

Toolkit Resource Checklist

Documents	Directions	Files/Links
Industry Partner Recruitment (8 weeks prior)	<input type="checkbox"/> Identify potential partners in your regions <input type="checkbox"/> Contact partners <input type="checkbox"/> Send email	<ul style="list-style-type: none"> • Sample Email • Sample Flyer
Industry Partner Meeting (7 weeks prior)	<input type="checkbox"/> Schedule a Zoom meeting with partner <input type="checkbox"/> Review discussion points <input type="checkbox"/> Go through & help complete the Industry Form	<ul style="list-style-type: none"> • Discussion Points • Sample Survey Monkey Industry Form • Sample Google Industry Form
Student Application (7 weeks prior)	<input type="checkbox"/> Create student application from	<ul style="list-style-type: none"> • Sample Survey Monkey Application • Sample # 1 Google Application • Sample # 2 Google Application
Student Recruitment (6 weeks prior)	<input type="checkbox"/> Share flyer & session details with students	<ul style="list-style-type: none"> • Sample Student Recruitment Flyer • Sample Session Details Template
Student Application Screening (6 weeks prior)	<input type="checkbox"/> Monitor for submission and participation <input type="checkbox"/> Screen applications to identify participants	
Student Correspondence (4 weeks prior)	<input type="checkbox"/> Send acceptance/denials emails to students	<ul style="list-style-type: none"> • Student Email Samples
Student Registration (3-4 weeks prior)	<input type="checkbox"/> Send selected students registration link	<ul style="list-style-type: none"> • Sample Student Registration Form #1 • Sample Student Registration Form #2
Release Forms (2-3 weeks prior)	<input type="checkbox"/> Send release forms to students	<ul style="list-style-type: none"> • Sample Permission Slip • Sample Release Waiver
Industry Partner Session Support (2-3 weeks prior)	<input type="checkbox"/> Guide industry partner to build session <input type="checkbox"/> Email session details	<ul style="list-style-type: none"> • Suggested Session Planning Tips • Sample Email
Student Feedback (2 days after)	<input type="checkbox"/> Email students	<ul style="list-style-type: none"> • Sample Email
Student Recognition (3-5 days after)	<input type="checkbox"/> Create badges at www.badgr.com <ul style="list-style-type: none"> ○ Set up a free account ○ Go to “Create Issuer” and set up your organization as the issuer ○ Under “Issuer,” click on “Create Badge” ○ Complete the: <ul style="list-style-type: none"> ▪ General Information ▪ Earning Criteria ▪ Alignment ○ Click on “Create Badge” ○ Click on “Award Badge” <ul style="list-style-type: none"> ▪ Enter email address of recipients ▪ Click “Award Badge” <input type="checkbox"/> Notify students	<ul style="list-style-type: none"> • Sample Digital Badge Email
Partner Appreciation (5-7 days after)	<input type="checkbox"/> Send “Thank You” note	<ul style="list-style-type: none"> • Sample “Thank You”