

## PLANNING MEETING CHECKLIST FOR KAPOW/MFIN PARTNERS

- ☐ All new participants should have completed the New Volunteer Application (found under Coordinator Resources on each program's Training page) and submitted it to the school's KAPOW/MFIN Coordinator.
- ☐ Finalize teacher/volunteer pairings.
- ☐ Exchange email and cell phone numbers with your KAPOW/MFIN partner.
- ☐ Review where to find all relevant information for program participation and executing the lessons/work site visit on our website: [www.kapowlfs.com](http://www.kapowlfs.com).
- ☐ Schedule optional class observation (volunteers observe the class once before the first lesson).
- ☐ Schedule SEVEN lessons for the year, & date of the worksite visit (field trip).
- ☐ KAPOW participants should use their Blank Schedule Sheet on the KAPOW Training page to record their plans. MFIN participants do not need a schedule sheet, but should write all lesson and observation dates/times in their calendars. Along with dates and times, KAPOW partner pairs must agree on and record the following:
  - o Teacher Activity
  - o Choose one (1) Volunteer Activity from the second page of each lesson
  - o Decide who will be responsible for the materials and preparation needed for each activity
  - o Determine work tools/objects to bring to the class
  - o Review the student preparation component of the lesson to be done by classroom teacher
  - o Agree on any ways (if any) the lesson will be customized (e.g. accommodating ESOL or Neurodivergent learners. See the KAPOW Volunteer and Teacher supplements on our website.)
  - o Submit a copy of your schedule sheet to the school's KAPOW coordinator. MFIN participants should submit a copy of their agreed dates and times.
- ☐ Review Volunteer Registration and Lesson Check-in Procedures
  - o All volunteers must complete their school district's online volunteer application EVERY YEAR as a Level 1 volunteer before entering the classroom. See the bottom of our [Training Page](#) for registration links.
  - o Volunteers sign in each visit at the school office
  - o Volunteers record volunteer hours in the school office
  - o Volunteers wear company I.D. and/or get school's volunteer I.D. while visiting the school
- ☐ Discuss classroom rules and management
  - o Best way to get every child to participate
  - o Children with special needs
  - o What is acceptable behavior?
  - o How to handle class when they become disruptive