



ORGANIZE

Prep Checklist



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 Organize Session Volunteer Handout per volunteer. Provide prior to the session.
- ☐ Print materials for "Fit the Budget" from the **Skillsville** Platform
 - ☐ One "How To" handout per family
 - ☐ One Budget sheet for each person
 - ☐ One Equipment Pieces sheet for each group of 2 (cut and place the pieces in an envelope or bag)

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 "Farmer" episode and the Counting Strategy Video from the **Skillsville** Platform to make sure you can hear it over speakers.

MATERIALS

- ☐ Print one Organize Session Agenda per family. Place these near the entrance.
- ☐ Print one Organize Conversation Card per family. Place these where families will be sitting during their meal/snack.
- ☐ Have children's Resumes gathered and ready to distribute after the episode.
- ☐ Print one Skillsville To-Go Organize Session handout per family. Place these near the exit.
- ☐ Provide markers/crayons/colored pencils for children to use with their Resumes.



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