

# PROJECT PREPARATION



This project and presentation planning guide will help you keep track of your progress, as well as set goals throughout the year. Project planning is a key opportunity to incorporate youth voice and choice into the program. Ensuring that the awareness week planning doesn't become an afterthought means team members will feel more ownership of the content. You should reference this document as you prepare for each meeting. Regardless of when the program starts, the awareness week events and activities will take place at the end of the program. Be sure to write down meeting takeaways and action items!

## MEETING 01



Introduce Human Trafficking Awareness Week.

## MEETING 02



Start thinking about ideas for team projects and their goals and deadlines. If team members are having difficulty with project ideas, you can provide some examples: community service projects; walking challenges that raise money for local organizations that assist survivors of trafficking; an art show; a dance or spoken word performance; a TikTok challenge or other activity incorporating social media; developing localized resource guides for other students and the community; or a presentation organized by team members that invite lived experience experts to speak to the entire school.

## MEETING 03



Choose dates for Human Trafficking Awareness Week. Seek approval from school administration and have a few ideas for events and activities. Discuss collaboration with task force contacts (collaborative efforts will partially depend on the type of events or activities).

## MEETING 04



Develop a list of issues you might want to tackle during Human Trafficking Awareness Week. Confirm approval from school administrator and confirm ECM task force participation.

## MEETING 05



Solidify Human Trafficking Awareness Week calendar of events. Confirm presentation dates and topics.

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## MEETING 06



Delegate tasks for Human Trafficking Awareness Week among team members. Team members can also elect leadership positions if they think that would be helpful. When outlining individual roles, assignments, and tasks, keep constraints on emotional stamina and mental capacity in mind. Provide support if needed (such as referrals to school social workers or counselors).

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## MEETING 07



Request updates on team member tasks. If any presentations will be part of the Human Trafficking Awareness Week events, outline the presentations.

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## MEETING 08



Request updates on team member tasks. If any presentations will be part of the Human Trafficking Awareness Week events, draft the presentations.

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## MEETING 09



Request updates on team member tasks and create follow-up assignments for any tasks that have not been completed. If any presentations will be part of the Human Trafficking Awareness Week events, review the presentations.

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## MEETING 10



Request updates on team member tasks and close out any follow-up assignments for outstanding tasks that have not been completed. If any presentations will be part of the Human Trafficking Awareness Week events, review the presentations.

## MEETING 11



Request updates on team member tasks and assign any last-minute details to team members. If any presentations will be part of the Human Trafficking Awareness Week events, rehearse the presentations.

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## MEETING 12



Final preparation for Human Trafficking Awareness Week activities: confirm any guest speakers, double check all materials, and make sure rooms are reserved.