



Guidelines for Speak Up Stand Up Save a Life Project Implementation

Thank you for being an important part of the 3rd annual Speak Up Conference! The following information will assist you and your team in sharing the conference message, *Speak Up Stand Up Save a Life*, on your school campus. We are sure your students are ready to start the school wide implementation plan.

The following packet includes: the purpose of the project, quick steps on how to get started on your school's project, and a project plan example.

For more resources and contact information please visit www.SpeakStandSave.com

To meet our deadline to further this movement, your **Project Implementation Plan Worksheet must be uploaded via the website by March 8, 2019.**

We thank you for your commitment to youth and we are excited to see your amazing implementation plans!

The Purpose of Your School's Project:

1. Develop a way to deliver the Speak Up Stand Up Save a Life message to your school, parents, teachers, community members, local businesses, and police officers. This could be posters, videos, assemblies, etc. Your students can be as creative as they wish.
2. Determine what your school will do when someone Speaks Up. Identify referral systems that are currently in place, determine system gaps, and take action on filling those gaps. (Our upcoming three Resource Nights supporting the Speak Up Stand Up Save a Life Conference may assist in identifying referrals. The Resource events will include 20 community providers and is being offered free for all teachers, parents and community members. See attached flyer for more information).
3. Collaborate with law enforcement in your school and community.

4. Develop leadership skills that will have life-long benefits. Those leadership skills may include: brainstorming, goal setting, teamwork, public speaking, creativity, school-wide activity, and communication development, and most importantly helping others.

Getting Started

1. Review this packet.
2. Determine how often you will meet with your team; day, time, location, weekly or every two weeks.
3. Create a student-led project using ideas directly from students, with strong support from adults.
4. Determine your goals as the project advisor.
5. Submit your Implementation Plan Worksheet online at [here](#)

Implementation Plan Example

1. Meet with your team:
 - Teambuilding activity: have students share individual takeaways from the conference and breakout groups.
 - Ask students if they are sharing information about the conference on social media.
2. Incorporate Leadership Development Skills:
 - Brainstorm implementation ideas
 - Stress working as a team
 - Share the following 7 Steps to Create a Successful Project:

7 Steps to Create a Successful Project

1. **Know your purpose and set GOALS = What will you DO?**
2. **Create your PLAN = HOW will you DO it?**
3. **Create a TIMELINE = Stick to the timeline**
4. **Schedule and hold productive meetings = Stay FOCUSED**
5. **Take ACTION = Follow Thru**
6. **Ask for assistance = Who can help you make things happen?**
7. **Measure your results = Celebrate success!**

3. Work with your team to complete the Project Implementation Plan worksheet that includes:

A. Project Goal: (What do you want to accomplish.)

Examples:

1. Share the *Speak Up Stand Up Save a Life* message in every classroom and throughout our school
2. Hold a school assembly

B. Steps for Goal Achievement:

Examples:

1. Schedule regular team meetings
2. Brainstorm ways to promote the message

C. Project Timeline: (Have your team develop a timeline per their plan.)

D. Make a list of who can help you reach your goal, and what their role will be. (Principal, SRO's, teachers, parents, etc.)

E. List resources available to assist you with goal achievement.

F. What challenges would stop you from reaching your goal? How will you overcome them?

G. What day will you implement your plan?

H. How will you incorporate a parent component?

I. How have you reached out to police?

Once you have completed the worksheet, continue your team meetings as scheduled. Follow the timeline you set out, and have your team activate their plan. The conference team will be reviewing and following up on the final plan and how it was implemented in your school. **The Final Project Implementation Report is due by June 1, 2019.**

For Project implementation assistance or questions please contact our conference founders all contact information can be found at www.SpeakStandSave.com

BONUS:

We are excited to see your school's ideas. Remember, the school with the best implementation project will win \$500 in gift cards!!! Judges, selected by the founders of the conference, will select the winner.