

## Theme/Essential Question

## Culminating Project

- ## Culminating Project Theoretical Framework

- ## Core Skills/Understandings/ Connections

What the skills/ understandings/ connections from the trimester does the project promote?

| Academic (HOTI) | Leadership (PSRI) | Social Justice (SRI) |
|-----------------|-------------------|----------------------|
| •               | •                 | •                    |

# Culminating Project Planning Template (page 2 of 7)

## Connection to Instruction

How will the site promote/ contribute towards the culminating project in the classroom(s)?

| English | Math | Science | Social Studies | Electives |
|---------|------|---------|----------------|-----------|
| •       | •    | •       | •              | •         |

## Connection to Community Partner

How will the site work with their community partners to create a successful culminating project?

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## Setting Goals/ Action Plan

Key Components in Site Collaboration for Culminating Project

|                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Resources/ Supplies:</li> <li>Which staff member(s) will check-in on progress?</li> </ul>   |
| <ul style="list-style-type: none"> <li>Student participation:</li> <li>Which staff member(s) will check-in on progress?</li> </ul> |
| <ul style="list-style-type: none"> <li>Location/Time/Set up:</li> <li>Which staff member(s) will check-in on progress?</li> </ul>  |
| <ul style="list-style-type: none"> <li>Promotion:</li> <li>Which staff member(s) will check-in on progress?</li> </ul>             |
| <ul style="list-style-type: none"> <li>Additional Needs:</li> <li>Which staff member(s) will check-in on progress?</li> </ul>      |

# Culminating Project Planning Template (page 3 of 7)

## Budget Proposal

- Estimated Budget Needed:

| #           | Line Item | Source (Ex. website) | Cost | Qty | Total Cost |
|-------------|-----------|----------------------|------|-----|------------|
| 1           |           |                      |      |     |            |
| 2           |           |                      |      |     |            |
| 3           |           |                      |      |     |            |
| 4           |           |                      |      |     |            |
| 5           |           |                      |      |     |            |
| 6           |           |                      |      |     |            |
| 7           |           |                      |      |     |            |
| 8           |           |                      |      |     |            |
| 9           |           |                      |      |     |            |
| 10          |           |                      |      |     |            |
| 11          |           |                      |      |     |            |
| 12          |           |                      |      |     |            |
| 13          |           |                      |      |     |            |
| 14          |           |                      |      |     |            |
| 15          |           |                      |      |     |            |
| Total Cost: |           |                      |      |     |            |

- Plans for Fundraising:

| Type of Fundraiser | Resources/Support Needed | Expected Revenue | Staff Member(s) |
|--------------------|--------------------------|------------------|-----------------|
|                    |                          |                  |                 |
|                    |                          |                  |                 |
|                    |                          |                  |                 |
|                    |                          |                  |                 |
|                    |                          |                  |                 |
|                    |                          |                  |                 |

- Which staff member(s) will check-in on progress? How often?

(Check-in: Recommended once per week)

### **Additional Planning Resources**

[illegible]

# Culminating Project Planning Template (page 5 of 7)

## Culminating Project Planning Breakdown – Setting Benchmarks - Unit 1

| Wk       | Monday                                                                        | Tuesday                                                       | Wednesday                                                     | Thursday                                                      | Friday                                                        |
|----------|-------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| <b>1</b> | 0/00/12<br>Important Event:<br>(Ex. CAHSEE)<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>2</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>3</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>4</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |

# Culminating Project Planning Template (page 6 of 7)

## Culminating Project Planning Breakdown – Setting Benchmarks - Unit 2

| Wk       | Monday                                                                        | Tuesday                                                       | Wednesday                                                     | Thursday                                                      | Friday                                                        |
|----------|-------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| <b>1</b> | 0/00/12<br>Important Event:<br>(Ex. CAHSEE)<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>2</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>3</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>4</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |

# Culminating Project Planning Template (page 7 of 7)

## Culminating Project Planning Breakdown – Setting Benchmarks - Unit 3

| Wk       | Monday                                                                        | Tuesday                                                       | Wednesday                                                     | Thursday                                                      | Friday                                                        |
|----------|-------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| <b>1</b> | 0/00/12<br>Important Event:<br>(Ex. CAHSEE)<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>2</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>3</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |
| <b>4</b> | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps:                 | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: | 0/00/12<br>Important Event:<br><br>Action:<br><br>Next Steps: |

# Culminating Project Planning SAMPLE (page 1 of 7)

Trimester: 3

## Theme/Essential Question

What open-ended philosophical, moral, and intellectual question guides this trimester?  
*How do we liberate ourselves?*

