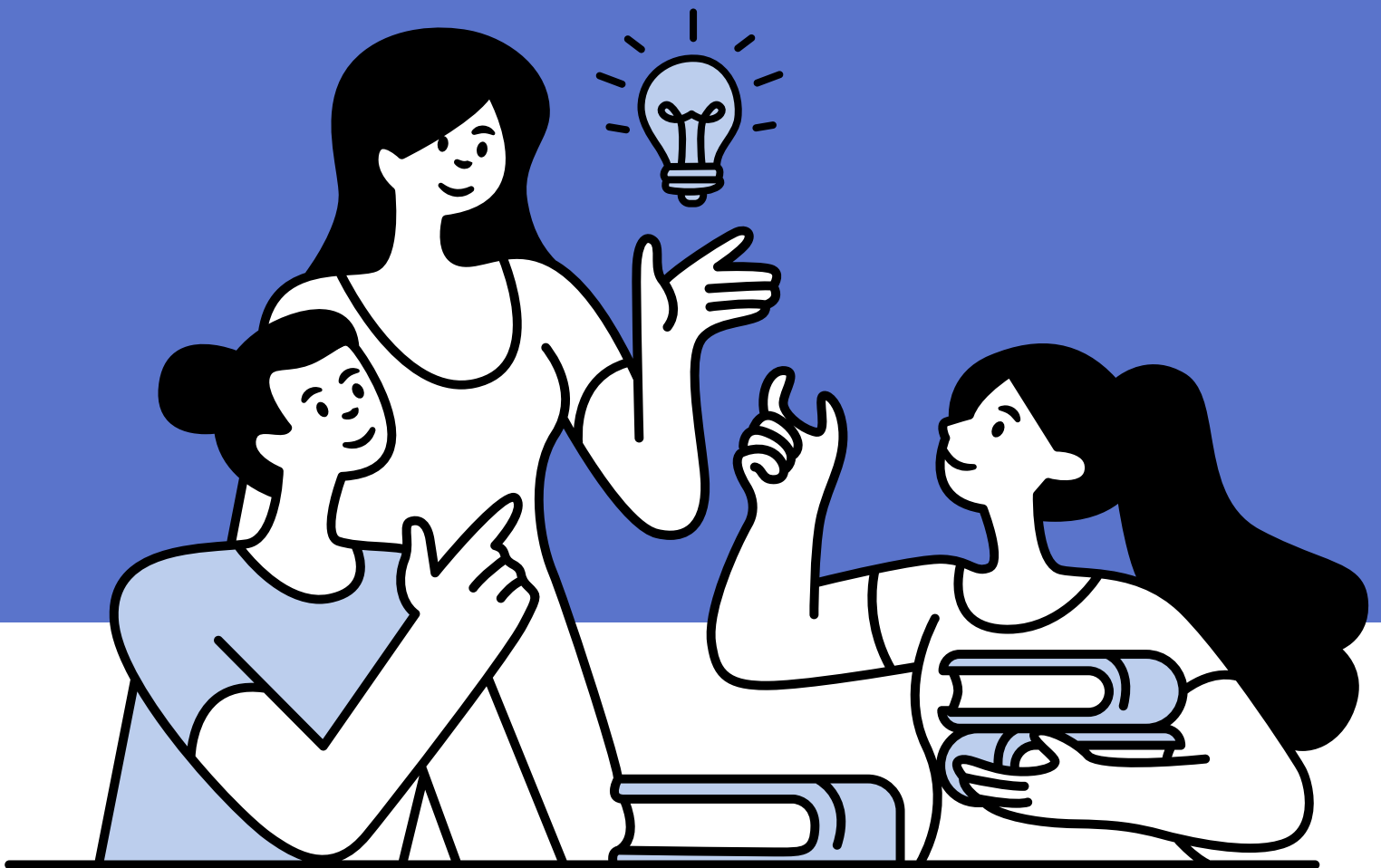# Kickstarting Your

Student Voice Project

A Toolkit for Schools & Their Student Voice Supporters

Kern County
Superintendent *of* Schools
Office of Mary C. Barlow   *...advocates for children*

PROJECT BACKGROUND - THE BIG PICTURE

Provide some context about the project. What is the vision of your project? What is the ultimate impact you hope to have on your students, schools, and community? How do you want the lives of your students and your school to be different because of youth involved in your project? Explain why you have chosen to respond to this set of issues with student voice strategies. Here are some guiding questions to help you get started.

What is the problem that you are trying to solve or the question(s) that you are trying to answer? *You may need to do some background research first to find out more about it.*

List efforts currently being conducted or have been that address the issue(s) you identified.	List tools already in place to assess student experiences & perspectives?

What is working that you want to keep?

How will utilizing student voice in this area have positive impact on your issue(s)?

SCOPE OF PROJECT - WHAT WILL YOU DO?

What do you want to do? In this section, describe your project's who, what, when, how, and why. Give an overview of the activities involved. Be specific, but don't get lost in detail.

