



Calendar Checklist for Teacher Team Leads

August	- Schedule grade level team meeting with CFWC (gr. 4-6) or explain IE in your grade level meeting.
September	- Attend Team Lead training meeting. - Present IE to your classes. Review scholarship opportunities (via CFWC staff, principal, role play skit, video) - Distribute customized enrollment packets to all students supplied by CFWC. - Participate in College Go Week. Share report/photos with CFWC and on social media.
October	- Report classroom changes a week before the end of the quarter and complete Google teacher sheets by a week after the end of the quarter. Mark an enrolled student for SOTQ and write a few sentences about why you chose that student. - Be aware of "Imagine My Future" 3rd grade field trip to Manchester University.
November	- Distribute Q1 Progress Reports. Go over Progress Reports in class. - Assign student thank you notes (for program donors)
December	- Report classroom changes a week before the end of the quarter and complete Google teacher sheets by a week after the end of the quarter. Mark an enrolled student for SOTQ and write a few sentences about why you chose that student.
January	- Help with mid-year recognition of students who earned scholarships in first semester. - Distribute Q2 Progress Reports. Go over Progress Reports in class.
February	- Complete the essay, choose winners, send sample to CFWC.
March	- Report classroom changes a week before the end of the quarter and complete Google teacher sheets by a week after the end of the quarter. Mark an enrolled student for SOTQ and write a few sentences about why you chose that student.
April	- Distribute Q3 Progress Reports. Go over Progress Reports in class. - Share report of this semester's career/college activity with CFWC and on social media.
May	- Attend Team Lead Meeting. - Report classroom changes a week before the end of the quarter and complete Google teacher sheets by a week after the end of the quarter. Mark an enrolled student for SOTQ and write a few sentences about why you chose that student.
June/July	- Consider representing IE at an event – sports game, 4-H, First Friday, etc.

It pays to start early.