



EduQuencher

EDUQUENCHER.COM

FINISH STRONG TOOLKIT

A FIELD GUIDE FOR HIGH-IMPACT
FINISH STRONG PROGRAMS



FINISH
STRONG



BUILD
MOMENTUM



DRIVE
NEXT STEPS

» where learning never runs dry.



EduQuencher

BUILT FOR SCHOOLS. DESIGNED FOR IMPACT.

The Finish Strong Toolkit gives schools everything they need to plan, promote, and deliver high-impact programs that students and families love.

» where learning **never** runs dry.



**FINISH
STRONG**



**BUILD
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**DRIVE
NEXT STEPS**

WHAT'S INSIDE



STRATEGIC PLANNING
A clear framework to design and launch with purpose.



PROGRAM BLUEPRINTS
Proven models, schedules, and activity ideas.



MARKETING & OUTREACH
Tools to attract families, build partnerships, and grow enrollment.



OPERATIONS & SUCCESS
Checklists and best practices to run safe, smooth, and successful programs.

THIS TOOLKIT HELPS YOU:



**PLAN WITH
PURPOSE**

Step-by-step tools to design programs that meet student and school needs.



**ENGAGE
STUDENTS**

High-interest activities that inspire learning and build momentum.



**STRENGTHEN
CONNECTIONS**

Strategies to involve families, staff, and community partners.



**DRIVE
RESULTS**

Proven practices that improve attendance, achievement, and future readiness.



WHY IT MATTERS

The weeks ahead are a powerful opportunity to accelerate growth, close gaps, and set students up for long-term success.



OUR PROMISE

We equip schools with the tools, resources, and support to finish the year strong and launch summer with confidence.
PREPARED. PURPOSEFUL. PROVEN.



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STRONG FINISHES BRIGHTER FUTURES

The Finish Strong Toolkit helps schools design and deliver end-of-year and summer programs that drive results, spark engagement, and create lasting impact.

» where learning **never** runs dry.



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WHY IT MATTERS

The weeks ahead are a powerful opportunity to accelerate growth, close gaps, and set students up for long-term success.

- ✓ Stronger learning outcomes start with strong programs.
- ✓ Engaged students today become leaders tomorrow.
- ✓ Every student deserves a strong finish.



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04

THE ACTUAL TOOLS

Practical, ready-to-use tools that help schools plan, launch, and measure high-impact programs with confidence.

CORE PLANNING TOOLS



1. PROGRAM PLANNING WORKSHEET

Map goals, target students, key activities, and success metrics.

PROGRAM PLANNING WORKSHEET	
PROGRAM GOALS	
TARGET STUDENTS	
KEY ACTIVITIES	
SUCCESS METRICS	



2. SAMPLE PROGRAM CALENDAR

A week-by-week calendar to plan activities from start to finish.

SAMPLE PROGRAM CALENDAR						
WEEK	MON	TUE	WED	THU	FRI	SAT
1						
2						
3						
4						
5						
6						
7						



3. BUDGET TEMPLATE

Plan costs, track expenses, and manage resources efficiently.

BUDGET TEMPLATE			
CATEGORY	BUDGET	ACTUAL	NOTES
Staff			
Supplies			
Materials			
Field Trips			
Food			
Marketing			
Other			
TOTAL			



4. CHECKLISTS & TIMELINES

Stay organized with step-by-step checklists and key deadlines.

PROGRAM CHECKLIST	
PLANNING	
☒	Define goals & outcomes
☒	Identify target students
☒	Build program calendar
☐	Secure resources & budget
PRE-LAUNCH	
☐	Finalize activities
☐	Staff training
☐	Marketing & outreach
☐	Parent communication



5. FAMILY ENGAGEMENT TOOLS

Templates and scripts to communicate, invite, and engage families.

FAMILY COMMUNICATION TEMPLATE	
SUBJECT LINE	
MESSAGE	
CALL TO ACTION	

MEASUREMENT & IMPACT TOOLS



1. PRE/POST SURVEYS

Measure growth in skills, confidence, and engagement.

STUDENT SURVEY	
I feel more confident in my learning.	
1 2 3 4 5	
Strongly Disagree	Strongly Agree
I enjoy participating in this program.	
1 2 3 4 5	



2. ATTENDANCE TRACKER

Monitor attendance and participation throughout the program.

ATTENDANCE TRACKER				
STUDENT	WEEK 1	WEEK 2	WEEK 3	WEEK 4
1	✓	✓	✓	✓
2	✓	✓	✓	✓
3	✓	✓	✓	✓
4	✓	✓	✓	✓
5	✓	✓	✓	✓



3. OUTCOMES RUBRIC

Evaluate student progress and program quality consistently.

OUTCOMES RUBRIC				
CRITERIA	1	2	3	4
Engagement				
Skill Growth				
Collaboration				
Effort				
Overall Impact				



4. STUDENT FEEDBACK FORMS

Capture student voice to improve programs in real time.

STUDENT FEEDBACK	
What did you enjoy most?	
What could we improve?	



5. IMPACT SUMMARY REPORT

Share results with stakeholders and celebrate success.

IMPACT SUMMARY	
KEY HIGHLIGHTS	
RESULTS SNAPSHOT	

BONUS TOOLS



MARKETING TEMPLATES

Flyers, social media posts, and emails.



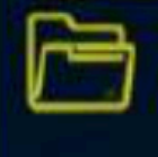
STAFF ROLES & RESPONSIBILITIES

Clarify roles to keep programs running smoothly.



PARTNER AGREEMENT TEMPLATE

Build strong partnerships that last.



RESOURCE DIRECTORY

Curated list of partners, grants, and community resources.



REAL TOOLS.
REAL RESULTS.

These tools are built from what works in schools—so you can spend less time planning and more time making an impact.



ALL TOOLS INCLUDED

Download editable templates and start building your program today!

» where learning never runs dry.

04

PROGRAM PLANNING WORKSHEET

TIP

Start with your why. Clear goals lead to stronger programs and better results.

PROGRAM NAME: _____

SCHOOL YEAR: _____

DATE STARTING: _____

DATE ENDING: _____

1 PROGRAM GOALS

What do you want to achieve? Use SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).

GOAL
1

Goal Statement: _____

Success Metric: _____

Target Date: _____

GOAL
2

Goal Statement: _____

Success Metric: _____

Target Date: _____

GOAL
3

Goal Statement: _____

Success Metric: _____

Target Date: _____

2 TARGET STUDENTS

Identify the students you intend to serve.

Grade Level(s):

Number of Students:

Student Group(s):
(e.g., ELL, At-Risk, SPED)

How Students
Will Be Identified:

Additional Notes:

3 KEY ACTIVITIES & SUCCESS METRICS

List the key activities you will implement and the metrics you will use to measure success.

KEY ACTIVITY	DESCRIPTION	PERSON RESPONSIBLE	SUCCESS METRIC	TARGET RESULT	TIMELINE



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FINISH STRONG TOOL 2

SAMPLE PROGRAM CALENDAR

A week-by-week calendar to plan activities and milestones.

02

TOOL 2

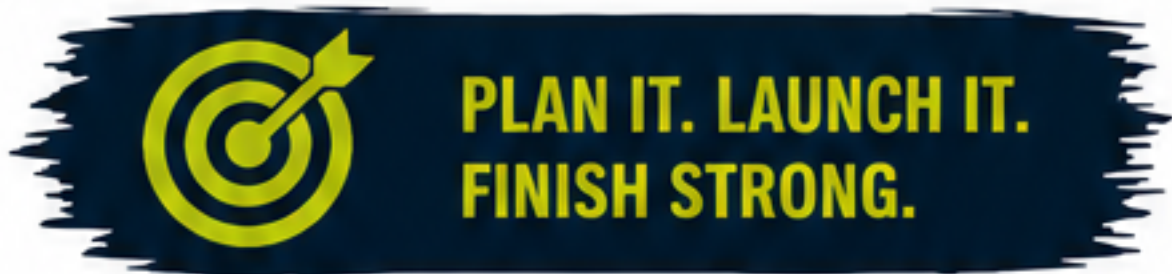
TIP

Map out key activities, deadlines, and opportunities to keep your program on track and impactful.

