

Next Steps Worksheets

After Workshop #3

The questions on the following pages will help you complete your final steps and carry out your water action!

1. Make a list of what you have already done and what is left to do

	Completed	Left to do
Community Research: Partnerships	What partners did you find? How are they involved (sharing resources, putting on community events together)?	Do you have any follow up tasks with these partners (confirm their attendance or participation)
Spread the Word: Communication	Who (key audience) and how have you communicated about this project? - make a poster, go on the local radio, announce it at a local meeting / event	What is left to do?

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<p>Expenses Research</p>	<p>What are you buying your project items (e.g. materials, specialized equipment, skills/knowledge) from?</p>	<p>Anything left to do? Who will buy the items?</p>
<p>Background research</p>	<p>What research has been completed?</p>	<p>What needs to be done?</p>

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2. Prepare your materials for that day
 - a. Create a sign-in sheet
 - b. Create an evaluation sheet (use or modify the template)
 - c. Send out a reminder – call, text, on the school PA system, etc.
 - d. Print any handouts, the evaluation sheet. Prepare kits, other take-home materials for people coming to your event.
 - e. Prepare gifts, honouraria
 - f. Confirm any refreshments / catering
 - g. Confirm the space
 - h. Get the photo and video consent form signed by the school so you can include other youth / students in your next digital story.

3. Track your action
 - a. If its an event – where and when will it be held?

 - b. What will each of your group do during the event (discuss with speakers, caterers, set up a sign in sheet, hand out evaluation forms, do a presentation, help with set up/clean up)? Assign jobs within your team.

 - c. Pick someone in the group who will be the photographer and videographer of the event.

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4. Hold a debriefing session with your group after the event.
 - a. Did it go the way you expected?

 - b. What worked well and why?

 - c. What didn't work well and why not?