# Logo  Description automatically generated

# **Outreach Playbook**

# (Insert Activity Name Here)

Blue text is intended to function as instructions and recommendations. Please delete before submitting the template.

Metrics:

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| --- | --- | --- | --- | --- |
| Grade Level: | # of Student Participants: | Duration (hrs): | # of SWE Volunteers: | Partner orgs (if any): |

## Overview of Activity

Please give a detailed lesson plan for the activity, including: 1) a basic explanation of the activity, 2) the main takeaways for the students 3) a real-life connection to give the activity more context (e.g. new developments in technology, a STEM story in the news, something in student’s lives that they can relate to, etc.), and any additional context you think is important for replicating your activity.

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## Outline and Script

Give a detailed description of the steps and optional talking points for those utilizing this activity, leading them through the entire process of the activity. Include clear references to when different materials are used and good questions/points to get the students thinking. Include any resources about the topic (such as links to websites) that could be useful to others.

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## Lessons Learned

Share things that worked well when you executed this activity, helpful tips, do’s and don’ts, and other best practices. What would you do differently if you did the activity over again?

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## Accessibility Adaptations

Provide examples of ways to adapt this activity with a smaller budget, lack of internet access, with students that are completely virtual, with ESL students, or any other important accommodations that your group has experience with. If your group did not offer any accessibility accommodations, do your best to come up with at least one.

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## Materials and Costs

List out each item/material used in this activity, cost for each item, purchase location, and total cost of the activity. If used, include any local grants (or similar funding) utilized or online resources that were helpful.

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| --- | --- | --- | --- |
| **Item** | **Quantity**  | **Where to Buy****(link if applicable)** | **Total Cost** |
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| **Describe any additional funding sources outside of section budget (if applicable):** |