SCHOOL / DISTRICT: _____PROGRAM NAME: _____

DATE STARTING: _____DATE ENDING: _____

WEEK	PROGRAM ACTIVITIES What will we do?	STUDENT ENGAGEMENT How will students participate?	FAMILY OUTREACH How will we involve families?	NOTES / MILESTONES Key dates, events, deadlines
Week 1 Dates: _____				
Week 2 Dates: _____				
Week 3 Dates: _____				
Week 4 Dates: _____				
Week 5 Dates: _____				
Week 6 Dates: _____				
Week 7 Dates: _____				
Week 8 Dates: _____				
Week 9 Dates: _____				
Week 10 Dates: _____				



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FINISH STRONG TOOL 3

PARTNERSHIP & RESOURCE PLANNER

Identify partners, resources, and supports to strengthen your program.

03
TOOL 3

TIP

Strong partnerships and resources multiply your impact and help sustain your program.

SCHOOL / DISTRICT: _____

DATE STARTING: _____

PROGRAM NAME: _____

DATE ENDING: _____

POTENTIAL PARTNER / RESOURCE Who can support our program?	TYPE Organization, Business, Nonprofit, Government, Individual, etc.	RESOURCES / SUPPORT What can they provide?	HOW WE WILL ENGAGE How will we build and maintain this partnership?	NOTES / NEXT STEPS Action items, follow-up, deadlines



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BUDGET PLANNER & RESOURCE TRACKER

Plan your budget, track expenses, and identify additional resources to support your program.

TIP

Align your budget with your goals and leverage multiple funding sources to maximize impact.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 BUDGET PLAN

CATEGORY	DESCRIPTION	ESTIMATED COST	ACTUAL COST	NOTES
Personnel				
Materials & Supplies				
Professional Development				
External Partners / Services				
Marketing / Outreach				
Transportation				
Technology				
Other				
Other				
TOTAL				

2 ADDITIONAL RESOURCES & FUNDING SOURCES

POTENTIAL SOURCE	TYPE (GRANT, DONATION, SPONSORSHIP, ETC.)	CONTACT / INFORMATION	POTENTIAL AMOUNT	STATUS / NEXT STEP



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SUCCESS METRICS & OUTCOMES TRACKER

Define how you will measure success and track outcomes to demonstrate your program's impact.

TIP

Focus on meaningful metrics that align with your goals and show real impact.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE: _____

1 PROGRAM GOALS REVIEW

List the goals from your Program Planning Worksheet that this program will achieve.

GOAL

1

GOAL

2

GOAL

3

2 SUCCESS METRICS

Identify the metrics you will use to measure progress toward each goal.

GOAL #	METRIC / INDICATOR (What will you measure?)	DATA SOURCE (Where will data come from?)	BASELINE (Starting Point)	TARGET (End of Program)	FREQUENCY (How often?)	RESPONSIBLE PERSON (Who will track it?)
1						
2						
3						

3 OUTCOMES TRACKER

Track progress and final outcomes throughout the program.

GOAL #	MID-POINT CHECK (Date/Results)	FINAL RESULTS (Date/Results)	OUTCOME (Met / Not Met / In Progress)	NOTES / NEXT STEPS (What did we learn?)
1				
2				
3				



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RISK MANAGEMENT & COMMUNICATION PLAN

Plan for potential challenges and communicate effectively with all stakeholders.

TIP

Anticipate challenges and communicate proactively to keep your program on track.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 RISK MANAGEMENT PLAN

Identify potential risks or challenges to your program and plan how you will address them.

POTENTIAL RISK / CHALLENGE	LIKELIHOOD (High, Medium, Low)	POTENTIAL IMPACT (High, Medium, Low)	MITIGATION STRATEGY (How will we address it?)	RESPONSIBLE PERSON

2 COMMUNICATION PLAN

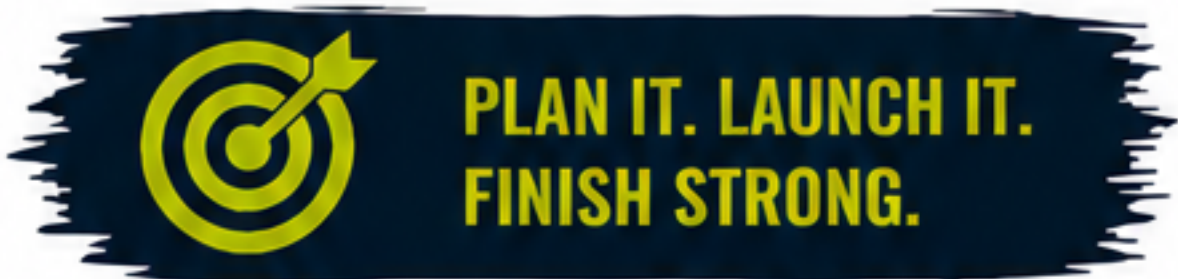
Identify key stakeholders and how you will communicate with them throughout the program.

STAKEHOLDER GROUP	INFORMATION TO SHARE	COMMUNICATION METHOD / CHANNEL	FREQUENCY	RESPONSIBLE PERSON

3 FEEDBACK & CONTINUOUS IMPROVEMENT

Plan how you will gather feedback and use it to improve your program.

FEEDBACK SOURCE (Who will we ask?)	WHAT WE WILL ASK (Key questions or topics)	HOW WE WILL COLLECT (Survey, Meeting, etc.)	WHEN WE WILL COLLECT (Timeline)	HOW WE WILL USE IT (How will we act on feedback?)



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PROGRAM ACTIVITIES & IMPLEMENTATION PLAN

Outline the activities you will implement each week to achieve your goals and engage participants.

TIP

Be specific about each activity, who is responsible, and the expected outcome. Stay focused and consistent.

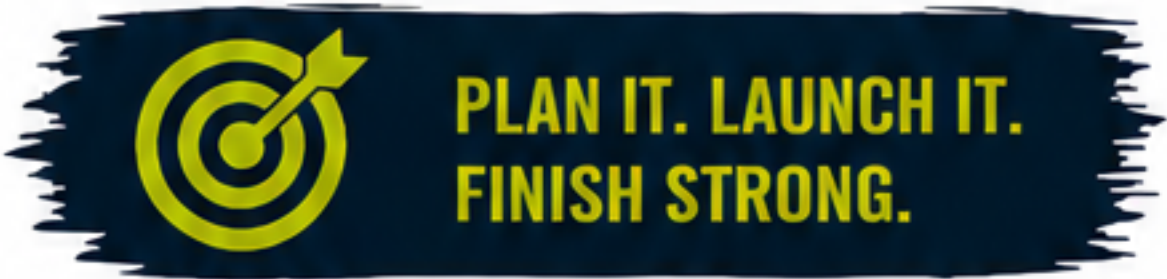
SCHOOL / DISTRICT: _____

DATE STARTING: _____

PROGRAM NAME: _____

DATE ENDING: _____

WEEK	ACTIVITY / TASK What will we do?	RESPONSIBLE PERSON / TEAM Who will lead?	RESOURCES / MATERIALS What do we need?	EXPECTED OUTCOME What do we expect?
Week 1 Dates: _____				
Week 2 Dates: _____				
Week 3 Dates: _____				
Week 4 Dates: _____				
Week 5 Dates: _____				
Week 6 Dates: _____				
Week 7 Dates: _____				
Week 8 Dates: _____				
Week 9 Dates: _____				
Week 10 Dates: _____				



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WEEKLY IMPLEMENTATION TRACKER

Track weekly progress, monitor task completion, and adjust as needed.

