Keeping track of all the great things your school should celebrate

This week many of you are dealing with end of the quarter busy-ness so this week's project is very simple.

## Label a file folder "Year in Review"

The purpose of this folder is to collect good news points and notable events in your school's life. You will use these in the spring for two events: the whole school "celebration of the year" and your last school board meeting of the year.

This can be a hard copy folder or a digital one. In either case, it should be bright and kept someplace annoying so you don't forget about it.

## Add information throughout the school year

When something good happens or a notable event occurs, drop a page into your

## Delegating:

A volunteer can create the folder and both staff and volunteers can add to it (assuming they have access to the place you are storing it).

## Credits:

Tim Kubrock: Thank you for sharing your "Year in Review" report.

Binder tab: October School size: All

Marketing process step:

- 1) Who are we?
- 2) What do families want?
- 3) What needs to change?
- 4) How do we tell our community?
- 5) How do we track results?