

Sample Summer Learning Program Planning Timeline

A planning timeline will help keep your program planning team on-task and accountable. Below is an example of a very basic summer program planning timeline. Use the template on the second page to create your own planning task timeline. Be sure to include deadlines and the person responsible for each task.

August/September–December

- Develop a program planning team.
- Develop a needs assessment with stakeholder input.
- Set SMART program goals.
- Map community assets.
- Develop funding proposals/asks.

January–March

- Design intentional summer learning program curriculum that connects to goals.
- Plan out the logistics of the program (location, space, materials, budget, staff recruitment, student recruitment and professional development/coaching).
- Develop partnerships.

March–May

- Plan outreach to students.
- Determine process to hire new staff and/or identify returning summer staff.
- Order materials/supplies.
- Hold orientation for staff.

June–July/August

- Start summer program.
- Hold weekly check-in meetings with staff.
- Facilitate in-service staff trainings.
- Assess and debrief the overall quality of the summer program (include input from stakeholders).