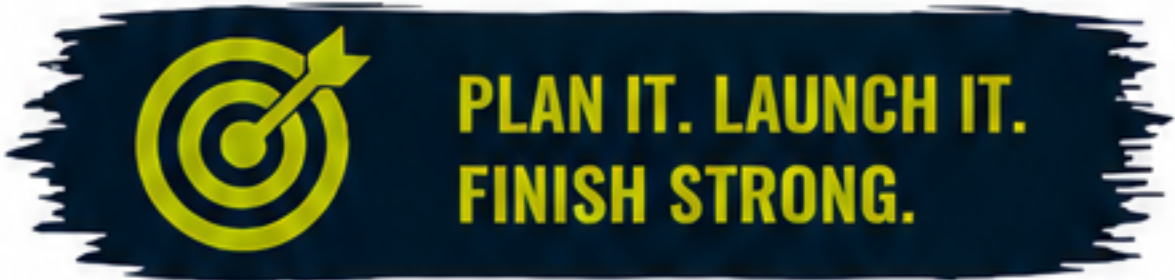
TIP

Review progress weekly to stay on track and make timely adjustments.

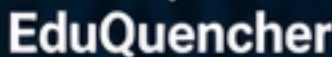
SCHOOL / DISTRICT: _____
PROGRAM NAME: _____

SCHOOL YEAR: _____
DATE STARTING: _____

WEEK	KEY ACTIVITIES What did we plan to do?	STATUS (Not Started / In Progress / Completed)	PROGRESS / NOTES What happened? Key updates, wins, or challenges	ADJUSTMENTS NEEDED What will we do differently?	PERSON RESPONSIBLE Who is leading or following up?
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					



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TIP

A strong evaluation plan helps you measure impact, share results, and make data-driven decisions.

SCHOOL YEAR: _____

DATE PREPARED: _____

1 EVALUATION QUESTIONS

FOCUS AREA (Process, Output, Outcome, Impact)	EVALUATION QUESTION What do we want to know?	WHY IS THIS IMPORTANT? How will this information be used?	DATA SOURCE(S) Where will data come from?
1.			
2.			
3.			
4.			
5.			

2 DATA COLLECTION PLAN

DATA TO BE COLLECTED	METHOD / TOOL (Survey, Interview, Observation, etc.)	WHO WILL COLLECT IT? (Person/Team)	FREQUENCY (How often?)	TIMELINE (Start – End Date)

3 DATA ANALYSIS & REPORTING

ANALYSIS METHOD (How will data be analyzed?)	WHO WILL ANALYZE? (Person/Team)	REPORTING FORMAT (Report, Presentation, Dashboard, etc.)	WHO WILL RECEIVE RESULTS? (Audience)	WHEN WILL RESULTS BE SHARED?

4 USING RESULTS FOR IMPROVEMENT



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SUSTAINABILITY & NEXT STEPS PLAN

TIP

Sustainability ensures your work continues to make an impact long after the program ends.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 SUSTAINABILITY PLAN

Identify strategies to maintain and grow your program’s impact over time.

SUSTAINABILITY STRATEGY What will help sustain the program?	RESOURCES NEEDED What will we need?	RESPONSIBLE PERSON / TEAM Who will lead?	TIMELINE When will it happen?	MEASUREMENT How will we know it’s working?
1.				
2.				
3.				
4.				
5.				

2 NEXT STEPS ACTIONS

List key actions to take after the program ends or in the next phase.

ACTION STEP What will we do?	PRIORITY (High, Medium, Low)	RESPONSIBLE PERSON / TEAM Who will lead?	DEADLINE When will it be completed?	NOTES Additional details
1.				
2.				
3.				
4.				
5.				

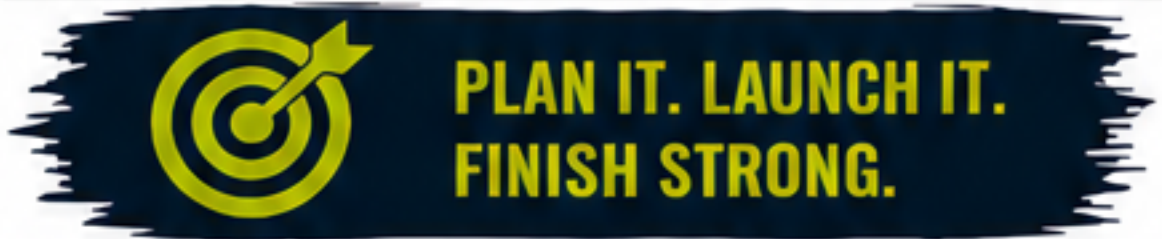
3 PARTNERSHIPS & RESOURCES

Identify key partners and resources that will support ongoing success.

PARTNER / RESOURCE Organization or Resource	TYPE (Partner, Funder, In-Kind, etc.)	ROLE / CONTRIBUTION How they will help	CONTACT / INFORMATION Name, Email, Phone	STATUS (Active, Pending, Future)
1.				
2.				
3.				
4.				

4 REFLECTION

What did we learn? What are we proud of? What will we do differently next time?



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ACTION PLAN SUMMARY & COMMITMENT

TIP

A clear commitment today creates results that last well beyond the program.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE COMPLETED: _____

1 PROGRAM GOALS RECAP

List the main goals of your program.

OUR PROGRAM GOALS	TARGET DATE (If applicable)	STATUS (On Track, In Progress, Needs Attention)	COMMENTS
1.			
2.			
3.			
4.			
5.			

2 KEY TAKEAWAYS

What are the most important lessons learned from planning and implementing your program?

3 OUR COMMITMENT

We commit to the following actions to finish strong and make a lasting impact.

COMMITMENT / ACTION	WHO IS RESPONSIBLE?	BY WHEN?	SUCCESS INDICATOR How will we know it's done?	Date Completed
1.				
2.				
3.				
4.				
5.				

4 TEAM SIGNATURES

We agree to this plan and commit to working together to finish strong.

NAME	ROLE / TITLE	SIGNATURE	DATE



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ADDITIONAL PLANS & SUPPORTING TOOLS

Capture any additional plans, notes, or tools that will support your program’s success.

TIP

Use this space to capture important details that don’t fit elsewhere, but are key to finishing strong.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

 ADDITIONAL NOTES

Use this space for any additional notes, ideas, or details that are important for your program.

 RESOURCES INVENTORY

List internal and external resources available to support your program.

RESOURCE (Item / Description)	TYPE (Human, Financial, Material)	SOURCE (Internal / External)	STATUS (Available, Needed, In Use)
1.			
2.			
3.			
4.			
5.			

 RISKS & MITIGATION PLAN

Identify potential risks and how you will address them.

POTENTIAL RISK (What could happen?)	LIKELIHOOD (Low, Medium, High)	IMPACT (Low, Medium, High)	MITIGATION STRATEGY (How we will address it)
1.			
2.			
3.			
4.			
5.			

 COMMUNICATION PLAN

Outline how you will communicate key updates and results with stakeholders.

AUDIENCE (Who?)	MESSAGE / CONTENT (What will be shared?)	COMMUNICATION CHANNEL (How will we share?)	FREQUENCY (How often?)	RESPONSIBLE PERSON (Who will do it?)



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FINISH STRONG TOOL 13

FINAL CHECKLIST & COMPLETION REVIEW

Use this checklist to ensure you have completed the key components of your plan and are ready to finish strong.

13

TOOL 13

TIP

Review everything carefully before finalizing. A strong finish is the result of strong preparation.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE REVIEWED: _____

1 PLAN COMPLETION CHECKLIST

Check each item to confirm it has been completed.

CHECKPOINT	YES	NO	NOT APPLICABLE	NOTES
1. Program goals are clear and measurable.	☐	☐	☐	
2. Key activities are planned for the remaining weeks.	☐	☐	☐	
3. Responsible persons/teams are assigned.	☐	☐	☐	
4. Needed resources and support are identified.	☐	☐	☐	
5. Progress tracking plan is in place.	☐	☐	☐	
6. Monitoring & evaluation plan is complete.	☐	☐	☐	
7. Sustainability & next steps are planned.	☐	☐	☐	
8. Action steps are defined with priorities and deadlines.	☐	☐	☐	
9. Partnerships and resources are identified.	☐	☐	☐	
10. Communication plan is outlined.	☐	☐	☐	
11. Risks are identified with mitigation strategies.	☐	☐	☐	
12. Commitment plan is completed and signed.	☐	☐	☐	
13. All additional notes and supporting tools are complete.	☐	☐	☐	

2 FINAL REVIEW & REFLECTION

Take a moment to reflect before you finalize your plan.

