



# NEWGEN PEACEBUILDERS<sup>SM</sup> 10-STEP PLANNING TOOL FOR ROTARIANS

## KEY:

Needs Assessment

Human Resources

Financial Support

Outreach & Recruitment



### CLARIFY NEED

MAY 15, 2017

**1** NewGen Peacebuilders is designed for young people ages 14-24. Why is NewGen Peacebuilders relevant in your area? How many high schools, community colleges and universities are there (and what are their names/profiles)? What are the large youth groups/service clubs? What are any global and local conflict/peace issues that might be of specific interest? Have you thought about the intersection/integration of NewGen Peacebuilders with other programs such as Rotary Youth Exchange, RYLA, Interact, etc? What will success look like?

### CONFIRM ENDORSEMENT

MAY 15, 2017

**2** Have you shared NewGen Peacebuilders content and costs with your Club and its Leadership or Board? What Club programs and connections with youth/young people already exist? Are relevant Club members aware and supportive of the interest in a NewGen Peacebuilders program?

### CHOOSE LEADER, CHAMPIONS

MAY 15, 2017

**3** Who is at least one individual that will lead introduction and implementation of NewGen Peacebuilders in your area? Who are other supporters or champions? What experience, strong interest, and or connections does this person (and or people) have in leadership development for youth/young people?

### BUILD COLLABORATIONS

JUNE 15, 2017

**4** Will you/your Club be the only one supporting/implementing the program? (This can work but is not ideal in the long-term.) If so, do you have adequate resources (funding, volunteers, etc.) to support the program? What other Clubs could sign on as "partners" providing support for funding, mentors or other needs? What specific support will you request?

### FORM A VOLUNTEER TEAM

JUNE 15, 2017

**5** It typically takes 5 to 6 individuals to initiate, deliver and sustain a new program. Who are individuals on your team or that you believe you can engage in different roles? Who will likely fill the roles of project management, program mentors for peace project teams, outreach/recruiting of participants, workshop logistics? How and by when will you request their support?

### SECURE FUNDING

JUNE 30, 2017

**6** Have you confirmed the cost of delivery of a NewGen Peacebuilders program in your area? What funds are available through your Club? From partner/collaborating Clubs? Through Matching Grants or other District funds? Through individual contributions from supportive Club or community members? Community foundations or partner organizations? What is your plan to approach and secure funds? Do your Club or these other sources require a Memorandum of Understanding (MOU)?

**SELECT SCHOOLS TO INVITE****JULY/AUGUST 2017**

**7** Will the focus of the NewGen Peacebuilders program in your area be multiple high schools, community colleges, or universities? What relevant connections do you or other members of your Club have with individuals? What is the outreach plan to gain the approval/engagement of these individuals and institutions? Which special programs (IB, Global Studies, etc.) or service-focused clubs should be included in the outreach to ensure a robust and diverse group of applicants? Do any of these institutions have special funds/gifts available to help underwrite the program? Is there (who) at least one point person at each institution who will be responsible for outreach/promotion to applicants? (Be sure to create a spreadsheet with contact information.)

**COORDINATE PROGRAM LOGISTICS****SEPTEMBER 1, 2017**

**8** Have you reviewed the school, Club and District calendars to identify potential dates for workshops? (These dates should be confirmed with NewGen Peacebuilders representatives.) What will be the conveniently located venue(s) for Immersion Workshops, and is it confirmed that they are available? Is there Wi-Fi and AV capability? How will food and venue set-up/management be handled? Are you clear on what marketing/logistics tasks NewGen Peacebuilders will support and what are local responsibilities?

**MANAGE PARTICIPANT APPLICATIONS****SEPTEMBER 15, 2017**

**9** Has your team reviewed the NewGen Peacebuilders application and agreed upon a date when program promotion should begin? What is the application period including final application deadline and review of applicant forms? Who will select applicants?

*Note: NewGen Peacebuilders provides marketing materials including pre-formatted emails; online and hard-copy PPT presentations; 1-page flyers; tri-fold brochures; and an overview video.*

Have you identified a date(s) to make any presentation(s) to potential applicants at each school and collect email addresses and cell numbers of interested potential participants?

*Note: With collected information, NewGen Peacebuilders can support you with follow-up to help ensure interested applicants follow through.*

**RECRUIT MENTORS****SEPTEMBER 15, 2017**

**10** *Mentors complete a half-day training with NewGen Peacebuilders and attend some or all parts of the NewGen Peacebuilders workshops. Mentors provide support and coaching to students during peace project development and implementation.*

Are the requirements and process clear to you? Are they clear to potential mentors? Who are your committed mentors and alternates? Do they have relevant skills such as an enjoyment of coaching and a comfort level communicating and sharing information virtually using basic technologies?

**DECEMBER 1, 2017****PARTICIPANTS SELECTED FOR SPRING 2018 PROGRAMS****JANUARY 2018****MENTOR TRAINING WORKSHOP (DISTRICT-WIDE; COMPLETED IN A CENTRAL LOCATION FOR ALL SPRING 2018 MENTORS)****FEBRUARY 2018****SPRING 2018 PROGRAMS LAUNCH**