## Culminating Project

- **Description:** Students will host a "Unity Festival" in the community under multiple disciplines and expressions. With an emphasis on inclusion of our community and with an understanding of the importance of coalition building, students will spearhead the effort to educate, entertain, and provide dialogical space for our communities through workshops, presentations, booths, and sporting events. We envision to invite all of our YCSC/C sister sites to join us in a day filled with food, music, games, and treats as we celebrate the success, growth, and development of our students and our community.
- **Projected Date:** 00/00/12

## Culminating Project Theoretical Framework

- What theory/ rationale motivates this culminating project?
- The socio-cultural theory of education takes focus on the idea of a community of learners. Students learn to be proactive about their education, where the culture and community are entryways into education, not deterrents. In gaining agency in their own learning, they will find liberation in themselves. Also, a key component of differentiated instruction is creating a relevant focus for the students to see the value of what they are learning in their growth and the impact they can have in their community.

## Core Skills/Understandings/ Connections

What the skills/ understandings/ connections from the trimester does the project promote?

| Academic (HOTI)                                                                                                                                                                                                                                                                                                                      | Leadership (PSRI)                                                                                                                                                                                                                                                                                                        | Social Justice (SRI)                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Small team participation</li> <li>• Creating, imagining, and innovating new ideas for serving community</li> <li>• Artistic expression in activities</li> <li>• Synthesizing information from multiple sources and use it effectively towards the success of the unity festival.</li> </ul> | <p><b>Organizing events.</b> Can plan, organize and implement a program activity or event.</p> <p><b>Cultural competence.</b> Demonstrates respect for cultural differences among peers and in the community. Understands and effectively communicates about terms of oppression (such as racism, sexism, adultism).</p> | <p><b>Interpersonal Analysis.</b><br/>Students will analyze how social collectives promote oppression.</p> <p><b>Action.</b><br/>Students will plan how to achieve collective social justice.</p> |

# Culminating Project Planning SAMPLE (page 2 of 7)

## Connection to Instruction

How will the site promote/ contribute towards the culminating project in the classroom(s)?

| English                                                                                                                                                                                                                                                                                                                                              | Math                                                                                                                                                                                                                                              | Science                                                                                                                                       | Social Studies                                                                                                                                                                                                                                                                   | Electives                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students will join the rest of their peers, faculty, and staff, and participate in a festival that will celebrate their work and community. Here, the ambition is to host an event that invites the community in and allows the students to experience a form of liberation that comes from sharing and working for/with others on the same mission. | Students use their first APT and provide recipes from their bake goods to demonstrate how we use math in our daily lives. Baked goods will be supported at the Sweet's & Stuff tent. The recipes will be copied for others to see math in action. | In cooperation with the school-wide festival, this class will organize face painting art that advocates for environmental care and protection | Students will distribute merchandise/educational media that articulates their position on the social/political/economic impact of on a chosen landmark Supreme Court case(s) and defend their analysis of how engaging with the 3 branches of government can promote liberation. | Make an art piece that reflects the statement "Art is not a mirror held up to reality, but a hammer with which to shape it." Students will share their projects with a group of community members, demonstrating how their art can influence society. |

## Connection to Community Partner

How will the site work with their community partners to create a successful culminating project?

- The community partner will work with the site in supporting the funding and the overall logistics of implementation (location, reach into the community etc).

## Setting Goals/ Action Plan

Key Components in Site Collaboration for Culminating Project

- Resources/ Supplies**
  - Compiling list of necessary supplies for each activity
  - Checking in with making sure that all supplies are assigned and are gathered in a timely manner.
  - Keeping track of expenses and receipts for reimbursements.

- Which staff member(s) will check-in on progress? (name[s])

- Student participation**
  - Organizing students into groups based on participation in festival.
  - Assigning specific tasks and collecting schedules for activities and accounting for overlap.

Which staff member(s) will check-in on progress? (name[s])

- Location/Time/Set up**
  - Will work with community partner in finding location with the necessary components and scheduling best time for the festival.

- Which staff member(s) will check-in on progress? (name[s])

- Promotion**
  - Organizing students to do outreach into the community to promote the event.
  - Reaching out to the sister YCSC/C sites to invite them to the event.

- Which staff member(s) will check-in on progress? (name[s])

- Additional Needs**

○

- Which staff member(s) will check-in on progress? (name[s])