WHAT ARE YOU MOST PROUD OF IN THIS PLAN?	WHAT ARE YOU MOST EXCITED TO SEE HAPPEN?

3 FINAL APPROVAL

By signing below, you confirm that this plan is complete and ready to be implemented.

NAME	TITLE / ROLE	SIGNATURE	DATE



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FINISH STRONG TOOL 14

APPENDIX & RESOURCES

Use this space to organize supporting documents, tools, and references for your plan.

TIP

A well-organized appendix keeps important information easy to find and helps support your success.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 DOCUMENTS & ATTACHMENTS

List key documents, files, or attachments that support your plan.

DOCUMENT / FILE NAME	DESCRIPTION	LOCATION (Where it's stored)
1.		
2.		
3.		
4.		
5.		
6.		

2 REFERENCES & DATA SOURCES

List references, data sources, or research that informed your plan.

SOURCE / REFERENCE	TYPE (Report, Study, Data, etc.)	DATE ACCESSED
1.		
2.		
3.		
4.		
5.		
6.		

3 TOOLS & TEMPLATES USED

List any tools, templates, or frameworks you used to create your plan.

TOOL / TEMPLATE NAME	PURPOSE / HOW IT WAS USED	SOURCE (Website, Organization, etc.)	DATE USED
1.			
2.			
3.			
4.			
5.			

4 CONTACTS & KEY SUPPORT

List key people or organizations that provided support or guidance.

NAME / ORGANIZATION	ROLE / RELATIONSHIP	CONTACT INFORMATION (Email / Phone)	TYPE OF SUPPORT PROVIDED
1.			
2.			
3.			
4.			
5.			

5 ADDITIONAL NOTES

Use this space for any additional information, ideas, or reminders to help you finish strong.



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FINISH STRONG TOOL 15

MONITORING & EVALUATION PLAN

15

TOOL 15

TIP

Good monitoring leads to better decisions, and strong evaluation shows your program’s true impact.

SCHOOL / DISTRICT: _____

PROGRAM NAME: _____

SCHOOL YEAR: _____

DATE PREPARED: _____

1 EVALUATION PURPOSE & QUESTIONS

Define the purpose of your evaluation and the key questions you aim to answer.

EVALUATION PURPOSE Why are we evaluating?	KEY EVALUATION QUESTIONS What do we want to learn?
	1.
	2.
	3.
	4.
	5.

2 INDICATORS & MEASURES

Identify the key indicators of success and how you will measure them.

GOAL / OUTCOME What we want to achieve	INDICATOR What shows progress	MEASURE / METRIC How it will be measured	DATA SOURCE Where data will come from	FREQUENCY How often	RESPONSIBLE PERSON Who will collect/track
1.					
2.					
3.					
4.					
5.					

3 DATA COLLECTION PLAN

Describe how data will be collected to track progress and measure results.

DATA TO BE COLLECTED What information?	METHOD / TOOL How will it be collected?	WHO WILL COLLECT Person / Team	WHEN Timeline / Dates	STORAGE & MANAGEMENT Where and how it will be stored
1.				
2.				
3.				
4.				
5.				

4 ANALYSIS & USE OF RESULTS

Explain how you will analyze data and use the results to improve your program.

HOW DATA WILL BE ANALYZED (Methods / Tools)	HOW RESULTS WILL BE USED (Decisions / Improvements)

5 REPORTING & COMMUNICATION

Outline how evaluation findings will be shared with stakeholders.

AUDIENCE Who will receive the results?	MESSAGE / CONTENT What will we share?	FORMAT Report, Presentation, Dashboard, etc.	TIMELINE When will we share?	RESPONSIBLE PERSON Who will share?



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FINISH STRONG TOOL 16

SUSTAINABILITY & NEXT STEPS PLAN

TIP

Planning for sustainability ensures your hard work creates long-lasting change.

SCHOOL / DISTRICT: _____

PROGRAM NAME: _____

SCHOOL YEAR: _____

DATE PREPARED: _____

1 SUSTAINABILITY VISION

Describe your vision for how the program’s impact will continue and grow.

2 STRATEGIES FOR SUSTAINABILITY

List the key strategies that will help sustain your program over time.

STRATEGY What will we do?	PURPOSE Why is this important?	KEY ACTIONS What actions will support this?	LEAD PERSONS / TEAM Who will lead this?	TIMELINE When will this happen?
1.				
2.				
3.				
4.				
5.				

3 RESOURCES & SUPPORT FOR THE FUTURE

Identify resources and support needed to sustain and grow your program.

RESOURCE / SUPPORT NEEDED What do we need?	TYPE (Funding, People, Materials, Partnerships, etc.)	POTENTIAL SOURCE Where can we get it?	STATUS (In Place, Pending, To Explore)	NEXT STEPS What will we do next?
1.				
2.				
3.				
4.				
5.				

4 NEXT STEPS & CONTINUOUS IMPROVEMENT

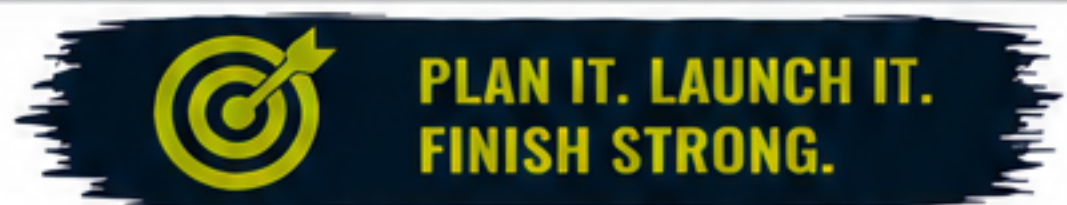
Outline immediate next steps and how you will continue improving.

NEXT STEP / ACTION What will we do next?	WHY Why is this important?	WHO Who is responsible?	BY WHEN Target date	SUCCESS INDICATOR How will we know it’s successful?
1.				
2.				
3.				
4.				
5.				

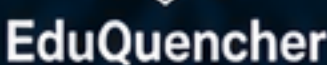
5 COMMITMENT TO CONTINUED IMPACT

We are committed to sustaining our program and continuing to make a positive difference.

NAME	ROLE / TITLE	SIGNATURE	DATE



A strong plan today leads to measurable results tomorrow.
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TIP

Honest reflection helps you improve your program and inspire others.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE COMPLETED: _____

1 PROGRAM HIGHLIGHTS

What are you most proud of? What were the biggest successes or accomplishments this year?

2 WHAT WORKED WELL

What strategies, activities, or partnerships had the greatest positive impact? Why do you think they worked?

3 CHALLENGES & LESSONS LEARNED

What challenges did you face? What lessons did you learn from them?

CHALLENGE What was difficult?	LESSON LEARNED What did we learn?	HOW WE WILL USE THIS LESSON How will this improve in the future?
1.		
2.		
3.		
4.		
5.		

4 STAKEHOLDER FEEDBACK

What feedback did you receive from students, staff, families, or partners? What did it tell you?

STAKEHOLDER GROUP Who provided feedback?	KEY FEEDBACK What did they say?	HOW WE WILL RESPOND What actions will we take?
1.		
2.		
3.		
4.		

5 LOOKING AHEAD

What are you most excited about for next year? What will you do differently?

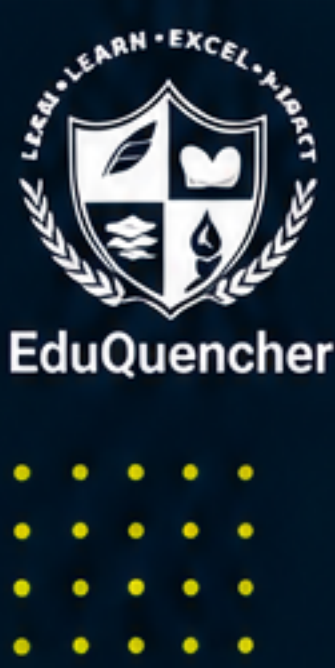
WHAT WE ARE EXCITED ABOUT	WHAT WE WILL DO DIFFERENTLY



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FINISH STRONG.**

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COMMUNICATION & STAKEHOLDER ENGAGEMENT

TIP

Clear communication and strong engagement build trust, support, and lasting impact.

