



2019-2020 DETAILED PROGRAM TIMELINE

- November 8** **PECO 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