**Checklist to Help Organize a Countdown to Zero Walk**

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| **ORGANIZING THE COUNTDOWN TO ZERO WALK** | | | | |
| **What** | **When** | | **Who** | **PSJA**  **Examples** |
| Set date for Countdown to Zero |  | | Superintendant, Pupil Attendance Coordinator, CCTA Principal |  |
| **STUDENT IDENTIFICATION** | | | | |
| Identify eligible students |  | | Pupil Attendance Coordinator |  |
| Prepare individual student files (credit/TAKS report, history, home visit report form, enrollment forms) |  | | Pupil Attendance Coordinator |  |
| Group files by neighborhood |  | | Pupil Attendance Coordinator |  |
| Prepare maps of each neighborhood for teams |  | | Pupil Attendance Coordinator |  |
| Prepare home visit script |  | | Superintendant, Principal, Public Information Officer |  |
| **PUBLICITY** | | | | |
| Create logo |  | | Public Information Officer |  |
| Prepare publicity materials for general awareness and volunteer recruitment: radio/TV spots, press releases, banners, volunteer forms. |  | | Public Information Officer | . |
| Prepare material for potential students: door hangers, brochures, pamphlets |  | | Public Information Officer |  |
| Publicize event before and after |  | | Public Information Officer |  |
| **COMMUNITY PARTNERS** | | | | |
| Determine key community partners |  | | Superintendant |  |
| Contact key community partners |  | | Superintendant |  |
| Recruit volunteers |  | | Public Information Officer |  |
| Group volunteers into neighborhood teams |  | | Pupil Attendance Coordinator |  |
| Assign community liaison or counselor to chair each team |  | | Pupil Attendance Coordinator |  |
| Prepare volunteer sign-in sheets, thank you certificates |  | | Pupil Attendance Coordinator |  |
| Meet with team chairs to review responsibilities |  | | Pupil Attendance Coordinator |  |
| Create agenda for day |  | | Pupil Attendance Coordinator |  |
| **DONATIONS** | | | | |
| Solicit donations for volunteers: water, t-shirts, snacks, lunch | |  | Public Information Officer |  |
| Check availability of: tables, chairs, pens, clipboards, signage | |  |  |  |
| **DAY OF** | | | | |
| Set up sign-in stations | |  |  |  |
| Provide team leaders with maps, student files, volunteer sign-in sheets, water, etc. | |  |  |  |
| Set up lunch | |  |  |  |
| Distribute certificates to all participants | |  |  |  |
| **FOLLOW UP** | | | | |
| Send thank you notes | |  | Public Information Officer |  |
| Share walk registration logs with CCTA to cross reference registration | |  |  |  |
| Organize document logs | |  |  |  |
| Send press releases to media outlets | |  |  |  |
| Debrief: what went well, what can be improved? | |  |  |  |