# Culminating Project Planning SAMPLE (page 3 of 7)

## Budget Proposal

- Estimated Budget Needed:

| #           | Line Item              | Source (Ex. website) | Cost     | Qty       | Total Cost      |
|-------------|------------------------|----------------------|----------|-----------|-----------------|
| 1           | Backgrounds for photos | Photobackground.com  | \$4.99   | 4         | \$19.96         |
| 2           | Sumo suit rental       | Party rentals.com    | \$200.00 | 1         | \$200.00        |
| 3           | Photo Paper            | Staples              | \$9.99   | 2         | \$19.98         |
| 4           | Pie Tins               | Target               | \$10.99  | 1         | \$10.99         |
| 5           | Whipped Cream          | Target               | \$2.59   | 8         | \$20.72         |
| 6           | Face Painting Kit      | Target               | \$31.38  | 1         | \$31.38         |
| 7           | Balloon starter pack   | Target               | \$28.50  | 1         | \$28.50         |
| 8           | Assorted Balloons      | Target               | \$17.00  | 1         | \$17.00         |
| 9           | Assorted Bags of Candy | Target               | \$8.00   | 15        | \$120.00        |
| 10          | Snow Cone Machine      | Party rentals.com    | \$55.00  | 1         | \$55.00         |
| 11          | Ice                    | Party rentals.com    | \$4.00   | 10        | \$40.00         |
| 12          | Foam Cups              | Target               | \$6.00   | 1 (200ct) | \$6.00          |
| 13          | Syrup                  | Target               | \$5.00   | 4         | \$20.00         |
| 14          | Carnival Tents         | Party rentals.com    | \$60.00  | 3         | \$300.00        |
| Total Cost: |                        |                      |          |           | <b>\$919.52</b> |

- Plans for Fundraising:

| Type of Fundraiser | Resources/Support Needed                      | Expected Revenue | Staff Member(s)                    |
|--------------------|-----------------------------------------------|------------------|------------------------------------|
| Carwash            | Hose, rags, location, donuts, signs           | 500              | Students, YCSC staff               |
| Karaoke Night      | Karaoke machine, tv screen, microphone, venue | 300              | Staff, students, community members |

- Which staff member(s) will check-in on progress? How often?

- (name) – once a week at each staff meeting

# Culminating Project Planning SAMPLE (page 4 of 7)

## Timeline/ Benchmarks/ Roles and Responsibilities

(Check-in: Recommended once per week)

| Check in Dates   | Goal/ Action Steps                                                         | Resources Needed                               | Setting Next Steps                                               |
|------------------|----------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------|
| Week 1 (0/0/12)  | Set a date<br>Make announcement to students                                | YCSC and Community partner calendar            | Setting location                                                 |
| Week 2 (0/0/12)  | Checking in with best location possible                                    | List of locations                              | Classroom involvement                                            |
| Week 3 (0/0/12)  | Beginning organizing student participation                                 | Full list of each class/student involvement    | Compiling list of activities and events                          |
| Week 4 (0/0/12)  | Finalize activities/events list<br>Begin compiling supply list             | Full list of activities/events                 | Begin listing needs for budget proposal                          |
| Week 5 (0/0/12)  | Creating budget proposal                                                   | Line item budget prices, costs, and quantities | Completing and submitting budget proposal                        |
| Week 6 (0/0/12)  | Check in with budget proposal<br>Check in on student participation         | Location/set up for fundraiser                 | Organizing first fundraiser – time, location                     |
| Week 7 (0/0/12)  | Check in with fundraisers<br>Promoting fundraisers<br>Check in with budget | Student participation in promotion             | Set up and hosting fundraisers<br>Promoting fundraiser           |
| Week 8 (0/0/12)  | Compiling supplies check in<br>Promotion check-in                          | Full list of supplies needed, sources, funding | Finish gathering supplies/ contacting rentals                    |
| Week 9 (0/0/12)  | Compiling supplies check in<br>Budget check-in                             | Budget/ Supplies list                          | Continue promoting festival and finalizing events                |
| Week 10 (0/0/12) | Create finalized schedule of student run events and activities             | Finalized schedule                             | Staff member checks in with students on finalizing preparations. |
| Week 11 (0/0/12) | Final check-in of overall run through of fair, supplies, food              | Machine Rentals, Food pick ups                 | Festival!                                                        |
| Week 12 (0/0/12) | Set up and hosting of FESTIVAL!                                            |                                                | Clean up/ budget reimbursements if necessary                     |

## Additional Planning Resources

### Staff Roles and Responsibilities

| Summary of Role/ Responsibility | Description of Duty/ Contribution                                                                                                                                                   | Staff member(s) |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| • Karaoke Night                 | Staff member will support students in organizing a Karaoke night for the staff and students                                                                                         |                 |
| • BBQ                           | Will organize set up and running of BBQ, including buying food, finding student volunteers                                                                                          |                 |
| • Location                      | Will check in with any permits necessary for obtaining location<br>Will map out which activities will be set up where                                                               |                 |
| • Tickets                       | Will be in charge of collecting money and keeping track of ticket booth, organizing student volunteers<br>Will also be in charge of any reimbursements necessary after the Festival |                 |
| • Carwash                       | Will organize students in promoting and hosting a carwash for raising funds for the unity festival                                                                                  |                 |
| • Rentals                       | Will contact rental companies for necessary festival events and work out drop off and pick up                                                                                       |                 |

