**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? |  |  |  |