

Step-by-Step Participation Guide

A Simple “E-Week in a Box” Guide:

Planning Checklist (4–6 weeks out)

- Secure leadership buy-in
- Form internal planning committee
- Budget outline
- Identify spokespeople
- Recruit employee volunteers
- Connect with schools / nonprofits

Execution Checklist (week of)

- Daily message from leadership
- Event reminders
- Social content posting schedule
- Volunteer coordination
- Photo/video permissions

Wrap-Up Checklist

- Thank-you announcements
- Employee survey template
- Metrics collection form
- Repeatability notes for next year

Tips: Accessibility and Inclusion Resources

- Ways to make events inclusive for:
- Underrepresented students
- Remote teams
- Neurodiverse participants
- Guidelines for accessible event materials

Measurement & Impact Tools

- Metrics scorecard
- (volunteer hours, student reach, event attendance, impressions, visibility)
- Impact storytelling template
- (problem → action → result → future commitment)
- Survey templates
- Employee volunteer survey
- Student/teacher feedback survey
- Participant satisfaction poll