**Daily Lesson Plan - 1/3**

Week 1

Day 3 - guest speaker establishes timeline

Materials Needed:

Flip chart paper with markers

“Sticky notes” for brainstorming distributed among all members of the class.

Computer with access to Internet

Length of Lesson:1 day (with follow up day)

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| --- | --- |
| **Minutes** | **Activity** |
| Introduction | I would like to welcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Today we will be establishing our timeline for our Dress to Impress clothing drive. We are setting this project up like any small business, with an organizational structure, logo and branding/marketing. Everyone will have a role in this business, so be thinking about what your talents are and how you might like to work on this project. |
| Timeline | Guest Speaker can ask questions to establish the timeline.  Below are some ideas discussed when this was done in class. Write each question or point of the timeline onto a sticky note and group them later.  Here are key points for the timeline and questions that might need to be asked. This list is not exhaustive. At the end of the activity (or the beginning of the next time you meet), you may ask, “what do we need to know in order to do this project well?” Write up more sticky notes and place those ideas onto the timeline.: |
|  | ***Minimal Timeline***  Date that (clean/pressed) clothing is available for students  Establish Dates of clothing drive (1 week?)  When to put up flyers about clothing drive  Date of flyers being ready to print  Establish collection method  Date of field trip/guest speakers to learn how to sort and select professional clothing  Date we have permission from school to do the clothing drive  Date logo is chosen  Date logo designs are submitted  Date we have name of project (doesn’t have to be Dress to Impress)  Date we have established roles  ***Questions that we have***  Where will the clothing be put when it is ready for selection and wear? Will the clothing be housed at the school or at another location? Will the JAG students still need to pay for clothing that they helped obtain? Could they receive vouchers to use at the clothing location? If clothing is kept at the school, will students come in and just grab what they want or will there be a limit? Should JAG provide someone knowledgeable to “fit” the person? What if the clothing size needed isn’t available?  What are our space considerations? Do we have a clothing closet at the school?  How will we make sure the clothing is clean? (how long do we need to make sure all the clothing is clean and neat?)  What will we do about clothing that isn’t “professional”? Do we give it away? Throw it out?  Is the drive just for students at the school?  Will flyers just be put up around the school? What about around the community?  How will clothing be collected? (where will we actually put it while we are sorting it)  How do we get permission from the school to put up posters for the clothing drive? What about putting flyers around town?  What other marketing do we need? (school TV, School announcements, etc)  What roles should we have in our project? (students will actually interview for these roles)  (roles have been: Timeline Manager (makes sure we are on track), artist designer (flyers/logos/printing), People who sort, People who collect and empty bins, People who talk up the project to the school stakeholders and who approach businesses, People who work fundraising table or collection tables. Someone who organizes the volunteers.  Will we all work on some roles? (like volunteering at the table)  OR will we have “departments”? Leadership team, Marketing/Art Department, Publicity, Fundraising, Collecting/Sorting, etc.  Will the entire roster be working on every project or will each class be a “department”? How will we communicate with the entire team?  What is our mission? How do we talk about that mission? |
| Review/ Preview | Today our guest speaker, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ company helped us begin to write up our timeline and establish our brand. Based on this timeline, our next step is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. When we meet next, we will have this timeline written up (assign a student) and we can make sure there is nothing missing. I’d like to thank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for helping us today. |