

# A PROGRAM FOR ALL STUDENTS

## 2017-2018 EDUCATOR REFERENCE GUIDE

The Challenge Program, Inc.'s mission is to build sustainable Business/Education partnerships while introducing students to careers in their communities. This partnership contributes to workforce and economic development by motivating students to develop the solid work habits required to succeed in school and in their future careers.

***The Challenge Program, Inc. inspires:***

*Believing  
Reaching  
Achieving*

***The Challenge Program, Inc. rewards:***

*Effort  
Change  
Accomplishment*

# CONNECTING BUSINESS AND EDUCATION

The Challenge Program, Inc. promotes the academic advancement of all students **regardless** of previous academic performance, so they will see an opportunity to redirect themselves and compete for an award. We **challenge students in five categories** which reflect good habits for future success.

## **Results:**

- Positive change in student behaviors, attitudes and grades.
- Propels students towards success in school and in their future careers.

**Business Partners** raise student and educator awareness regarding career opportunities in their own communities and the education/training paths to employment.

## **Results:**

- Increased career-readiness.
- Confidence in the local/regional job market.
- Assures the thriving continuation of communities.

**The five categories** are communicated to students as building blocks for common work standards which they should be able to perform:

## **Results**

- Students become successful, contributing, productive members of their communities.

- ★ **ATTENDANCE**
- ★ **STEM**
- ★ **COMMUNITY SERVICE**
- ★ **ACADEMIC IMPROVEMENT**
- ★ **ACADEMIC EXCELLENCE**

## ***IT'S NOT ABOUT FIRST PLACE; IT'S THE EFFORT TO GET THERE.***

Have you ever heard this from a student?

***“The same kids always win, so why bother?”***

We have heard this from both students and educators. As a result, we moved award eligibility away from ***only the top student*** in each category, to a **top percentage of students** who meet award criteria, giving students the motivation to try.

The implementation of a lottery system to choose the final winner conveys to students that ***anything is possible.***

TCP promotes the academic advancement of ***all students***, regardless of past academic performance, to provide them with an opportunity ***to redirect themselves and compete.***

Activity Title	The Program
<b>Description</b> The Program aligns with DoE CEW Standards in all four competency areas	<ul style="list-style-type: none"> <li>• Career Awareness and Preparation</li> <li>• Career Acquisition and Entrepreneurship</li> <li>• Career Retention and Advancement</li> <li>• Motivating Students</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• September through June</li> </ul>
<b>Learning Goals Students will Learn</b>	<ul style="list-style-type: none"> <li>• Local career opportunities, preparation and paths to employment from the Business Partner.</li> <li>• 5 solid habits required for success reflected in Key Learning Areas.</li> <li>• Relationship between Education and Career</li> </ul>
<b>Key Learning Areas</b>	<ul style="list-style-type: none"> <li>• Attendance, STEM, Community Service, Academic Improvement, Academic Excellence</li> </ul>
<b>Materials You will Receive</b>	<ul style="list-style-type: none"> <li>• 5 posters (24 x36) for each award category /1 Banner (70 x 24) announcing the supporting Business.</li> <li>• 1 poster (18 x 22) Student of the Year to be displayed beginning January 2017 when competition opens.</li> <li>• Monthly Announcements from TCP to remind students of The Challenge Program.</li> <li>• Newsletters and various email announcements/updates from The Challenge Program.</li> </ul>
<b>Procedure &amp; School Commitments</b>	<ul style="list-style-type: none"> <li>• Open links to online forms sent to you by TCP, fill out and submit to TCP.</li> <li>• Schedule fall Assembly for Program Implementation.</li> <li>• Hang the posters and the banners prominently in the school.</li> <li>• Promote TCP through in school announcements (these will be forwarded to you).</li> <li>• Gather Award Finalists/Select Winner. Submit the winning names when/as requested.</li> <li>• Photos will be taken by TCP; Press releases will be distributed and shared with business /school.</li> </ul>
<b>Staff Needed</b>	<ul style="list-style-type: none"> <li>• 1 Primary Educator to facilitate the Program in-school and engage with the Business Partner.</li> <li>• 1 Alternate Educator as a back-up to the Primary Educator contact.</li> </ul>
<b>Grade Span</b>	<ul style="list-style-type: none"> <li>• 10, 11 and 12. Freshmen are welcome to view the presentation however are not eligible for awards.</li> </ul>
<b>Documentation You will Receive:</b>	<ul style="list-style-type: none"> <li>• Reference Guide (this document) and a full Assembly Preparation Guide (which will follow).</li> <li>• Links to other online forms for scheduling, school contact information, etc.</li> <li>• Links to online forms to submit Award Winners will be provided.</li> <li>• Links to Student and Educator Surveys.</li> </ul>

