

# How To Use This CD

## Learning in Action Project Pack

### Celebrate Success RFP: Group Project

Capitalize on your end-of-year party: Turn it into a group project for applied English, math, creativity, and leadership. Celebrate Success: RFP uses a grant-writing process for student groups to create an end-of-year celebration, budget it based on attendance, write a mock 'grant' application to fund it, then carry it out. Along the way, students learn how to respond to Requests for Proposals to fund community service, youth grants, and other activities. CD includes instructions, customizable forms, assessments, communications, and examples from high school students in Philadelphia, PA.




**BONUS: Do-it-Yourself Project-Based Learning** provides guidelines, tips, starter ideas, planners for students and staff, sample forms, assessment strategies, and templates to create your own projects based on student and staff interests, local communities, and program resources. Get going with STEM, service-learning, committees, and assessment at all grade levels—and train staff to lead PBL using the detailed staff development sessions.

The CD is designed as a guide that you can customize, then print out to make your own program manuals. Print the pages, binder covers, spines, and back covers for easy referencing and use. In each part of the guides you'll find call-out boxes with examples, discussion questions, and reflection tools. Bring these thinking tools to colleagues and staff in trainings and meetings, and use the ideas to inspire actions that really work.

## TOOLS ON THE CD

The CD format of *Celebrate Success RFP: Group Project* and *BONUS: Do-it-Yourself Project-Based Learning* lets you create your own customized version of the tools and guides. Insert your program name, put customized copy into letters, fill in charts, create your own checklists, and print out the handouts you need, when you need them.

On this CD, you will find 3 types of files:

1. **PDF files** marked with this icon  are print-and-go documents such as worksheets, lists, and handouts that cannot be altered. They are designed to be ready-to-use.
2. **Type-able PDF files** are marked with this icon . These files are created like the print-and-go PDF, but allow you to type into certain fields, making them your own. You can print these as blanks to fill in by hand (during a meeting, for example), or fill in the information and then print it out.
3. **Word Documents** are marked with this icon  and are fully customizable. You can change copy, fonts—anything on the sheet! Or, you can print them out as blanks and fill them in as reflections or worksheets.