

# OCE ACT Success Saturdays Program Overview

## Empowering Students, Supporting Teachers, Engaging Communities

Oklahoma Citizens for Education (OCE) believes that **teachers** are the **backbone** of our **communities**, **students** are the **future**, and **community** is the **power** that **connects** and **uplifts** both.

We believe preparing for the ACT **should be a pathway to opportunity**—not a source of **stress, isolation, or discouragement**. Yet, for many students, standardized test prep **feels intimidating** and **uninspiring**, and for teachers, it can feel like yet another **burden** on their already full plates.

We know it doesn't have to be that way.

**We can show up together—students, teachers, and the community—to turn test prep into an energizing, supportive, and confidence-building experience.**

**ACT Success Saturdays** is more than just a test prep event—it is a movement designed to build students' belief in themselves, uplift teachers, and forge stronger bonds between schools and their communities. Together, we are **piloting this program with Douglas High School** in Oklahoma City, **with the goal of building a flexible, scalable model that can empower students and schools across the state.**

This program **is not about OCE coming in with all the answers**—it's about partnership. We work alongside each school, listening, adapting, and co-creating something that works for their unique students and staff.

## Core Values That Drive the Program

- **Students are Capable.** Every student can succeed when given support, tools, and belief.
- **Teachers are Heroes.** Educators are the heart of our schools, and their work deserves recognition and support.
- **Community is Power.** When families, local businesses, and neighbors stand with a school, everyone wins.
- **Preparation Should Inspire, Not Exhaust.** Test prep works best when paired with encouragement, incentives, and positivity.



- **Collaboration Creates Lasting Change.** This program is a partnership, designed to evolve based on feedback from students, teachers, and administrators.

## Program Goals

- **Equip students** with the tools, strategies, and confidence to perform their best on the ACT.
- **Celebrate and support teachers** who work tirelessly to prepare their students.
- **Foster lasting school-community partnerships**—so students feel the power of their community behind them.
- **Develop a flexible program model** that schools can adapt to their unique needs—whether in partnership with OCE or independently.
- **Inspire other schools and communities** across Oklahoma to build their own versions of Success Saturdays—so this movement spreads beyond us.

## Why This Model Works – Research & Real-World Validation

This approach is **backed by both data and common sense**:

- **Incentivized Learning Works:**
  - Small, meaningful rewards **increase student effort, participation, and retention.**  
*(National Bureau of Economic Research)*
- **Game-Based & Active Learning Improves Outcomes:**
  - Interactive, competitive learning environments **increase student retention rates by up to 40%.**  
*(Edutopia Study)*
- **Emotional Support Reduces Test Anxiety:**
  - Building students' belief in themselves **directly improves their performance on high-stakes exams.**  
*(American Psychological Association)*
- **Community Presence Elevates Student Effort:**



- When students **see adults from their community showing up for them**, they **engage more and take their future more seriously**.  
(*National Education Association*)

We combine all of these principles into one dynamic experience—tailored to each school we work with.

## How It Works – Core Program Components

### 1. Collaborative Partnership with Schools

Each program is **custom-built alongside the school’s leadership and teachers**.

**Our goal** is to enhance and support the work already being done—not to add burdens or replace existing efforts.

- **Douglas High School is our pilot partner.**
  - **We will meet regularly with teachers and administrators** to adapt the program to their specific needs.
  - **School feedback will shape the final version of this program**—we are learning together.

### 2. Energizing Environment – Making Test Prep Fun & Inviting

We **replace the traditional quiet, stressful prep environment** with one that is **positive, social, and energizing**.

- **Pep Talk & Warm Welcome:**
  - Each Saturday **starts with a motivational pep talk** from a teacher, principal, student, or volunteer.
  - **Goal:** Remind students they are capable and supported.
- **Music That Motivates:**



- Student-input playlists will **play during arrival and breaks**, creating an **uplifting vibe**.
- **Brain Boost Café (Snacks & Drinks):**
  - **Healthy snacks and drinks will be available all morning:**
    - Donuts, bananas, granola bars, juice, Gatorade, water.
  - **Encouraging labels will accompany snacks:**
    - “Test Tamer Donuts – Taste the Confidence!”
    - “Brain Boost Bananas – Fuel for Your Future!”

### 3. Skill-Building Learning Stations

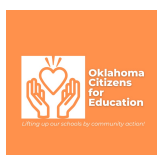
Students rotate between **four interactive stations** led by **trained volunteers**:

Station	Focus Area
<b>Math Masters</b>	Problem-solving, calculator efficiency, formula recall.
<b>Reading Rockets</b>	Reading comprehension, skimming, time management.
<b>Pacing Pros</b>	Test pacing, time management, reducing guesswork.
<b>Confidence Corner</b>	Encouragement, stress relief, personalized tips, mental reset.