Activity Title	Award Categories/Criteria/Procedures
<b>ATTENDANCE</b>	<ul style="list-style-type: none"> <li>• Eligibility will begin with the Kick-Off Assembly <u>UNLESS</u> otherwise stated by the school.</li> <li>• FINALISTS are drawn from students with “0” absences. If no one has “0” Absences – draw from those with the least number of absences according to school policy. They will become Finalists.</li> </ul>
<b>STEM IN HIGH SCHOOLS</b>	<ul style="list-style-type: none"> <li>• Classes of ALL ACADEMIC LEVELS – <u>introductory to advanced</u> – should be included.</li> <li>• FINALISTS are the #1 ranked student from every included class.</li> <li>• Included classes are up to each school.</li> </ul>
<b>STEM IN AVTS OR CTC SCHOOLS</b>	<ul style="list-style-type: none"> <li>• Any Class which involves any form of STEM subject matter, may be included at your discretion.</li> <li>• FINALISTS are the #1 ranked student from every included class.</li> <li>• Included classes are up to each school.</li> </ul>
<b>COMMUNITY SERVICE</b>	<ul style="list-style-type: none"> <li>• TCP provides COMMUNITY SERVICE forms for the convenience of tracking hours.</li> <li>• FINALISTS are among the students who submitted the top 10% of <u>hours</u> for the year.</li> <li>• An award <u>must be distributed</u> even if students do not hand-in forms. You are free to hand-pick students to compete.</li> </ul>
<b>ACADEMIC IMPROVEMENT</b>	<ul style="list-style-type: none"> <li>• Academic Improvement involves the <u>GREATEST INCREASE</u> in Year Ending to Year Ending G.P.A. regardless of beginning/ending grade level.</li> <li>• FINALISTS are drawn from among the top 10% of students with the greatest increase in G.P.A.</li> </ul>
<b>ACADEMIC EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• HIGHEST OVERALL G.P.A. from the beginning to the end of the current school year.</li> <li>• FINALISTS are drawn from among the top 10% of students with the highest overall G.P.A.</li> </ul>
<b>ADVISEMENT FOR STUDENTS</b>	<ul style="list-style-type: none"> <li>• Choosing a winner via lottery <u>may mean and should be reiterated</u> during finalists selection process that the student at the very top of any category <u>may or may not</u> be the final winner.</li> </ul>
<b>IMPORTANT INFORMATION!</b>	<ul style="list-style-type: none"> <li>• All 15 Awards (1 award per category/per grade) MUST be DISTRIBUTED.</li> <li>• No duplicates or splitting of awards is permitted.</li> <li>• All TIES must be decided via a lottery drawing.</li> <li>• It is possible for one student to win more than one award.</li> </ul>

