



Civic Learning and Engagement Implementation Planning Checklist

Civic Learning and Engagement



This resource is in the public domain. Authorization to reproduce it in whole or in part is granted. This resource was funded by the U.S. Department of Education in 2020 under contract number ED-ESE-14-D-0008. The views expressed here are not necessarily those of the Department or the contractor. Learn more about civic learning and engagement and 21st CCLC learning at <https://y4y.ed.gov>.



Implementation Planning Checklist

Use this checklist to record ideas and track your civic learning and engagement planning process as you apply the strategies listed below.

Contents

- Strategy 1: Identify and Engage Stakeholders 3
- Strategy 2: Define Needs, Goals and Assets 4
- Strategy 3: Prepare for Civic Learning and Engagement Activities..... 5
- Strategy 4: Set the Foundation for Civic Learning and Engagement Activities..... 6
- Strategy 5: Intentionally Design Activities 7
- Strategy 6: Use Best Practices for Student Engagement..... 8
- Strategy 7: Implement With Fidelity 9
- Strategy 8: Celebrate and Sustain Your Initiatives..... 10



This resource is in the public domain. Authorization to reproduce it in whole or in part is granted. This resource was funded by the U.S. Department of Education in 2020 under contract number ED-ESE-14-D-0008. The views expressed here are not necessarily those of the Department or the contractor. Learn more about civic learning and engagement and 21st CCLC learning at <https://y4y.ed.gov>.





Implementation Planning Checklist

Strategy 1: Identify and Engage Stakeholders

While you likely have stakeholders on your team already, focus on the ones who are important to civic learning and engagement. Because effective civic learning and engagement projects rely heavily on meaningful connections to the community, it is important to identify and engage stakeholders who have knowledge and experience in the areas of study and care about the outcomes of your civic learning programming.

Select the stakeholders you may want to engage to support civic learning and engagement initiatives in your program. Consider how each role can contribute to your program.

- School-Day Leader
- School Teachers
- Former Students
- Government Officials
- Lawyers
- Family Members
- Local College or University
- Nonprofit Organizations
- Local Business Leaders

Add others you want to include: _____

Use the Y4Y **Getting Members on Your Program Team** tool for tips.



Implementation Planning Checklist

Strategy 2: Define Needs, Goals and Assets

After engaging stakeholders and school-day leaders, you'll be prepared to conduct a needs assessment around civic learning and engagement. This step is important, because it goes beyond simply identifying student needs.

Your program activities will make connections to specific school and community issues that students care about. Be sure to assess the academic and social needs of your students before collecting student voice data, so you can put building students' skills at the forefront of all programming. Use the list below with your program team.

Collect data to identify needs.

To assess whether your program is supportive of multiple viewpoints and perspectives, and to help youth enrich their perspectives on critical issues while building communication skills, use the Y4Y **Incorporating Multiple Viewpoints Checklist**.

Develop program SMART goals.

Create two program goals: an academic SMART goal and a civic engagement SMART goal.

Map assets.

Make a list of potential partners that can help you meet your goals.

For help with community asset mapping, use the Y4Y **Mapping Community Assets** tool.

For establishing expectations with partners, use the Y4Y **Memorandum of Understanding** and the **Involving Community Partners Checklist**.

For more information on identifying and establishing key partnerships, see the Y4Y **Strategic Partnerships** course.

For more information on conducting a needs assessment, see the Y4Y **Continuous Education Through 21st CCLC Activities** course and the Click & Go on **Developing a Needs Assessment**.



Implementation Planning Checklist

Strategy 3: Prepare for Civic Learning and Engagement Activities

Now you can develop a plan to prepare your students and staff for effective civic learning and engagement projects. As a program leader, you empower members of the next generation to see the impact they can have on society. Keep this in mind as you prepare activities, and help your students understand they, too, can be leaders.

There are three components of student leadership skill development: mastery of self, mastery of relationships, and mastery of action. Record your ideas for helping students develop all three.

How will you help students develop **mastery of self**?

How will you help students develop **mastery of relationships**?

How will you help students develop **mastery of action**?

To help with building relationships, use the Y4Y **Team-Building Activities** tool.

To help students develop a strong sense of self, use the Y4Y **Student Self-Assessment** for students to score themselves on their learning.





Implementation Planning Checklist

Strategy 4: Set the Foundation for Civic Learning and Engagement Activities

After preparing students to understand the leadership skills they need, you'll want to consider what to keep in mind when you deliver civic learning projects.

Use the checklist below to think about important design and implementation considerations.

Student age, developmental level and grade level

- Physical growth
- Cognitive growth
- Social growth
- Emotional growth

Tool: For a quick review of student developmental stages, use the **Y4Y Child Development Stages** tool.