- Each station is staffed by **trained volunteers** with **ACT prep guides** and **encouragement strategies**.
- Students will move every **30 minutes** to keep **energy high** and **content fresh**.

### 4. Motivation & Incentives

- **Raffle Tickets Earned By:**
  - Showing up.
  - Participating.
  - Winning mini-games.
  - Demonstrating effort.
- **Prizes Include:**
  - Gift cards, headphones, large snack bundles, Gatorade packs, school supplies, and more.



- **Final Saturday: Grand Prize Raffle.**
  - Larger prizes (Takis bulk bags, Gatorade cases, earbuds).

## 5. Educator Appreciation: Douglas Difference Maker Award

- **Student Nominations:**
  - Every week, students **nominate a teacher who made a difference** in their life.
  - Simple cards: **“I want to recognize \_\_\_\_\_ because \_\_\_\_\_.”**
- **Final Saturday: Teacher Recognition:**
  - Winning teacher receives a **certificate, gift card, and classroom supply basket.**
  - **Coffee & breakfast for all staff provided one week.**
  - **Teacher Resource Packet provided:**
    - Grants, funding sources, wellness programs.

## 6. Volunteers

**5-15+ volunteers per Saturday.**

**Roles include:**

- Station Leaders.
- Snack Table Hosts.
- Encouragement Writers (desk notes).
- Confidence Corner Support.

## 7. Budget Estimate

Category	Estimated Cost
Snacks & Drinks	\$200-\$300
Prizes	\$200 - \$250
Printed Materials	\$50 - \$75
Teacher Appreciation	\$75 - \$100
<b>Estimated Total:</b>	<b>\$525 - \$975</b>

## 8. Sponsorship Opportunities



Local businesses can **sponsor snacks, prizes, or teacher gifts.**

## 9. Saturday Schedule (9 AM – 12 PM)

Here's how we can stretch it out to fit that 9-12 window, using everything we've discussed—fun, movement, learning, and breaks built in.

Time	Activity	Notes
8:30	Volunteer Arrival & Setup	Snacks, Music, Table Themes Ready
9:00	Pep Rally Kickoff	Music, Energy, Call & Response, Announce
9:15	<b>Station 1 (1st Rotation)</b>	Math, Reading, or Pacing
9:45	<b>Mini Game 1 – Fast Facts</b>	Group Game – Energizer & Review
10:00 AM	<b>Station 2 (2nd Rotation)</b>	Students Switch Tables
10:30 AM	<b>Brain Boost Café Break</b>	Snacks, Relaxation, Social Recharge
10:50 AM	<b>Station 3 (3rd Rotation)</b>	Final Table Rotation
11:20 AM	<b>Mini Game 2 – Beat the Clock Challenge</b>	Quickfire Pacing or Math Drill (Fun, Competitive)
11:35 AM	<b>Confidence Corner Wind-Down (Open Help)</b>	Open Q&A, Volunteers Rotate to Help Anyone One-on-One
11:50 AM	<b>Raffle Drawings + Hype Send-Off</b>	Announce Winner, Music, High-Fives
12:00 PM	Dismissal	Encourage to Return Next Week

## 10. Community Collaboration & Visibility

While the **heart** of this program is **helping students prepare for the ACT**, it's also a powerful opportunity to **strengthen the relationship between schools and the community.**

We believe **that by inviting local businesses, families, and civic groups to contribute**—either through sponsorships or volunteering—**we can create** a visible, sustained culture of support around **education.**



## Key Community Partnership Opportunities:

- **Local businesses can:**
  - Donate snacks, drinks, or raffle prizes.
  - Sponsor the “Brain Boost Café” or “Grand Prize Raffle.”
  - Provide branded items (pens, notebooks, snack bags) for student giveaways.
  - Attend and **serve as guest volunteers**—allowing students to see **professionals investing in their success**.
- **Faith-Based & Civic Organizations can:**
  - Help recruit volunteers from their congregations/members.
  - Sponsor or provide encouragement cards for students and teachers.
  - Offer transportation support for students needing assistance.
- **Parents & Alumni can:**
  - Volunteer as table leaders or snack hosts.
  - Contribute notes of encouragement or nominate teachers for appreciation awards.

**Goal:** When students see their community showing up for them, it sends a message:

“Your success matters to all of us.”