Activity Title	Award Implementation
<b>Description</b>	<ul style="list-style-type: none"> <li>Incentive awards will be presented to 5 Seniors, 5 Juniors, and 5 Sophomores.</li> <li>2016/17 Seniors will be awarded in the Spring of 2017 before graduation.</li> <li>2016/17 Sophomores and Juniors will be awarded in the Fall of 2017 when we return.</li> </ul>
<b>Materials Students will receive from TCP</b>	<ul style="list-style-type: none"> <li>An Award Certificate w/the name of the Student, the Business, the Award Category and the School</li> <li>A Flyer requesting the student to send a thank you note to the Program Founder and the Business Partner.</li> <li>A check made out directly to the Student in the amount of \$200.</li> <li>The packet comes in a 9 x 12 white full window envelope</li> </ul>
<b>Common Procedure for Awards</b>	<ul style="list-style-type: none"> <li>Gather finalists for each award category.</li> <li>Allow all finalists to take TCP online survey (next page) and enter their completed survey slip for in the lottery.</li> <li>Select winner from lottery of all entries from surveys.</li> <li>Submit Award Winners to TCP via online form (link for form will be provided).</li> </ul>
<b>Procedure for Spring Awards</b>	<ul style="list-style-type: none"> <li>When requested, send the date of the school's <u>scheduled</u> Senior Awards Program. We will attend evening and weekend programs. We will notify the business and the date/time/location.</li> <li>We request to be a part of the community awards distribution and close to the top of your program.</li> <li>We can come to the school on another appointed date/time if you choose.</li> <li>Take/Submit on online Educator Survey from TCP near the end of the year.</li> </ul>
<b>Procedure for Fall Awards</b>	<ul style="list-style-type: none"> <li>When requested, submit dates for a Fall Assembly kick-off. (more information will be forwarded)</li> <li>We will notify business of the date options and allow them to choose.</li> <li>Presentation of awards will take place at the end of the Fall Assembly.</li> </ul>
<b>Staff Needed</b>	<ul style="list-style-type: none"> <li>The Primary Educator for TCP to coordinate and share the above information.</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>April through June</li> <li>August through November</li> </ul>
<b>Grade Span</b>	<ul style="list-style-type: none"> <li>10, 11, 12</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Review of Award Categories and Criteria.</li> <li>Links to online forms to submit Award Winners will be provided.</li> <li>Link to online Educator Survey.</li> </ul>

Activity Title	SURVEYS
<b>Who</b>	<ul style="list-style-type: none"> <li>The Challenge Program, Inc. surveys educators and businesses participating in the current program twice a year.</li> <li>TCP also surveys students eligible for a TCP award.</li> </ul>
<b>What</b>	Surveys collect data on the effectiveness of the student assemblies, the overall Program and the workforce connection.
<b>Where</b>	The Challenge Program, Inc. uses Survey Monkey to create and analyze surveys and their results.
<b>Why</b>	<ul style="list-style-type: none"> <li>Surveys provide information on the developing changes in educational processes, business needs and student trends, especially in the realm of communication.</li> <li>The knowledge helps us attract new business partners, foundation support and aid in the development of assembly kick-off themes.</li> </ul>
<b>How</b>	<ul style="list-style-type: none"> <li><b>Educators &amp; Businesses:</b> Direct Survey Links are sent via email</li> <li><b>Students:</b> Surveys are sent via emails to educators with an attached document.</li> <li>This document includes instructions, slips to hand out to students and a link.</li> <li>The link leads to the TCP website where the direct link to the survey will appear.</li> <li>This is so only students eligible for an award will be able to take the survey.</li> </ul>
<b>IMPORTANT INFORMATION!</b>	<ul style="list-style-type: none"> <li>All 15 Awards (1 award per category/per grade) MUST be DISTRIBUTED.</li> <li>No duplicates or splitting of awards is permitted.</li> <li>All TIES must be decided via a lottery drawing.</li> <li>It is possible for one student to win more than one award.</li> </ul>

