

## Action Plans

### Action Plan for: Publicity

<b>Activity Steps</b>	<b>Person/Group Responsible</b>	<b>Timelines for Completion</b>	<b>Resources Needed</b>	<b>Evaluation/ Indicators of Success</b>	<b>Date Completed</b>
<b>Inform supporting services</b>	<b>Posin - Contact through Supporting Services Team Leaders</b>	<b>Completed</b>	<b>Middle States AFG Flyer</b>	<b>Follow up contact by 2/25</b>	<b>2/8/05 2/25/05</b>
<b>Multiple morning announcement spots for students</b>	<b>Chase – Contact through Jacobs</b>	<b>Feb. 18 for setup Mar 4 for video completions</b>	<b>Video Production Classes and Equipment</b>	<b>Multiple spots aired on morning announcements to students during month of March</b>	<b>Pending</b>
<b>Ads in school newspaper</b>	<b>Chase</b>	<b>First story completed by 10/04 Others completed by 3/05</b>	<b>Newspaper production classes</b>	<b>Multiple stories and ads run in various newspaper issues</b>	<b>1<sup>st</sup> completed 10/10 2<sup>nd</sup> + Pending</b>
<b>PAT Activity</b>	<b>Luke – Contact through Doying and Nelson</b>	<b>PAT will be on April 7, 2005 – the last PAT before the walkthroughs</b>	<b>PAT Folders PAT Activity (ie. A group quiz on the mission statement and objectives) Also, a secondary activity for College Institute will be arranged.</b>	<b>Review scores of activity to verify knowledge base</b>	<b>Pending First contact made 2/1/05</b>

**Describe how the action plan was developed. Through multiple meetings**

Various routes of information were discussed with the appropriate contact person for each. Members of the committee decided which areas they could best assist with. These areas were to consist of Support Services, Faculty, and Students.

**Describe how the action plan supports the mission and objectives.**

Inform staff and students of the AFG process, why it is done, and its importance.

**Describe how the necessary resources will be committed to ensure the success of the action plan.**

Resources include PAT time and teacher announcements during PAT. Contacts were made on Feb 1, 2005, and again on Feb 17, 2005.