This is **how we start a ripple effect that can transform how students see their futures—and how communities see their schools.**

## 11. Materials & Supplies Checklist

Executing this program **smoothly and effectively** requires **proper preparation**.

This **checklist** serves as a guide for **schools, volunteers, and partners**—ensuring every Saturday is fully equipped.

### Learning Stations:

- Tables (or desks) for 4 Station Setups:
  - Math Masters Table (with calculators, formula cheat sheets)
  - Reading Rockets Table (timed reading passages, comprehension guides)
  - Pacing Pros Table (sample ACT tests, time-tracking worksheets)



- Confidence Corner (comfortable seating, stress-relief items like stress balls, encouraging posters)
- ACT Prep Handouts (customizable based on school needs)
- Pencils, pens, scratch paper
- Calculators (if students do not bring their own)

### **Brain Boost Café (Snack & Hydration Station):**

- Donuts, bananas, granola bars, small snack packs
- Bottled water, juice, Gatorade
- Printed, fun food labels (e.g., “Brain Boost Bananas”)
- Napkins, cups, trash bags

### **Prizes & Raffle:**

- Weekly Raffle Prizes (snack packs, headphones, gift cards, school supplies)
- Grand Prizes for Final Saturday (Takis bulk bags, Gatorade cases, earbuds)
- Raffle Tickets & Collection Box

### **Teacher Appreciation:**

- Nomination Slips (for Douglas Difference Maker Award)
- Certificate Templates for Teacher Recognition
- Gift Basket Supplies (snacks, school supplies, \$25 gift card)
- Coffee & Breakfast Setup (final week)

### **Atmosphere Setup:**

- Portable speaker for music playlist
- Welcome signage
- Volunteer name tags
- Encouragement Posters (“You’ve Got This!”)
- Sticky notes and pens for Desk Notes (volunteers can write quick personal messages to students before they arrive)

### **Administrative:**





- **Volunteer Sign-in Sheet**
- **Printed Schedule for the Day**
- **Contact List (Lead Volunteer, School Staff)**
- **First Aid Kit (basic)**

## 12. Measuring Success & Gathering Feedback

This program isn't just about showing up—it's about making a measurable impact.

We want students to walk into the ACT feeling confident and capable, and we want teachers and schools to feel supported and valued.

### Key Metrics We Will Track:

- **Student Attendance:** Weekly sign-in sheets will **help us monitor participation rates.**
- **Student Feedback:**
  - **Quick exit surveys each Saturday**—asking, “What helped you today?” and “What’s one thing we could improve?”
- **Teacher Feedback:**
  - **End-of-Program survey for staff** to gather input on what worked, what didn't, and how we can better support educators.
- **ACT Performance (If Shared by School):**
  - **While student test scores are confidential, we will work with the school to gather general data (if available) on score improvements—to assess long-term impact.**

### Why This Matters:

These insights **will help us refine the program for future schools, and provide data to demonstrate the value of this approach when seeking sponsors or expanding the program statewide.**

## 13. Adaptability & Expansion: A Statewide Vision

While **Douglas High School** is our pilot partner, the goal is much larger.

We envision **ACT Success Saturdays** as a **flexible, replicable model that can be adapted to any school, urban or rural, across Oklahoma.**

### Key Design Principles for Adaptability:



- **Scale Up or Down:**
  - Schools can run this program with as few as 5 volunteers and \$200, or scale up with larger sponsorships and multiple Saturdays.
- **Local Ownership Encouraged:**
  - OCE can directly support schools OR simply provide this program blueprint for schools to lead on their own.
- **Community Co-Leadership:**
  - Faith-based groups, alumni associations, or local nonprofits can serve as organizing partners, reducing the burden on school staff.

### **Long-Term Vision:**

- **Share Our Success:**
  - Once the Douglas pilot is complete, we will package this program overview, templates, and best practices into a free resource toolkit for any Oklahoma school.
- **Inspire a Movement:**
  - We believe every community can rally around its students—and we want this model to spark a statewide movement of schools and communities showing up together.

## **14. Detailed Setup Instructions – Learning Stations, Games, Raffles**

This section is designed to walk volunteers, school staff, or any future program leader through the process of setting up and executing each part of the program.

The goal is that anyone could pick up this guide and know exactly what to do.

### **A. Setting Up the Learning Stations**

Each Saturday morning, the room should be transformed from a standard classroom into an energizing, student-centered environment that is welcoming, organized, and functional.