Activity Title	Workforce Connection
<b>Description</b>	The Challenge Program, Inc. will facilitate a minimum of one special event for students to meet their business partner in a workforce setting for career development.
<b>Learning Goals FOR STUDENTS:</b>  <b>FOR EDUCATION:</b>	<ul style="list-style-type: none"> <li>• Gain information regarding careers and job opportunities, attainment and retention.</li> <li>• How work environments differ from school, home and other social venues.</li> <li>• Existing local career opportunities to consider, preparation, paths to employment and promotion, salary potential.</li> <li>• Community Service/Volunteer opportunities.</li> <li>• Business Tours which can fulfill Act 48 Continuing Education Credits.</li> <li>• Advice on trending topics to prepare students for the workforce.</li> </ul>
<b>Materials</b> <i>These are suggested activities, however the school and business may engage in any activity they choose</i>	<ul style="list-style-type: none"> <li>• Classroom Presentations</li> <li>• In-school Career Days</li> <li>• Tours of business facility</li> <li>• Volunteering</li> <li>• Internship/Job-Shadowing/Workshops</li> <li>• Curriculum Advisement from Business</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• Gain consensus of the favored choices from both school and business partner</li> <li>• Facilitate a potential connection date, time and location</li> <li>• TCP Representative will Attend career events according to availability.</li> </ul>
<b>Staff Needed</b>	<ul style="list-style-type: none"> <li>• Primary Educator for TCP to assist with coordination and sharing the above information.</li> <li>• Possible educator chaperons.</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• October through June</li> </ul>
<b>Grade Span</b>	<ul style="list-style-type: none"> <li>• 10, 11, 12</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Photographs and Write-up in print, digital and social media</li> <li>• Any documentation the school requires for the career event to take place.</li> </ul>



## Activity Title

# Student of the Year

<b>Description</b> <b>Open to students whether or not they have ever won an award</b>	<ul style="list-style-type: none"><li>• ALL STUDENTS in ALL PARTICIPATING High Schools, AVTS and CTC schools may enter their story about how TCP's Program and Challenge categories affected their outlook, behavior and attitude.</li><li>• How/why our Program/Business partners helped them overcome obstacles to begin a positive path to a better future.</li><li>• How the business partner and/or TCP may have inspired or assisted with future career plans.</li></ul>
<b>Materials</b> <b>You will Receive</b>	<ul style="list-style-type: none"><li>• 1 poster (18 x 22) included with the posters you receive in the fall should be displayed in January 2017 when the competition officially opens.</li><li>• Detailed information entry hand-out for students including how to enter, guidelines, selection and responsibilities</li><li>• Communication for in-school morning/afternoon announcements</li></ul>
<b>Winning School</b>	<ul style="list-style-type: none"><li>• Press Release announcing Winner</li></ul>
<b>Procedure</b>	<ul style="list-style-type: none"><li>• Email announcement that the contest is open.</li><li>• Blind review of all entries by select TCP staff who vote on top 10 entries.</li><li>• Blind review of 10 entries by TCP staff and Young Professional groups to vote on 3 finalists and 3 alternate finalists</li><li>• Blind review of 3 finalists by TCP Board of Directors and Business Advisory members to vote on Winner.</li><li>• Email announcement of names/schools of 3 finalists and 3 alternates and all honorable mentions.</li><li>• Finalists will attend Crystal Owl Gala in Pittsburgh in order to be eligible to win</li><li>• 2 Educators and 2 Business Reps from the Finalists schools and business partners will receive complementary tickets to Crystal Owl Gala as a show of support for the students.</li><li>• Winner named at Crystal Owl Gala in Pittsburgh</li><li>• Email and press release announcements of the name, school and business partner of Winner.</li></ul>
<b>Staff Needed</b>	<ul style="list-style-type: none"><li>• Primary Educator for TCP to coordinate and share the above information</li></ul>
<b>Duration</b>	<ul style="list-style-type: none"><li>• Tentative 2018 dates: 1/16/18 – 2/26/18</li></ul>
<b>Grade Span</b>	<ul style="list-style-type: none"><li>• 11 and 12 only</li></ul>
<b>Awards &amp; Documentation</b>	<ul style="list-style-type: none"><li>• Each Finalists will receive \$1,000 cash and award certificate</li><li>• Winner will receive crystal trophy</li><li>• Photographs and Write-Up in print, digital and social media</li></ul>