2019-2020 DETAILED PROGRAM TIMELINE

**November 8**  
PESCO Energizing Education Program Training at The Franklin Institute

**December 6**  
All kits and materials received from NEED based on submission of paperwork.

**December 13**  
All participating agencies submit confirmation of receipt of curriculum materials and kits to NEED  
All kits should be opened, and any questions about materials sent to Emily at NEED- ehawbaker@need.org

**January 31**  
Checkpoint 1: Have completed...  
*Science of Energy* activities, some basic energy sources or efficiency and conservation activities, preliminary planning of community project

**February/ March Refresher Workshop at TFI (half-day), date TBD**

**February 28**  
T-shirt Design Submissions due  
*Submit student t-shirt designs to Emily - ehawbaker@need.org or in person.*

**March 3**  
Application Deadline for Sponsorship to the NEED Energy Conference for Educators (July 19-23)

**March 6**  
Submit program update and check-in (email response to Emily)  
Leaders will need to respond to email and be prepared to submit one-page review form via email to include:  
- Have you secured any partners for the project?  
- Who from the agency is responsible for making sure the project continues to meet the planned timeline?  
- Have you been able to keep expenses within budget?  
- Are there obstacles for which you require assistance from NEED?  
- Have you begun to plan the PowerPoint/video you will upload?  
- Are you gathering video and photos along the way?

**April 3**  
Checkpoint 2: Have we...  
- Completed renewable energy sections and continue work on energy efficiency and conservation?  
- Launched the community project?  
- Assessed student performance during the activities?
May 8  Community Project wrap-up, evaluations being completed
  • Consider showing the draft to the agency team, administrators, or other partners and friends.
  • Have students begin brainstorming how they would present their project at the PECO Energizing Education Program Celebration.
  • Begin preparation for student presentations, should the project be selected to present, work out technical difficulties ahead of time.
  • Curriculum pieces are still being used and assessed.

May 15  Community Project completed, photos and videos submitted to file upload site for review

May 8 - May 29  Prepare presentations for PECO Energizing Education Program Celebration
  • Students prepare brief (3 minutes or less) presentation to be shared with students, teachers, and community members at the celebration
  • Prepare, practice, repeat

Late May  PECO Energizing Education Program Celebration (late afternoon/dinner, location and date TBD)

June 31  Program Wrap-up
  • Print/copy Student and Leader Evaluations from the website (www.need.org/peco) for each student. Once students have completed the evaluations, mail or scan and email evaluations to NEED. Be sure to label your organization and site/location clearly. Evaluations may also be returned at the program celebration.
    By mail:
    The NEED Project
    attn: Kimberly Swan
    8408 Kao Circle
    Manassas, VA 20110
    By email to Kimberly Swan: kswan@need.org.
  • Submit United Way end-of-year reporting Suzanne, soconnor@uwgpsnj.org