2019-2020 DETAILED PROGRAM TIMELINE

October
9-10
ESP Teacher Training

October 15
Educational Energy Audit Dates Available for scheduling

November 1
All kits and materials received from NEED
All kits shipped will be based on selections made at the September Training. All kits should be opened, verified, and any questions about materials sent to Emily at ehawbaker@need.org

December 1
Completed: Science of Energy sections, some basic energy sources or efficiency and conservation activities, planning of community project has begun.

January
Program survey check-in (link to be emailed)

Teachers participate in a survey and submit responses to questions. Sample questions include:
• Have you secured any additional community partners for the project and fair?
• Who is responsible on the school’s team for making sure the projects occur on the timeline you planned?
• Have you been able to keep expenses within budget?
• Are there obstacles you foresee for which you should seek assistance from NEED?
• Are you gathering video and photos along the way?
• Have you begun to plan the presentation you will submit?

January / February
Mid-Year Refresh Workshop

Late February
Quick Check - email check-in
• Completed renewable energy sections and continue work on energy efficiency and conservation
• STEM project implementation underway
• Are you assessing student performance during the classroom and community project activities?

March 13
Completed:
• Energy efficiency and conservation activities projects and events planning nearly complete/scheduled
• Continuous assessment of student activities

April 3
Quick Check & Project Wrap-up – email check-in
• Finalize/execute STEM projects and Energy Fair
• Create presentation to showcase efforts
• Share project with administrators, or other partners, and friends for feedback
• Prepare program presentation/video/performance for submission

May 15
Final Project submission
• Submit project presentation/video/performance via program management software
• Science of Energy, Energy Sources, Electricity, and Energy Efficiency Curriculum continues to be used and assessed

May 15
Program Wrap-up
• Print/copy Student Evaluations for each student. Once students have completed the evaluations, mail evaluations to NEED. Be sure to label your school clearly:
  The NEED Project
  attn: Kim Swan
  8408 Kao Circle
  Manassas, VA 20110
• Complete LEader Evaluation and email to Kim Swan at kswan@need.org.

Late May (TBD)
Teacher Debrief Session and Dinner-Location TBD