

Team Lead Class Visit Checklist

Below are key actions to help you and your team prepare for your time in the classroom:

- **Sign AAC's Adopter Handbook.** We care about ensuring a safe and quality program for everyone. We know this is something you care about too. Each year, every Team Lead must sign our Adopter Handbook to make sure every volunteer understands our program and safety guidelines. Before signing, please read through this handbook in its entirety and share with your team. As indicated in the Handbook, **only Team Leads should sign this document** as their signature attests that all team members agree to the policies and procedures outlined. The signature page is at the end of the document. Review and sign [here](#).
- **[New Teams] Sign Up for New Adopter Orientation:** In preparation for your first classroom visit, we highly recommend all new adopters take part in our **New Adopter Orientation**. It focuses on classroom management, age appropriate communication, setting expectations, and where to find classroom activities. The training is approximately 90 minutes long and we will facilitate the training at your office. To schedule an orientation session contact Kate McCann, Mentor Education and Relationship Manager at kate@aacmentors.org.
- **Schedule a Planning Meeting with Your Teacher.** The AAC model is that your team stays with the same teacher year after year. Assuming nothing has changed, **please reach out to your teacher** to start planning your calendar of visits. As a reminder, when scheduling out your calendar, it is best to pick a cadence that works well for the team and your teacher (e.g. first Tuesday of the month at 8am). Your teacher is also a great resource in determining what kinds of activities and topics will resonate with the students. Here are a few questions for your teacher: What information should I know about the school? What should I know about your class to help our team to better prepare? (e.g. What are the dynamics in the class? What are some challenges your students face? [bullying, homelessness, etc.]?) Are there opportunities to align my activities to your curriculum?
- **Start Planning with Your Team.** After reconnecting with your teacher, we highly encourage you to meet with your team(s) to discuss curriculum and start preparing for your first visits. Your team discussions should include:
 - **Calendar** – When are you going into the classroom?
 - **Curriculum** – What topics do you want to cover each month? How can your team bring your organization's mission and values into the classroom? Remember most

of your activities should incorporate STEM, Life Skills and/or College & Career.

- **Team Roles** – Each team is structured differently. How will you structure yours? Who will manage monthly activities? Pen Pal Letters?
- **Pen Palling** – How will you facilitate your pen pal program this year?
- **Budget** – How much money will your team have available for this year's program? Will you need to fundraise?
- **Communication** – How will you keep each other informed as well as your organization throughout the year?

- **Log Your Classroom Visits!** Tracking your visits is critical to the success of our program for it allows us to quantify the impact you are making in the classroom. Additionally, your logs matter because the information from in this report helps: **your school** meet its requirements of bringing college and career activities to the classroom, **us** to GET GRANTS (our funders like to see what the <insert company names> teams are doing!) and **your organization** to keep a reported log of all the contributions made throughout the year! To log a visit, sign on at <https://tl-sfsurvey.secure.force.com/>, enter your team lead's email address, and answer a few simple questions!
- **Keep AAC in the Loop!** Every team is granted an AAC team member point of contact as on-going support to YOU. We want to stay connected throughout the year as well keep you informed of key happenings as they come up. Please share your calendar of visits (once ready) so we can come visit your team sometime this year.

Thank you for your time, support, and dedication to our mission!!!