Issues of concern in the community or nation

- Water quality
- Waste and recycling
- Criminal activity
- Voter turnout
- Access to social services
- Other: _____
- Other: _____

Learning approach

- Project-based learning
- Service learning
- Partnering with a service organization
- Mentoring
- Clubs and recurring embedded activities

How the learning will be assessed

- Portfolios
- Rubrics
- Surveys
- Journals
- Student self- and group assessments

Logistics

- Budget
- Time/schedule
- Materials



Implementation Planning Checklist

Strategy 5: Intentionally Design Activities

Now you're ready to design activities. You'll want activities to address academic skills in civics, along with other subject areas, and youth leadership development.

Activities should have activity SMART goals that align with your program SMART goals.

Use the checklist below to ensure you have all the components you need as you intentionally design activities.

- Needs assessment statements
- Program goals (academic and civic engagement)
- Activity description
- Activity SMART goal

To determine a civic engagement topic, use the Y4Y **Brainstorming Civic Engagement Topics** tool.

For more information on developing student-led projects, take the Y4Y **Project-Based Learning** course.

For assistance planning and designing service learning projects, see the Y4Y **Service Learning Toolbox**.



Implementation Planning Checklist

Strategy 6: Use Best Practices for Student Engagement

Before you implement your intentionally designed activities or projects, consider ways to effectively engage students so you succeed in meeting your goals. You'll need to honor student voice and choice and provide opportunities for students to engage and build their leadership skills.

These four best practices, when used progressively, will help sustain student engagement through the life of a project and ensure that you design activities that are authentic to students. Record your ideas for implementing each best practice below.

- How will you **introduce and build anticipation** for a topic?

- How will you **allow students to narrow down the topic they want to explore**?

- How will you **guide the learning**?

- How will you **continue to capture student voice** throughout implementation?

Use the Y4Y **Mapping Knowledge and Wonders** and **Guiding Questions** tools to help you implement these best practices.





Implementation Planning Checklist

Strategy 7: Implement With Fidelity

After intentionally designing civic learning and engagement activities that address the needs of your students and community, it's time to implement those activities! You'll need to implement with fidelity so the activities have the intended impact on your students and stakeholders.

Use this checklist to document your use of the four measures of fidelity when reviewing your activities.

Measures of fidelity

- Adherence:** This measure focuses on how well you stick to the activity plan. Ask yourself this: "Are we implementing as we intended?"
- Dosage:** This measure focuses on how long and how often a student engages in an activity designed to have an impact. Look at the frequency or the number of times students attend and how long they participate in each session.
- Engagement:** This measure focuses on students actively participating, asking questions, using critical thinking skills, getting positive feedback from facilitators and solving problems in group discussions.
- Delivery:** This measure focuses on how the facilitator guides the learning. Is the facilitator effectively using guiding questions to help students move to higher levels of thinking, embedding opportunities to apply new skills, differentiating the learning and generally supporting student engagement?

For assistance with this process, see the Y4Y **Implementing With Fidelity Guide**.





Implementation Planning Checklist

Strategy 8: Celebrate and Sustain Your Initiatives

It's time to celebrate all the good work you, your students and your partners have completed! Think of ways to combine a general end-of-project celebration with a celebration specific to the work, if possible. To celebrate and sustain project initiatives, it's important for students to share their findings in some type of culminating event or product. Always aim to include your project partners in this step. The event might include a presentation to families and community members, a meeting with a government official, or a community report.

Use the checklist below to document how you will **celebrate** student successes.

- School board meeting:** Take your students to the school board and let them present on the civic learning and engagement work they've done.
- Social media:** Use social media to share information about the products and volunteering efforts of your students.
- Newsletter:** Recognize your community partners in an article.
- Evaluation report:** Have your evaluator create a section to highlight your program's civic learning and engagement work.
- Newspaper:** Invite the newspaper or other local media to do a piece on your students' civic learning and engagement projects. Be sure to highlight outcomes such as increasing recycling at the campus or helping to feed more people with healthy food options.

Use the checklist below to document how you will **sustain** civic learning and engagement efforts beyond your program.

- Encourage students to actively participate as citizens once they are able: serve on juries, contact elected officials, volunteer in the community, vote.
- Push students to research and learn more about the issues that are important to them.
- Help students make connections to other issues or concerns that are related to what they've studied.
- Connect students to local or national service groups.
- Identify partner organizations that can provide internships or summer work experiences.
- Encourage participation in school governance and school-based community service.
- Help students realize their standing as citizens and recognize the impacts they can have on society as they complete a project or leave your program.