



# Follow-Up and Supervision Checklist

Projects should be monitored during the planning, implementation, and final-event stages. Discuss with staff what you will be looking for, what they are looking forward to and feeling challenged by, and how and when you and staff can review and discuss.

## Project Planning Review Checklist

**Instructions:** Before beginning a project with youth, program staff should review the written project plan with the items on the Pre-Project Checklist (below). Revise and improve any items in the project plan identified in the ‘needs work’ category.

After a project is complete, meet with staff to debrief. Review the Post-Project Checklist (below) and determine which items are strong, ok, or need work. Flag the items in the needs work category to improve during the next project.

Pre-Project Checklist	Strong	OK	Needs Work
Engaging			
Attuned to youth interests, input			
Feasible (i.e., fit youth and staff skills, timeline, resources)			
Age appropriate			
Clear objectives			
Activities linked to objectives			
Objectives linked to learning for success in school			
Demonstration of learning established			
Review times scheduled			
Culminating event process planned			
Post-Project Checklist			
Demonstration of learning showed youth skills, knowledge, and/or development			
All students participated in culminating event(s)			
Demonstrations showed achievement of objectives			
Culminating event well planned and carried out			
Review and reflection conducted			
Documentation of learning shared			
Parents, partners, volunteers surveyed for satisfaction			
Youth surveyed for satisfaction, outcomes			
Project plan, implementation, results reviewed by staff			
Revisions made			
Learning documented as necessary			



# Follow-Up and Supervision Checklist

## Staff: Observation and Review Checklist

**Instructions:** Share this checklist with staff before the project begins to set overall expectations for staff responsibilities and standards of behavior. Keep notes on individual staff performance in relation to the items on the checklist during the project. After the project ends, set a time to meet briefly with each staff member to review their performance. For any items marked 'needs work,' be sure to identify specific steps for improvement.

Staff creates an engaging learning environment	Strong	OK	Needs Work
Motivates youth from outset			
Presents opportunity in engaging way			
Explains and creates opportunities for youth leadership and independent work			
Respectful of youth voice			
Facilitates youth expression and creativity			
Ensures inclusion			
Engages youth in establishing procedures and norms			
<b>Staff facilitates active learning.</b>			
Supports group work			
Supports development of ideas into viable projects			
Circulates and checks in appropriately with youth			
Models or demonstrates techniques; provides information or guidance when appropriate			
Refers youth to resources			
Facilitates use of outside resources			
Ensures youth understand goals and objectives			
Checks for comprehension			
Creates groups, buddy systems, or other supports for English learners or youth with special needs			
Asks open-ended questions			
Supports self-assessment and peer reflection			
<b>Staff engages other adults</b>			
Works respectfully and effectively with volunteers			
Works respectfully and effectively with partners			
Works respectfully and effectively with student families			
<b>Staff builds own skills</b>			
Attends trainings			
Participates actively in trainings			
Leads segments or trainings			
Suggests topics for trainings			
Contributes to locating resources			
Participates openly in reviews			
Seeks feedback and revises work			
Provides peer support for others			



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## Children and Youth: Observation and Participation Checklist

**Instructions:** Share this checklist with youth before a project begins to set overall expectations. You may wish to have a session where youth work in small groups to identify what the items on the checklist might look like in practice and to clarify any questions youth have.

Youth Participation	Strong	OK	Needs Work
Actively engage in project planning and development, as appropriate			
Offer ideas and comments; participate in or attentive to brainstorming			
Show eagerness to work on projects			
Attend consistently and willingly			
Sustain interest and effort over time, as age appropriate			
Answer questions about their projects and work			
Listen to, watch, or consider demonstrations respectfully			
Participate in peer reviews, offering comments or suggestions			
Remain open to peer and staff review; participate in discussions of revision			
Plan, conduct, and complete demonstration of learning			
Explain their learning			
Offer ideas for spin-offs, revisions			
Actively engage in project planning and development, as appropriate			
Offer ideas and comments; participate in or attentive to brainstorming			