# Culminating Project Planning SAMPLE (page 5 of 7)

## Culminating Project Planning Breakdown – Setting Benchmarks - Unit 1

| Wk       | Monday                                                                                                                                                  | Tuesday                                                                                                                                           | Wednesday                                                                                                                                                                         | Thursday                                                                   | Friday                                                                                                                                                              |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | 0/00/12<br><b>Important Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                              | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b> Announcement to students<br><b>Next Steps:</b> Set a date                                          | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                                                              | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>       | 0/00/12<br><b>Important Event:</b><br><b>Action:</b> Set date based on YCSC and community partner calendar<br><b>Next Steps:</b> Organizing students and activities |
| <b>2</b> | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                                    | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b> Compile list of possible locations<br><b>Next Steps:</b> Pick final location at next staff meeting | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                                                              | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>       | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b> Finalize location and take necessary steps to reserve<br><b>Next Steps:</b> Create activities list                   |
| <b>3</b> | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b> Brainstorm activities and events with students<br><b>Next Steps:</b> Finalize activities and events list | 0/00/12<br><b>Imp Event:</b><br><b>CAHSEE</b><br><b>Action:</b><br><b>Next Steps:</b>                                                             | 0/00/12<br><b>Imp Event:</b><br><b>CAHSEE</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                                             | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>       | 0/00/12<br><b>Imp Event:</b><br><b>Action:</b> Compiling list of activities and events<br><b>Next Steps:</b> Finalizing evnets and activities                       |
| <b>4</b> | 0/00/12<br><b>Important Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                              | 0/00/12<br><b>Important Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                        | 0/00/12<br><b>Important Event:</b><br><b>Action:</b> Finalize activities/events list<br>Begin compiling supply list<br><b>Next Steps:</b> Begin listing needs for budget proposal | 0/00/12<br><b>Important Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | 0/00/12<br><b>Important Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                                          |

# Culminating Project Planning SAMPLE (page 6 of 7)

## Culminating Project Planning Breakdown – Setting Benchmarks - Unit 2

| Wk       | Monday                                                                                                                                         | Tuesday                                                                                                                                                | Wednesday                                                                   | Thursday                                                                    | Friday                                                                                                                                                   |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Creating budget proposal<br><b>Next Steps:</b> Completing and submitting budget proposal | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                            | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Final proofread of budget proposal<br><b>Next Steps:</b> Completing and submitting budget proposal |
| <b>2</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                    | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Check in with budget proposal<br>Check in on student participation<br><b>Next Steps:</b>         | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> Organizing first fundraiser – time, location                                 |
| <b>3</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                    | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Check in with fundraisers<br>Promoting fundraisers<br>Check in with budget<br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                              |
| <b>4</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Promoting fundraiser<br><b>Next Steps:</b> Set up and hosting fundraisers                | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                            | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b> FUNDRAISER<br><b>Action:</b><br><b>Next Steps:</b> Finish gathering supplies/ contacting rentals                     |

# Culminating Project Planning SAMPLE

## Culminating Project Planning Breakdown – Setting Benchmarks - Unit 3

| Wk       | Monday                                                                                                                                                                             | Tuesday                                                                                                            | Wednesday                                                                                                                                                                  | Thursday                                                                                                                                     | Friday                                                                                                                        |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br>Compiling supplies check in<br>Budget check-in<br><b>Next Steps:</b><br>Continued promotion and preparation               | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b><br>Continued promotion and preparation | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b><br>Continued promotion and preparation                                                         | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b><br>Continued promotion and preparation                           | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b><br>Continued promotion and preparation            |
| <b>2</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br>Compiling supplies check in<br>Budget check-in<br><b>Next Steps:</b><br>Have all supplies ready by beginning of next week | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                        | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                                                | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                  | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Continue promoting festival and finalizing events<br><b>Next Steps:</b> |
| <b>3</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Create finalized schedule of student run events and activities<br><b>Next Steps:</b>                                         | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                        | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                                                | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Staff member checks in with students on finalizing preparations.<br><b>Next Steps:</b> | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b> Final check in at staff meeting<br><b>Next Steps:</b>                   |
| <b>4</b> | <b>0/00/12</b><br><b>Imp Event:</b><br>Final check-in of overall run through of fair, supplies, food<br><b>Action:</b><br><b>Next Steps:</b>                                       | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br>Machine Rentals, Food pick ups<br><b>Next Steps:</b>      | <b>0/00/12</b><br><b>Imp Event:</b><br><b>FESTIVAL</b><br><b>Action:</b> Machine Rentals, Food pick ups<br><b>Next Steps:</b> Clean up/ budget reimbursements if necessary | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                                  | <b>0/00/12</b><br><b>Imp Event:</b><br><b>Action:</b><br><b>Next Steps:</b>                                                   |