FOCUS
Prep Checklist

SkillsVille

BEFORE THE SKILLSVILLE PROGRAMMING DAY

TECHNOLOGY

- ❑ Sanitize headphones
- ❑ If this is your first Success Skill session, print new QR codes from the Platform, these will be updated with children's names after they have completed the Avatar Maker.
    - ❑ Print Resumes for each child, with a few extra in case more children come.
    - ❑ Attach the new QR codes with children's names on to their Resumes. Write children's names on the line provided on the Resumes.

MATERIALS

- ❑ Print one Focus Session Volunteer Handout per volunteer. Provide prior to the session.
- ❑ Print and prepare the Rapid Response game
    - ❑ One How To Play sheet per family
    - ❑ One set of Emergency cards per family, cut
    - ❑ One set of Emergency Responder cards, cut
- ❑ Prepare the Rapid Response game: each set should include the How To Play sheet
    - ❑ Cut the Emergency cards and Emergency Responders cards.
    - ❑ Put each set of materials together (paperclip, put in a zip top bag, or place in an envelope)

THE DAY OF SKILLSVILLE PROGRAMMING

TECHNOLOGY

- ❑ Make sure all tablets are charged and connected to WIFI for the session.
- ❑ In the location where you will be leading Skillsville Family Program, open the Google Slides presentation. Test to make sure it works correctly, and content is not blocked by firewalls.
- ❑ Make sure you have a projector and speakers to share the family presentation and that they work correctly. Play the Air Traffic Controller episode from the Platform to make sure you can hear it over speakers.

MATERIALS

- ❑ For each family, print one Focus Session Agenda. Place these near the entrance.
- ❑ For each family, print one Focus Conversation Card. Place these where families will be sitting during their meal/snack.
- ❑ For each family, print one Skillsville To-Go Focus Session handout. Place these near the exit.
- ❑ Provide markers/crayons/colored pencils for children to use with their Resumes.

Career information included in *Skillsville*™ program materials was informed by O*Net OnLine job descriptions. All job descriptions and career information are current as of the date of publication.