Plan how you will communicate effectively and engage stakeholders to support your program and share your impact.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 COMMUNICATION GOALS

What do you want to achieve through your communication efforts?

2 KEY MESSAGES

What are the main messages you want to communicate to your stakeholders?

KEY MESSAGE	PURPOSE / INTENDED IMPACT
1.	
2.	
3.	
4.	
5.	

3 STAKEHOLDER AUDIENCES

Identify the key stakeholder groups you will communicate with.

STAKEHOLDER GROUP (Who)	INTEREST / NEEDS (Why they matter)	COMMUNICATION GOAL (What we want them to know or do)	ENGAGEMENT APPROACH (How we will connect)
1.			
2.			
3.			
4.			
5.			

4 COMMUNICATION CHANNELS & METHODS

What channels and methods will you use to share information and engage stakeholders?

CHANNEL / METHOD (e.g., Email, Social Media, Newsletter)	PURPOSE (Why this channel)	AUDIENCE (Who will we reach)	FREQUENCY (How often)	RESPONSIBLE PERSON / TEAM (Who will manage)
1.				
2.				
3.				
4.				
5.				

5 ENGAGEMENT ACTIVITIES

List key activities or events you will use to engage stakeholders throughout the program.

ACTIVITY / EVENT	PURPOSE	TARGET AUDIENCE	TIMELINE / DATE	RESPONSIBLE PERSON / TEAM
1.				
2.				
3.				
4.				
5.				

6 FEEDBACK & TWO-WAY COMMUNICATION

How will you gather feedback and ensure two-way communication with stakeholders?

FEEDBACK METHOD (e.g., Survey, Focus Group, Suggestion Box)	PURPOSE (Why we are collecting feedback)	FREQUENCY (How often)	HOW WE WILL USE FEEDBACK (What we will do with input)	RESPONSIBLE PERSON / TEAM (Who will manage)
1.				
2.				
3.				



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FINISH STRONG TOOL 19

RISK MANAGEMENT & CONTINGENCY PLAN

Anticipate challenges and plan ahead so your program stays on track and achieves its goals.

TIP

Planning for risks helps you respond quickly and keep momentum toward success.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 POTENTIAL RISKS & CHALLENGES

Identify potential risks or challenges that could impact your program’s success.

POTENTIAL RISK / CHALLENGE What could go wrong?	LIKELIHOOD (High, Medium, Low)	POTENTIAL IMPACT (High, Medium, Low)
1.		
2.		
3.		
4.		
5.		

2 RISK RESPONSE STRATEGIES

Determine how you will respond to each identified risk or challenge.

RISK / CHALLENGE (From Section 1)	RESPONSE STRATEGY (Avoid, Reduce, Transfer, Accept)	RATIONALE Why this strategy?	PRIMARY OWNER Who is responsible?
1.			
2.			
3.			
4.			
5.			

3 CONTINGENCY PLANS

Outline specific action steps if each risk or challenge occurs.

RISK / CHALLENGE (From Section 1)	CONTINGENCY PLAN What action will you take?	RESOURCES NEEDED People, Time, Budget, Tools	TRIGGER / EARLY WARNING SIGNS How will you know it’s happening?
1.			
2.			
3.			
4.			
5.			

4 MONITORING & REVIEW

Plan how you will monitor risks and review your plans throughout the year.

WHAT WILL BE MONITORED? (Risks, Indicators, Triggers)	HOW OFTEN? (Weekly, Monthly, Quarterly)	WHO WILL MONITOR? (Person / Team)	REVIEW & UPDATE PROCESS How will plans be reviewed?
1.			
2.			
3.			
4.			
5.			

5 LESSONS LEARNED & IMPROVEMENTS

After the year, reflect on what worked, what didn’t, and how you will improve.

WHAT WORKED WELL?

WHAT COULD BE IMPROVED?

KEY TAKEAWAYS FOR NEXT YEAR



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FINISH STRONG TOOL 20

BUDGET & RESOURCE PLANNING

20

TOOL 20

TIP

Good resource planning helps you maximize impact and sustain your program over time.

SCHOOL / DISTRICT:

PROGRAM NAME:

SCHOOL YEAR:

DATE PREPARED:

1 BUDGET OVERVIEW

Provide an overview of your total budget and key funding sources.

TOTAL BUDGET (Amount)	FUNDING SOURCES (Grants, District, Donations, etc.)	AMOUNT (By Source)	NOTES
1.			
2.			
3.			
4.			
5.			
TOTAL:			

2 RESOURCE NEEDS

Identify the resources needed to implement your program successfully.

RESOURCE CATEGORY (Personnel, Materials, Technology, etc.)	ITEM / DESCRIPTION What is needed?	QUANTITY How much?	ESTIMATED COST (Per Item or Total)	PRIORITY (High, Medium, Low)	JUSTIFICATION Why is it needed?
1.					
2.					
3.					
4.					
5.					
			TOTAL ESTIMATED COST:		

3 RESOURCE ALLOCATION

Outline how resources will be allocated across key program areas or activities.

PROGRAM AREA / ACTIVITY Where will resources be used?	RESOURCES ALLOCATED What will be used?	ALLOCATION AMOUNT (Budget)	EXPECTED OUTCOME What will it help achieve?	RESPONSIBLE PERSON Who will oversee?
1.				
2.				
3.				
4.				
5.				
		TOTAL ALLOCATED:		

4 FUNDING STRATEGY

Describe your plan to secure and sustain funding for your program.

FUNDING STRATEGIES How will you secure funding?	SUSTAINABILITY PLAN How will you maintain funding over time?
1.	1.
2.	2.
3.	3.
4.	4.

5 RESOURCE MANAGEMENT

Explain how resources will be managed, tracked, and reported.

MANAGEMENT PLAN How will resources be managed efficiently?	TRACKING & REPORTING How will spending and use be tracked and reported?

6 CONTINGENCY & FLEXIBILITY

Plan for unexpected changes or challenges.

POTENTIAL CHALLENGES What could affect resources or funding?	CONTINGENCY ACTIONS What will you do if challenges arise?



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IMPLEMENTATION & ACTION PLAN

Turn your plan into action with clear tasks, roles, timelines, and measurable results.

TIP

A clear implementation plan turns good intentions into measurable results.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 GOALS & PRIORITIES

List the top goals or priorities this implementation plan will address.

GOAL / PRIORITY	WHY IT MATTERS
1.	
2.	
3.	

2 ACTION STEPS

Break each goal into specific action steps.

GOAL / PRIORITY	ACTION STEP	EXPECTED OUTCOME	SUCCESS INDICATOR	TARGET DATE
1.				
2.				
3.				

3 ROLES & RESPONSIBILITIES

Identify who will lead, support, and be involved in each action step.

ACTION STEP	LEAD PERSON / TEAM	SUPPORTING TEAM / PARTNERS	RESOURCES NEEDED
1.			
2.			
3.			

4 TIMELINE & MILESTONES

Set key milestones to track progress along the way.

MILESTONE	TARGET DATE	SUCCESS CRITERIA	STATUS
1.			
2.			
3.			

5 RISK MANAGEMENT

Identify potential risks that could impact implementation and how you will address them.

POTENTIAL RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGY	CONTINGENCY PLAN
1.				
2.				

6 COMMUNICATION & ENGAGEMENT

Plan how you will communicate progress and keep stakeholders engaged.

STAKEHOLDER GROUP	KEY MESSAGE	COMMUNICATION METHOD	FREQUENCY	RESPONSIBLE PERSON
1.				
2.				
3.				
4.				



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FINISH STRONG.

A strong plan today leads to measurable results tomorrow.
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MONITORING, EVALUATION & CONTINUOUS IMPROVEMENT

Measure progress, evaluate outcomes, and use data to continuously improve your program.

