

Action Plan

Task	Plan or deadline/due date
Get prepared	
Read your Group Leader Manual or Training Guide	
Meet with your Supervisor	
Explore Moving Traditions' website and access curriculum.	
Determine with your supervisor	
Grade of group	
Meeting place (ex. Participant homes, Temple, etc)	
Meeting day and time (keep consistent)	
Date for "Taste of <i>Rosh Hodesh</i> or <i>Shevet</i> " introductory meeting	
Systems: how will you communicate with your supervisor and how often? Who will handle payments, process for reimbursement for supplies, etc.?	
Recruitment	
Create and send an invitation (snail mail, email, text) to teens and parents	
Publicize group with promotional video, email, newsletter, Hebrew school classroom visit, and phone calls	
Host the "Taste of <i>Rosh Hodesh</i> or <i>Shevet</i> " introductory meeting	
Check-in dates with supervisor to review recruitment status. Determine what, if anything else, needs to be done.	

After the “Taste of <i>Rosh Hodesh</i> or <i>Shevet</i> ” meeting (or if you aren’t having one...)	
Send an invitation to the first gathering to each teen (they still love snail mail!)	
Call each household to confirm attendance and to speak with both the parent and the teen	
Send email to host parent and teen to confirm expectations	
Send reminder email to all the teens confirming time and place of first gathering	
Use introductory session plan for your first meeting	
Stay connected to stay motivated:	
Gather the contact information for the teens in your group and send it to Moving Traditions	
Like Moving Traditions on Facebook and follow us on Twitter	
During the Program Year	
Return to online material to prepare for each month’s meeting.	
Email parents with a summary of each months meeting.	
Remind parents and teens before each meeting	
Administer Moving Traditions’ Teen Survey in one of your last two meetings of the program year.	
Complete Moving Traditions’ Group Leader Survey	
Plan for Year 2: confirm that the teens will return in the fall and plan first meeting	