenter** receives the 20% deposit **or** signs off on an alternative schedule.

At least a day prior to the event:

- 8 _____ The **Event Coordinator** confirms that pages 7 & 8 of the Teachers’ Notes are made into a set of overhead transparencies for each volunteer (or team) doing the classroom follow-up sessions.
- 9 _____ The school’s **Event Coordinator** will see that the school custodian knows the 1WOW Presenter will arrive at least 90 minutes prior to the first assembly. The custodian will have ready an A/V cart, projection screen, and PA system.
- 10 _____ If, on the morning of the event, the presentation room is used by students (like for breakfasts) then the Event Coordinator informs the key adult supervision that the **1WOW Presenter** will need to test sound, and dim room lights to sync the focus of projectors during this same time period.

The day of the event:

- 11 _____ The **1WOW Presenter** will provide to the **Event Coordinator** enough wallet size “6 Steps for Building Peace” cards for each student who will have the follow-up session, as well as two postcard size cards for each teacher, administrator, and volunteer.
- 12 _____ The **Event Coordinator** designates an adult to adjust room lights up or down as needed during the assembly program(s).



Preparing the Volunteers for the Event Day:

1. _____ The **1WOW Presenter** will do _____ number of follow-up sessions as agreed on page 1, item 4. Adults from the school's community, administration, counseling staff, PTA, district board members or staff, or community service groups must present remaining classroom sessions within a day of the assembly portion. This allows for synergy between the two segments, and assures that all members of a grade level/ peer group are in-sync, understanding the role of friends.
2. _____ As soon as the program is booked, the school's **Event Coordinator** locates and arranges the adult volunteers who will lead the classroom sessions. An ideal volunteer will be comfortable facilitating the classroom follow-up sessions and is likely to often support the students in being responsible friends. The regular teachers are NOT the ideal facilitators, unless they swap classrooms. The number of sessions to be delivered per time slot allotted for follow-up determines the minimum number of adults needed. Some adults work well as pairs. Classroom Teachers are most helpful when participating in the sessions as the "recorders" as the students brainstorm ideas in Parts I and III of the follow-up session. This assures them a leadership role, and provides that the white board writing is readable for the students.
3. _____ When the volunteers are designated, but **NO LATER THAN ONE WEEK PRIOR** to the program, the school's **Event Coordinator** provides to each volunteer a copy of the 1 page lesson outline to study. (www.1wow.org/pages/graphic/lssnplan.pdf is its direct address on-line. www.1wow.org/pages/graphic/TeacherNotes.pdf has both the lesson plan and the overhead transparency pages.)
To ensure a successful program for the students, a copy of this lesson was enclosed with the agreement and teacher's notes.) **THIS STEP IS CRITICAL**
4. _____ Given this advance time to prepare, most volunteers are comfortable presenting after watching the **1WOW Presenter** in one follow-up session, and then going into classrooms. The **Event Coordinator** may consider conducting a special meeting of volunteers to collectively talk through the program. (1WOW Staff may be available to assist with this meeting at no additional cost.)
5. _____ The **Event Coordinator** distributes the transparencies to each volunteer or volunteer team.
6. _____ The **Event Coordinator** distributes the 1WOW "6 Steps for Building Peace" cards to the classroom teachers, either via school's teacher mailboxes, or by distributing them to the volunteers prior to their entering classrooms for the follow-up sessions.
7. _____ Optional: It is supportive, especially when many volunteers are involved, to have a simple group lunch. Many school PTAs provide sandwiches or pizza. This saves time, and helps the volunteers refine their notes and ask help from the 1WOW Presenter prior to further follow-up sessions in the afternoon.