

# Algerian Youth Leadership Program

## Action Planning Project Mid-Review

### And Site Visit Checklist

Name of Project: \_\_\_\_\_

A Y L P Student Name: \_\_\_\_\_

***Please use this checklist to prepare for the site visit from your American Site Visit team. We invite you to prepare a folder with samples of your various activities and to take some time prior to our visit to reflect on what have been your successes and challenges in putting your plan into ACTION!***

- Have you developed your tool or method for assessing the needs and perceptions of students and community members? (attach a copy of the survey or other tool)
- Have you conducted the needs assessment with your target group: peers, school staff, or community? (administered the survey, conducted a focus group, interviewed individuals, walked around and assessed your school or community's physical resources?)
- Have you analyzed and summarized the information for use by your planning team? (attach a copy of your summary of findings, written or photo/video)
- Did you present your project to the school administrator or those with authority in your school/community? Yes                      No
- If so, have you received their approval? Yes                      No
- Do they actively support your project (identifying a teacher or setting you up in a space to meet)? Yes                      No
- Do you have an adult partner that is willing to attend meetings with you and your group and guide your project planning and action steps? Yes                      No
- If so, will they be available to meet the visiting team? Yes                      No
- Have you recruited others to be part of your action planning and project team? (a club at school, a class, a group of youth or adults from a community organization? (attach copies of your fliers and recruitment notices; provide a list of names and contact them in advance to meet with the American Site Visit Team)
- Have you met yet as a group yet? Yes                      No
- If so, how often have you met? \_\_\_\_\_ How frequently do you meet? \_\_\_\_\_ Weekly  
\_\_\_\_\_ Biweekly \_\_\_\_\_ Monthly? (attach meeting schedule and agendas if available; photos of meetings)
- Have you developed any education products for presentations? (attach or bring a CD with copies of the slide show, video, photos, brochures, fliers, fact sheets, demonstration kits, etc.)
- Has your group begun to educate others? Yes                      No

## Reflection on the Action Planning Experience at Mid-Point Review

What have been your most important accomplishments to date?

What do you feel have been your greatest challenges?

If your group has begun to implement your action plan—educate others, present to peers or public, organize activities—whatever was in your plan:

How did it go?

Did you feel prepared?

Yes

No

Did you feel that your message got across?

Yes

No

Who participated or was present?

What was the response?

What are your next steps?