TIP

Consistent monitoring and honest evaluation help you adapt, improve, and achieve lasting impact.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE COMPLETED: _____

1 WHAT WE ARE MONITORING

Identify the key indicators, metrics, or outcomes you will monitor to track progress.

INDICATOR / METRIC What are we measuring?	DEFINITION How will we measure it?	TARGET / GOAL What is our target?
1.		
2.		
3.		
4.		
5.		
6.		

2 DATA COLLECTION PLAN

Outline how, when, and by whom data will be collected.

INDICATOR / METRIC (From Section 1)	DATA SOURCE Where will data come from?	METHOD How will data be collected?	FREQUENCY How often?	RESPONSIBLE PERSON / TEAM Who will collect it?
1.				
2.				
3.				
4.				
6.				

3 PROGRESS REVIEW

Plan regular check-ins to review progress and identify any needed adjustments.

REVIEW PERIOD (e.g., Monthly, Quarterly)	DATE / TIME When will we meet?	WHO WILL PARTICIPATE Who will be involved?	FOCUS AREAS What will we review?	EXPECTED OUTCOME What do we expect to learn?
1.				
2.				
3.				
4.				
6.				

4 EVALUATION PLAN

Describe how you will evaluate the program's success at key points.

EVALUATION POINT (Mid-Year, End of Year, etc.)	PURPOSE Why are we evaluating?	EVALUATION METHOD How will we evaluate?	WHO WILL CONDUCT Who will lead the evaluation?	REPORT / SHARE WITH Who will receive the results?
1.				
2.				
6.				

5 FINDINGS & INSIGHTS

Summarize key findings from reviews and evaluations.

WHAT IS WORKING WELL?	WHAT NEEDS IMPROVEMENT?

6 ACTION PLAN FOR IMPROVEMENT

List the key actions you will take based on your findings.

IMPROVEMENT AREA What will we improve?	ACTION STEP What will we do?	RESPONSIBLE PERSON / TEAM Who will lead?	TIMELINE By when?	SUCCESS MEASURE How will we know it worked?
1.				
2.				
3.				
4.				
5.				

7 CELEBRATE & SHARE SUCCESS

Plan how you will celebrate achievements and share success with stakeholders.

HOW WILL WE CELEBRATE?	HOW WILL WE SHARE SUCCESS?





SUSTAINABILITY & LONG-TERM IMPACT

Ensure your program continues to make a difference and creates lasting value for your stakeholders.

TIP

Sustainable programs are built on strong foundations, ongoing support, and a commitment to continuous improvement.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 SUSTAINABILITY VISION

Describe your vision for the long-term sustainability of your program.

OUR LONG-TERM VISION

2 KEY SUCCESS FACTORS

Identify the key factors that will contribute to your program's long-term sustainability.

SUCCESS FACTOR (What is essential?)	HOW WILL WE ENSURE IT? (Strategies / Actions)
1.	
2.	
3.	
4.	
5.	

3 STAKEHOLDER COMMITMENT

Identify how stakeholders will continue to support and engage in the long term.

STAKEHOLDER GROUP (Who?)	THEIR ROLE (What will they do?)	HOW WE WILL ENGAGE THEM (Ongoing engagement plan)	RESOURCES THEY CAN PROVIDE (Time, Skills, Funding, etc.)
1.			
2.			
3.			
4.			
5.			

4 RESOURCES FOR SUSTAINABILITY

Outline the resources needed to sustain your program over the long term.

RESOURCE TYPE (Financial, Human, Material, etc.)	DESCRIPTION (What is needed?)	ESTIMATED COST / VALUE (If applicable)	POTENTIAL SOURCE (Where will it come from?)
1.			
2.			
3.			
5.			

5 POLICIES & SYSTEMS SUPPORT

Identify policies, systems, or structures that will support the sustainability of your program.

POLICY / SYSTEM / STRUCTURE (What supports it?)	HOW IT SUPPORTS SUSTAINABILITY (Explanation)	WHO IS RESPONSIBLE? (Person / Team)	STATUS (In Place, In Progress, Needed)
1.			
2.			
3.			
5.			

6 RISKS TO SUSTAINABILITY & MITIGATION

Identify potential risks that could affect long-term sustainability and how you will address them.

POTENTIAL RISK (What could threaten sustainability?)	LIKELIHOOD (High, Medium, Low)	IMPACT (High, Medium, Low)	MITIGATION STRATEGY (How we will address it)	OWNER (Who will lead?)
1.				
2.				
3.				
4.				

7 LEGACY & LONG-TERM IMPACT

Describe the lasting impact you want your program to have.

THE LASTING IMPACT WE WILL CREATE	HOW WE WILL MEASURE LONG-TERM IMPACT (Key indicators / Metrics)



Sustainable programs create lasting change.
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FINISH STRONG TOOL 24

STAKEHOLDER ENGAGEMENT & COMMUNICATION PLAN

Engage the right people with the right message at the right time to build support and drive success.

TIP

Clear messages and consistent communication build trust, increase engagement, and strengthen results.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 STAKEHOLDER IDENTIFICATION

Identify key stakeholders who have an interest in or impact on your program.

STAKEHOLDER GROUP (Who are they?)	INTEREST / CONCERN (What do they care about?)	INFLUENCE LEVEL (High, Medium, Low)	ENGAGEMENT PRIORITY (High, Medium, Low)	NOTES
1.				
2.				
3.				
4.				
6.				

2 COMMUNICATION OBJECTIVES

Define what you want to achieve with your communications.

OBJECTIVE (What do we want to achieve?)	TARGET AUDIENCE (Who is this for?)	KEY MESSAGE (What is the key message?)	SUCCESS INDICATOR (How will we know it worked?)
1.			
2.			
3.			
4.			
5.			

3 KEY MESSAGES

Outline the main messages you want to communicate to stakeholders.

KEY MESSAGE (Core message)	SUPPORTING POINTS (Key facts or details)	STONE (e.g., Informative, Inspiring, Reassuring)	AUDIENCE (Who is this message for?)
1.			
2.			
3.			
4.			
5.			

4 COMMUNICATION STRATEGY & CHANNELS

Determine how and where you will communicate with each stakeholder group.

STAKEHOLDER GROUP (From Section 1)	PREFERRED CHANNELS (e.g., Email, Meetings, Social Media)	COMMUNICATION FREQUENCY (How often?)	RESPONSIBLE PERSON (Who will communicate?)	NOTES
1.				
2.				
3.				
4.				
6.				

5 COMMUNICATION CALENDAR

Plan key communication activities throughout the year.

COMMUNICATION ACTIVITY (What will we communicate?)	AUDIENCE (Who is this for?)	TIMING / DATE (When will it happen?)	CHANNEL (Where / How?)	OWNER (Who is responsible?)
1.				
2.				
3.				
4.				
6.				

6 FEEDBACK & ENGAGEMENT

Plan how you will gather feedback and keep stakeholders engaged.

FEEDBACK METHOD (Surveys, Meetings, Forums, etc.)	AUDIENCE (Who will participate?)	PURPOSE (Why are we gathering feedback?)	FREQUENCY (How often?)	RESPONSIBLE PERSON (Who will lead?)
1.				
2.				
3.				
4.				

7 EVALUATION & IMPROVEMENT

Review and improve your communication plan over time.

WHAT IS WORKING WELL?	WHAT CAN BE IMPROVED?	NEXT STEPS / ACTIONS



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Great communication builds strong relationships and unstoppable programs.
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FINISH STRONG TOOL 25

PROGRAM LAUNCH & IMPLEMENTATION CHECKLIST

25

TOOL 25

Use this checklist to ensure a smooth launch and strong start to your program implementation.

TIP

A strong launch sets the tone for success and momentum.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 PRE-LAUNCH PLANNING

Confirm that key pre-launch tasks are complete.