#### **Recommended Room Setup:**

- **4 Stations, 1 for Each Focus Area:**
  - Math Masters Table



- Reading Rockets Table
- Pacing Pros Table
- Confidence Corner Table
- **Position the Stations in 4 Corners or 4 Zones:**
  - This creates **clear flow and energy** and **prevents crowding**.
  - **Ensure tables are spread out enough** to avoid noise distraction.

### What's at Each Station:

Station	Supplies on Table	Atmosphere/Look
<b>Math Masters</b>	Calculators, scratch paper, formula cheat sheets.	Bright table sign; volunteer wears "Math Captain" badge.
<b>Reading</b>	Timed reading passages, highlighters,	Space-themed sign: "Blast Off to
<b>Pacing Pros</b>	Sample ACT questions, timers, pacing strategy sheets.	Clock image decor, "Race Against the Clock!" sign.
<b>Confidence Corner</b>	Stress balls, pens, encouragement cards.	Calm colors, positive posters, "You've Got This" sign.

### Student Flow – Station Rotations:

- **Groups of students are divided into 4 smaller groups upon arrival.**
- **Each group starts at a different station.**
- **After 30 minutes, the lead volunteer will announce, "Switch!"**
- **Students rotate clockwise to the next station.**

This ensures every student experiences every station and keeps energy high by breaking time into manageable blocks.

## B. Mini-Games (2 Types)

These are quick, energizing games designed to keep the atmosphere light, encourage participation, and give students a mental break between rotations.

Mini-Games should last no more than 5-7 minutes.

### 1. Fast Facts Showdown (Math Game)

- **Objective:** Solve math problems quickly under pressure.
- **How It Works:**



- Volunteer calls out simple math questions (multiplication, quick mental math).
- First student to raise their hand and answer correctly earns **1 raffle ticket**.
- Game continues rapid-fire for 5 minutes.

## 2. Reading Sprint (Skimming Race)

- **Objective:** Practice finding answers quickly in a short passage.
- **How It Works:**
  - Volunteer hands out **a short reading passage with 3-4 questions**.
  - **Timer set for 2-3 minutes**.
  - **First 2-3 students to correctly complete the questions receive raffle tickets.**

### Why These Games Matter:

**They reinforce skills students need for the ACT while making it feel like fun.**

## C. Raffle Process – How It Works

**The raffle system is a core part of the incentive structure.**

**It is designed to reward effort and participation—not just performance—so that every student feels motivated.**

### How Students Earn Tickets:

- **Showing Up:** Every student receives **1 ticket upon arrival**.
- **Effort:** Volunteers **watch for students who are engaged, trying hard, or helping others—and reward tickets on the spot**.
- **Winning Mini-Games:** Winners earn extra tickets.
- **Participation:** If a student **voluntarily answers questions at a station, they can be rewarded**.

### How to Distribute & Collect Tickets:

- **Tickets should be pre-cut and placed at the snack station and each table.**
- **Volunteers carry tickets and give them directly to students when earned.**
- **Collection Box:**
  - **A decorated “Success Raffle Box” should be placed near the Brain Boost Café.**
  - **Students drop their tickets into the box anytime before 12 PM.**



- **Must be present to win at the raffle drawing.**

### **Prizes & Drawing:**

- **Weekly:**
  - Small prizes like headphones, snacks, or school supplies.
- **Final Saturday: Grand Prizes:**
  - Bulk Takis, Gatorade cases, earbuds, gift cards, OCE swag.

### **Key Tip for Volunteers:**

**The raffle is meant to encourage, not pressure.**

**If you see a student struggling, reward effort—not just results.**

## **D. Special Add-On: Desk Notes – Encouragement Messages**

This **extra layer of encouragement** is **small but powerful**.

Before students arrive, **volunteers can place hand-written encouragement notes at each seat.**

### **Examples:**

- “You’ve Got This!”
- “Your future is bright. Keep going!”
- “Hard work pays off—you’re doing amazing.”

These **notes can also be written by community members ahead of time** if we ask **local businesses or parents to contribute.**

## **E. Grand Finale – Final Saturday Wrap-Up**

The **last Saturday should feel like a celebration:**

- **Grand Prize Raffle – “Final Countdown”**
- **Teacher Award – “Douglas Difference Maker” Announced:**
  - **The winning teacher is surprised with a gift basket and certificate.**



- **Student Shoutouts:**
  - Volunteers call out students who stood out during the month for effort, leadership, or improvement.
- **Group Photo:**
  - Capture the success—students, volunteers, and teachers together.
  - Post to social media with school approval to inspire other schools.

