

New Team Lead Checklist

We are so excited you've joined Adopt A Class. We can't wait to get back in the classroom. Below are key actions to help you and your team prepare for this year's program:

- ❑ **Sign our Adopter Handbook.** We care about ensuring a safe and quality program for everyone. We know this is something you care about too. This year we are introducing 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 they and all team members agree to the policies and procedures outlined. The signature page is at the end of the document. Review and sign [here](#).
- ❑ **Start Planning with Your Team.** We highly encourage you meet with your team(s) to discuss curriculum and start preparing for your first visits. Your team discussions should include:
 - **Calendaring** – what is everyone's availability for monthly visits?
 - **Questions for your Teacher** – what information do you need to know about the school and your class to help your team better prepare? (e.g. what are the dynamics in the class? What are some challenges his/her students face? [bullying, homelessness, etc.]).
 - **Curriculum** – What topics do you want to cover each month? How can your team bring your organization's mission and values into the classroom? Are there opportunities to align your activities to your teacher's curriculum? 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? AAC App? 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?
- ❑ **Schedule Planning Meeting with Your Teacher.** If you've already been matched with your teacher, feel free to reach out to him/her, introduce yourself (if you are new this year) and schedule a time to start planning your calendar of visits and curriculum. 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.

- ❑ **Begin using AAC App.** This easy-to-use tool captures every time your team goes into the classroom by tracking volunteer hours and lessons covered throughout the year. Tracking your visits allow AAC and the schools we serve accurately report impact. The app can be accessed by visiting the webpage www.aacmentors.org/login and entering team lead's email address to login. Once inside, click on the blue button at the very top that says "Create New Team Lead School Visit" to log a visit.

- ❑ **[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 and setting expectations. The training is one hour long and location varies. To schedule an orientation session contact Marie Rusincovitch, Director of Programming, at marie@aacmentors.org

Also...Keep Us in the Loop! We want to stay connected throughout the year as well keep you informed of key happenings as they come up. Please share updated team information (name and email) and your calendar of visits (once ready) so we can come visit your team sometime this year.