Project Name:

Project Description & Goal

How would you describe your project & its goal? What will you do & what are the specific results expected from the project.? Briefly outline your project, including what steps you will take to complete your project. If you are not yet certain, describe what the project needs to address.

When	With Whom
When does the project need to be completed? Will this be an ongoing or seasonal project?	Who is the target audience? Who else may be involved in the process?

Project Objectives

What are the specific steps that will lead to the successful completion of your project goals? This might include deliverables, or more intangible objectives like increasing student morale or sense of connection with school.

RESOURCES: WHAT WILL YOU NEED

Write down what resources (external and internal) and support you will need to complete the project. These can include people, training or technical assistance, space, supplies, data, expertise needed from others, food, incentives, transportation, community partnerships, funding, and project/event promotion. Be as realistic and detailed as possible.

Space	Partnerships	Adult Facilitator(s)
Where will this work take place? In a physical or virtual space? Or across a number settings & contexts within your school?	What partners will you invite to help with project (School programs, community agencies, families, etc.)?	Who will you enlist help from? Will they need training? Are they experienced working with your target students?

Funding	Equipment & Tech Needs	Materials & Supplies
How much money could you anticipate budgeting for this project?	What special equipment & technology needs will you need (e.g., AV equipment, software)?	What materials & supplies will you need (e.g., notepads, pens, student survey results, etc.)?

Other Required Resources

STUDENT INVOLVEMENT

Successful student voice efforts begin with careful consideration of how best to reach a diverse group of young people, how they should be involved, and what support will help them make a real contribution. Authentic student voice reaches its potential only when there are adults who are willing and able to be real partners with youth. Your staff will also gain a greater understanding of youth development, improved skills in engaging youth, and a stronger motivation and commitment to working with young people.

Identifying Students	Recruiting Students	Preparing Students
Which student groups need to be heard in order to best address your project's objective(s)? How will you ensure diversity of student voices?	How many students will be part of your project? How will they be invited to participate? What outreach strategies will best reach specific student groups?	What information, training & support will they need to fully participate & succeed? What will be done to make sure youth "buy in" to project?

Student Roles	Student Incentives
What is the role of students in your project? Will they be participants, lead activities or trainings, help with design process or be part of evaluation team?	What incentives can you offer students for participating (e.g., community service hours, food, college spirit wear)?

Reporting Back to Students
How will students be kept in the loop? How will they know their voice has been heard? It's important that youth participants feel good about their role & the project's result. How will you know if students are satisfied with the quality of the project & its results?

MONITORING & EVALUATION PLAN

How will document what you are doing and measure your outcomes? How will you monitor the quality? Ongoing evaluation and monitoring of your student voice project are essential because they provide information to the staff implementing the program as well as the youth and school partners. Another important step in student voice is monitoring and co-evaluating your programs and services with youth. They can help you gather information about what's working and what's not and share your findings with others.

Program Outcomes	Performance Criteria	Evaluation Methods
What are your project's goals or outcomes? What changes do you hope the project will make on your youth & school?	How will you know the project's goals have been reached? *Examples: XX% of students will report that [survey item] or XX% of students will perform at or above expectations on the [assessment name}.*	How will these results/outcomes be measured? What will be your measures, how will they be collected & how often?

Data Sources	Youth Involved In Evaluation
How can these measures or indicators be tracked? Surveys, focus groups, CDE data, SIS data, interviews, etc.?	How will youth contribute to project evaluation (collect data, create survey questions, analyze results, share results with peers & admin).

Feedback	Monitor Project Quality
How & where will your results be reported? Who will you share your findings with to ensure your students' viewpoints are hear & acted upon?	How will you monitor the quality of your project? How will you regularly assess results & adjust processes accordingly to improve project?
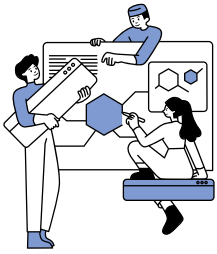
OVERVIEW: PUTTING IT ALL TOGETHER

Now that you have generated some ideas and prioritized action items, it's time to develop an action plan. An action plan provides a clear picture of the entire student voice project, its goals, and how all activities fit together to achieve those goals.

Project Name:

Briefly Describe Your Project	Target Students

Questions You Want Answered	What Goal(s) Do You Want To Achieve	Who Do You Need To Help Your Project

Project's Funding Sources	Project's Potential Barriers	How Will Know It Has Been Successful

Your Next 5 Action Steps	Start Date	Priority *High-Medium-Low*	Help Needed from KCSOS?
1.			
2.			
3.			
4.			
5.			

PROJECT PITCH

Project Name:

INTRODUCTION

Introduce your team & project name.

GOALS

What is your problem to solve & your end goal?

THE PLAN

Describe your project & who your target students will be. What are potential barriers? What will success look like?

STUDENT INVOLVEMENT

How will students be involved in your project? What will be their role in your project?

NEXT STEPS

What are your next steps for your project? How can KCSOS assist?