TASK	DESCRIPTION	RESPONSIBLE PERSON	COMPLETE
1. Goals and objectives finalized	Clear goals and outcomes defined		☐
2. Resources secured	Budget, materials, and staff in place		☐
3. Roles and responsibilities assigned	Team members and roles confirmed		☐
4. Communication plan in place	Key messages and channels prepared		☐
5. Timeline and milestones set	Implementation timeline established		☐
6. Training and orientation completed	Staff trained and ready		☐

2 STAKEHOLDER READINESS

Ensure stakeholders are informed, engaged, and prepared.

STAKEHOLDER GROUP	READINESS ACTIONS TAKEN	DATE COMPLETED	READY? (Yes/No)	NOTES
1. Program Staff			☐ Yes ☐ No	
2. Students/Participants			☐ Yes ☐ No	
3. Parents/Guardians			☐ Yes ☐ No	
4. School Administration			☐ Yes ☐ No	
5. Community Partners			☐ Yes ☐ No	
6. Funders/Supporters			☐ Yes ☐ No	

3 LAUNCH ACTIVITIES

Confirm that launch activities are planned and completed.

ACTIVITY	DESCRIPTION	PLANNED DATE	ACTUAL DATE	COMPLETE
1. Kickoff meeting / event	Official program launch			☐
2. Announcements shared	Internal and external announcements			☐
3. Materials distributed	Handouts, guides, resources			☐
4. Orientation for participants	Program overview for participants			☐
5. Systems and tools activated	Platforms, data systems, tools ready			☐
6. Baseline data collected	Initial data gathered for tracking			☐

4 EARLY IMPLEMENTATION CHECK

Monitor early implementation and address any immediate needs.

CHECKPOINT	WHAT TO LOOK FOR	STATUS	ACTIONS NEEDED	RESPONSIBLE PERSON
1. Attendance / Participation	Are participants showing up?	☐ On Track ☐ Concern		
2. Engagement Level	Are participants engaged?	☐ On Track ☐ Concern		
3. Implementation Fidelity	Is the program being delivered as planned?	☐ On Track ☐ Concern		
4. Resource Utilization	Are resources being used effectively?	☐ On Track ☐ Concern		
5. Initial Outcomes	Are we seeing early signs of progress?	☐ On Track ☐ Concern		

5 ISSUES & SOLUTIONS

Identify any issues and outline solutions.

ISSUE IDENTIFIED	IMPACT	SOLUTION / ACTION STEPS	RESPONSIBLE PERSON	TARGET DATE
1.				
2.				
3.				
4.				
5.				

6 NEXT STEPS

Plan immediate next steps to maintain momentum.

NEXT STEP / ACTION	WHY IT MATTERS	RESPONSIBLE PERSON	DEADLINE
1.			
2.			
3.			
4.			
5.			



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A strong start leads to a strong finish.
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FINISH STRONG TOOL 26

PROGRAM EVALUATION & IMPACT REVIEW

Evaluate your program’s effectiveness, measure impact, and use insights to drive future success.

TIP

Regular evaluation helps you celebrate success, identify opportunities, and make data-driven decisions.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE OF EVALUATION: _____

1 EVALUATION OVERVIEW

Provide a high-level overview of the evaluation.

EVALUATION FOCUS (What are we evaluating?)	PURPOSE (Why are we evaluating?)	EVALUATION PERIOD (Dates)	EVALUATION TEAM (Who is involved?)

2 GOALS & OUTCOMES REVIEW

Review progress toward goals and outcomes.

GOAL / OUTCOME (From Action Plan)	SUCCESS INDICATOR (How will we know it's successful?)	STATUS (Met, In Progress, Not Met)	EVIDENCE / RESULTS (Data or observations)	NOTES / NEXT STEPS (What's next?)
1.				
2.				
3.				
4.				
5.				

3 DATA & METRICS SUMMARY

Summarize key data and metrics related to program performance.

METRIC / INDICATOR	BASELINE (Before Program)	CURRENT RESULTS (After Program)	CHANGE / IMPACT (+/-)	KEY INSIGHTS (What does the data tell us?)
1.				
2.				
3.				
4.				
5.				

4 STAKEHOLDER FEEDBACK

Summarize feedback from key stakeholders.

STAKEHOLDER GROUP	FEEDBACK SUMMARY (Key themes or comments)	WHAT WENT WELL (Strengths)	WHAT COULD IMPROVE (Areas for improvement)	SUGGESTIONS (Recommendations)
1.				
2.				
3.				
4.				
5.				

5 PROGRAM IMPACT

Describe the overall impact of the program.

SHORT-TERM IMPACT (Immediate results)	MEDIUM-TERM IMPACT (Changes over time)	LONG-TERM IMPACT (Sustained impact)	SUCCESS STORIES (Examples or highlights)

6 LESSONS LEARNED

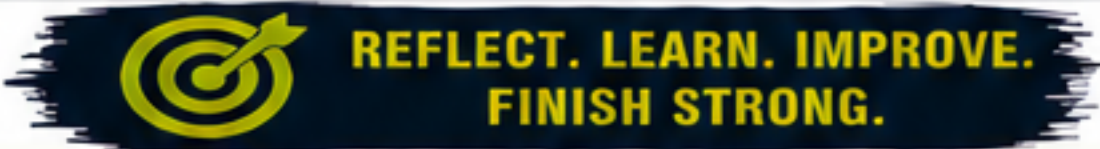
Identify key lessons learned from the program.

WHAT WE LEARNED (Key takeaways)	HOW WE WILL APPLY THIS (How we will use these lessons)

7 RECOMMENDATIONS & NEXT STEPS

Outline recommendations and next steps based on evaluation findings.

RECOMMENDATION (What should we do?)	RATIONALE (Why is this important?)	PRIORITY (High, Medium, Low)	RESPONSIBLE PERSON / TEAM (Who will lead?)	TARGET DATE (When?)
1.				
2.				
3.				
4.				
5.				



Every evaluation is an opportunity to grow, strengthen, and create lasting impact.
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FINISH STRONG TOOL 27

DATA TRACKING & EVALUATION TOOL

27
TOOL 27

TIP

Good data leads to better decisions, stronger results, and lasting impact.

Track the right data, evaluate results, and use insights to drive continuous improvement.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 WHAT ARE WE TRYING TO ACHIEVE?

Identify the goals and key questions we want to answer through data.

GOAL / OBJECTIVE (What do we want to achieve?)	KEY QUESTION (What do we need to know?)	SUCCESS INDICATOR (How will we know we achieved it?)
1.		
2.		
3.		
4.		
5.		

2 WHAT DATA WILL WE TRACK?

Identify the data we will collect to answer our key questions.

DATA TO BE COLLECTED (What data will we gather?)	DATA SOURCE (Where will we get it?)	FREQUENCY (How often?)	RESPONSIBLE PERSON (Who will collect it?)	NOTES
1.				
2.				
3.				
4.				
5.				

3 BASELINE DATA

Record our starting point for each key indicator.

INDICATOR / METRIC	BASELINE VALUE (Current State)	DATE COLLECTED	NOTES / CONTEXT
1.			
2.			
3.			
4.			
5.			

4 DATA TRACKING LOG

Use this log to track progress over time.

INDICATOR / METRIC	TARGET / GOAL	DATA POINTS OVER TIME					TREND (↑ ↓ →)
		DATE: / / VALUE	DATE: / / VALUE	DATE: / / VALUE	DATE: / / VALUE	DATE: / / VALUE	
1.							
2.							
3.							
4.							
5.							

5 ANALYZE & INTERPRET

What do our data tell us? What patterns, trends, or gaps do we see?

KEY FINDINGS	WHAT'S WORKING WELL?	AREAS OF CONCERN / GAPS
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

6 ACTIONS & NEXT STEPS

What actions will we take based on what we've learned?

ACTION / STRATEGY (What will we do?)	BASED ON FINDING (Which finding does this address?)	RESPONSIBLE PERSON / TEAM	TIMELINE (Start – End Date)	EXPECTED IMPACT (What do we expect?)
1.				
2.				
3.				
4.				
5.				

7 EVALUATE IMPACT

After taking action, evaluate the results.

INDICATOR / METRIC	RESULT (What changed?)	DATE REVIEWED	IMPACT (High / Medium / Low)	NOTES / NEXT STEPS
1.				
2.				
3.				
4.				
5.				



