

T.E.A.M. Leadership

Project Information Guidelines

For *each* of your 3 projects in Leadership, you *should* submit the following:

- ❑ ***The project proposal*** for the project if it is something new that you want to organize. If it is part of another school event, this may be the plan of action with comments/suggestions made by Mrs. Kofluk or another teacher.
- ❑ ***The plan of action:*** this is the detailed outline of the project from beginning to end. It should include your timelines, short-term goals (these are goals for each step of the planning not the overall goal of the project), possible obstacles or concerns you anticipate and your contingency plan(s) to address them, etc.
- ❑ ***An advisor evaluation*** if your advisor was not Mrs. Kofluk. This can be a letter or the 2nd part of the Activity Self-Reflection.

You *must* submit the following:

- ❑ ***The Activity Self-Reflection*** available on SchoolZone or the Q drive - Team Leadership Folder.
- ❑ ***Appendices (minimum of 3 different kinds):*** Attach copies of any agendas, posters, emails, pictures, business cards of advisor, sponsors etc. or any other relevant materials that you created, developed or used in the completion of your project.

Submission deadlines:

Project 1 – November 30, 2009

Project 2 – March 20, 2010

Project 3 – May 24, 2010