Tracking data helps us make smarter decisions and create greater impact for every learner.
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IMPACT REFLECTION & CONTINUOUS IMPROVEMENT

Reflect on impact, celebrate growth, and plan how we can get even better.

TIP

Reflection turns experience into learning. Learning drives lasting impact.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE COMPLETED: _____

1 PROGRAM AT A GLANCE

Provide a quick snapshot of the program.

PROGRAM GOAL / FOCUS	TARGET AUDIENCE	TIME FRAME	KEY PARTNERS / STAKEHOLDERS

2 WHAT IMPACT DID WE MAKE?

Review results and the impact on learners, stakeholders, and the community.

AREA OF IMPACT (Who or what was impacted?)	EVIDENCE / DATA (What shows the impact?)	POSITIVE OUTCOMES (What improved or changed?)	STORIES / EXAMPLES (Share highlights)
1.			
2.			
3.			
4.			
5.			

3 WHAT WENT WELL?

Identify strengths, successes, and things we are proud of.

STRENGTH / SUCCESS	WHY IT WAS SUCCESSFUL	WHO CONTRIBUTED	LESSONS TO KEEP
1.			
2.			
3.			
4.			
5.			

4 WHAT COULD WE IMPROVE?

Identify challenges, gaps, and opportunities for improvement.

CHALLENGE / GAP (What didn't go as planned?)	ROOT CAUSE (Why did it happen?)	WHAT WE CAN DO DIFFERENTLY (Ideas for improvement)	PRIORITY (High, Medium, Low)
1.			
2.			
3.			
4.			
5.			

5 WHAT WILL WE DO NEXT?

Outline our action plan to build on success and address areas for growth.

ACTION STEP (What will we do?)	GOAL / EXPECTED OUTCOME (What do we expect to achieve?)	RESPONSIBLE PERSON / TEAM (Who will do it?)	TIMELINE (Start – End Date)
1.			
2.			
3.			
5.			

6 STAKEHOLDER FEEDBACK

Summarize key feedback from those we serve and those who support our work.

STAKEHOLDER GROUP (Who gave feedback?)	FEEDBACK SUMMARY (What did we hear?)	WHAT WE'LL DO WITH IT (How will we respond?)	NOTES
1.			
2.			
3.			
5.			

7 CELEBRATE & SHARE

Celebrate wins and share our impact with others.

WHAT WE CELEBRATED (Successes & milestones)	WHO WE SHARED WITH (Audience)	HOW WE SHARED (Method / Channel)	DATE
1.			
2.			
3.			

8 FINAL REFLECTION

What are we most proud of? What inspires us to keep going?

WHAT WE ARE MOST PROUD OF	WHAT INSPIRES US TO KEEP GOING



STAKEHOLDER ENGAGEMENT & COMMUNICATION PLANNER

TIP

Clear communication builds trust, alignment, and stronger results.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 COMMUNICATION GOALS

What do we want to achieve through our communication and engagement?

GOAL / OBJECTIVE	TARGET OUTCOME	KEY MESSAGE	SUCCESS INDICATOR
1.			
2.			
3.			
4.			
5.			

2 KEY STAKEHOLDERS

Identify our key stakeholders and what matters most to them.

STAKEHOLDER GROUP	WHAT MATTERS TO THEM	HOW THEY PREFER TO COMMUNICATE	ENGAGEMENT PRIORITY (High, Medium, Low)
1.			
2.			
3.			
4.			
5.			
6.			

3 COMMUNICATION PLAN

Plan what we will communicate, how, when, and who is responsible.

MESSAGE / TOPIC	PURPOSE	COMMUNICATION CHANNEL (e.g., Email, Meeting, Social Media)	FREQUENCY / TIMING	RESPONSIBLE PERSON
1.				
2.				
3.				
4.				
5.				
6.				

4 ENGAGEMENT ACTIVITIES

Outline key engagement opportunities and activities.

ACTIVITY / EVENT	PURPOSE / GOAL	TARGET STAKEHOLDERS	DATE / TIME FRAME	LEAD PERSON / TEAM
1.				
2.				
3.				
4.				
5.				

5 BARRIERS & SOLUTIONS

Identify potential communication or engagement barriers and how we will address them.

POTENTIAL BARRIER	IMPACT	SOLUTION / STRATEGY	RESPONSIBLE PERSON
1.			
2.			
3.			
4.			
5.			

6 ENGAGEMENT CHECKPOINTS

How will we monitor engagement and adjust as needed?

CHECKPOINT	WHAT WE WILL CHECK	MEASURE / INDICATOR	REVIEW DATE	RESPONSIBLE PERSON
1.				
2.				
3.				
4.				

7 REFLECTION & NEXT STEPS

What did we learn and what will we do next?

WHAT WENT WELL?

-
-
-

WHAT WE WILL DO NEXT

-
-
-



ENGAGE PEOPLE.
COMMUNICATE CLEARLY.
FINISH STRONG.

When we involve others and keep them informed,
we build stronger support and better outcomes.
PREPARED. PURPOSEFUL. PROVEN.



PROGRAM CELEBRATION & RECOGNITION PLANNER

Celebrate success, recognize contributions, and inspire continued excellence.

TIP

Recognition fuels motivation. Celebrate often, celebrate meaningfully, and celebrate together.

SCHOOL / DISTRICT: _____

SCHOOL YEAR: _____

PROGRAM NAME: _____

DATE PREPARED: _____

1 WHAT ARE WE CELEBRATING?

Identify achievements, milestones, and successes to celebrate.

Achievement / Milestone	Description	Impact / Result	Date Achieved
1.			
2.			
3.			
4.			
5.			

2 WHO WILL WE RECOGNIZE?

Identify individuals, teams, and groups to recognize.

Individual / Team / Group	Role / Contribution	What They Did	Type of Recognition (Formal, Informal, Public, Private)	Priority (High, Medium, Low)
1.				
2.				
3.				
4.				
5.				
6.				

3 HOW WILL WE CELEBRATE?

Plan meaningful ways to celebrate and recognize.

Celebration / Recognition Activity	Purpose	Audience	Date / Time Frame	Responsible Person / Team	Resources Needed
1.					
2.					
3.					
4.					
5.					

4 MESSAGES & COMMUNICATION

Plan key messages to share before, during, and after celebrations.

Message / Theme	Key Points	Channel / Platform (Email, Assembly, Social Media, etc.)	Timing (Before, During, After)	Responsible Person
1.				
2.				
4.				
5.				

5 RESOURCES & LOGISTICS

Identify resources and logistics needed for successful celebrations.

Resource / Need	Quantity / Details	Budget Estimate	Source / Provider	Status (Planned, In Progress, Done)
1.				
2.				
3.				
4.				
5.				

6 IMPACT & FOLLOW-UP

Evaluate the impact of our celebrations and plan follow-up.

Evaluation Question	Measure / Indicator	Feedback Source (Surveys, Comments, Observations)	Review Date	Next Steps
1.				
2.				
3.				
4.				

7 REFLECTION & NEXT CELEBRATIONS

Reflect on what we learned and plan ahead.

WHAT WENT WELL?

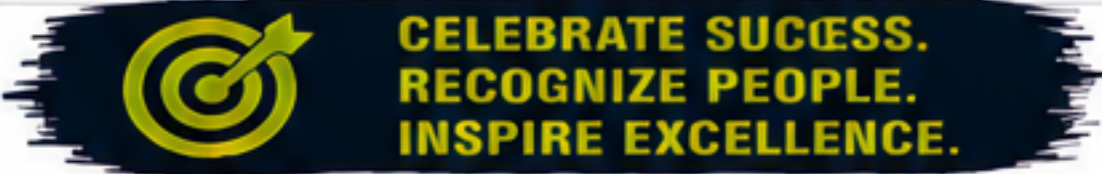
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WHAT CAN WE IMPROVE?

-
-
-

IDEAS FOR FUTURE CELEBRATIONS

-
-
-



When we celebrate together, we build momentum for greater impact.
PREPARED. PURPOSEFUL. PROVEN.