## **Final Tip for All Volunteers:**

**The real goal isn't just test prep—it's belief.**

**Every student should leave knowing someone believes in them.**

**Your encouragement is the most powerful tool you bring.**

## **15. Volunteer Roles & Responsibilities – Clear, Detailed Expectations**

**The success of this program hinges on volunteers feeling confident and prepared.**

**This section outlines the specific roles, what's expected from each volunteer, and how we'll ensure they are ready to succeed.**

### **Volunteer Recruitment:**

**We aim to secure 5-15+ volunteers per Saturday.**

**Volunteers can be a mix of parents, community members, OCE supporters, high school seniors, and college students.**

### **Volunteer Onboarding & Prep:**

**All volunteers will:**

- **Receive an overview of the day's schedule.**
- **Be briefed on their specific role and station setup.**
- **Be provided with a quick-reference sheet for ACT tips and encouragement strategies.**



## Key Volunteer Roles:

Role	Primary Responsibilities	Key Traits
<b>Station Leaders (4)</b>	Guide students through Math, Reading, Pacing, or Confidence Corner. Encourage participation and give tips.	Patient, Engaging
<b>Snack Host</b>	Manage Brain Boost Café, distribute snacks, drinks, raffle	Friendly,
<b>Raffle</b>	Collect tickets, manage the drawing process, announce winners	Detail-
<b>Encouragement Team (1-3)</b>	Write desk notes, offer verbal encouragement to students, assist at Confidence Corner as needed.	Supportive, Positive

## Volunteer Leadership Structure:

Each Saturday will have one “Lead Volunteer” (OCE team member or trusted volunteer) responsible for:

- Coordinating setup and ensuring each station is staffed.
- Being the point of contact for school staff.
- Troubleshooting any issues.

## Key Message to Volunteers:

Test prep matters—but your presence matters more.

We are here to lift students up and remind them they can do this.

Your encouragement will stick with them long after they’ve left this room.

## 16. Building Trust with Schools – Addressing Concerns Upfront

We recognize that schools may be hesitant about allowing outside groups to run programs with their students.

Our approach is built on trust, respect, and alignment with each school’s existing efforts.

### How We Position OCE ACT Success Saturdays to Schools:

- We are here to SUPPORT, not take over.
- We tailor everything to fit YOUR school’s needs.
- We communicate weekly and adapt based on your feedback.



- We respect your staff’s time—our volunteers are trained to minimize the load on your team.
- We celebrate your teachers—we know they are the true difference-makers.
- We provide full transparency—we will share our plans, materials, and any data we collect.

### **Sample Language to Use with School Leadership:**

**“We see the incredible work your teachers are already doing to prepare students for the ACT.**

**Our goal is to come alongside your team—to offer extra hands, encouragement, and resources that lighten the load and lift students up.**

**This is not about adding work for your teachers; it’s about rallying the community around your school to show students that their success matters to all of us.”**

## **17. Ensuring Cultural Competency & Student Respect**

**When working with diverse student populations, our volunteers must be prepared to approach every student with respect, empathy, and cultural awareness.**

### **Key Guidelines for Volunteers:**

- **Avoid assumptions about students’ backgrounds, home lives, or abilities.**
- **Celebrate effort and growth over perfection.**
- **Be mindful of language:**
  - **Use encouraging, non-judgmental phrases like:**
    - “That was a great effort!”
    - “You’re making progress.”
    - “Let’s figure this out together.”
- **Understand that some students may come in with test anxiety or personal challenges.**  
**Our job is to make this space feel safe and positive.**

## **18. Communication Plan – Keeping Everyone Informed**

**Clear, consistent communication between OCE, volunteers, and school partners is essential.**

### **Weekly Updates to School:**





- **Sent every Monday:** Recap of the previous Saturday’s turnout, wins, and any school feedback needed.
- **Sent every Thursday:** Confirmation of volunteer roster and any adjustments to materials or plans.

### **Volunteer Communications:**

- **Group Text or Email Thread:**
  - Sent mid-week with final reminders, arrival time, and role assignments.
- **Morning Huddle:**
  - 15 minutes before students arrive—**review the day’s flow, answer questions, set the tone.**

## **19. Program Values Statement (For Schools, Volunteers, and Sponsors)**

This **simple statement can be shared with everyone involved to remind them why this work matters:**

**At OCE, we believe that when students know their community is behind them, anything is possible.**

**Our ACT Success Saturdays are about more than test scores—they’re about showing students that they are seen, supported, and capable of achieving their dreams.**

**Together, we show up—because every student deserves to feel that their future matters.**

## **20. Program Launch & Long-Term Sustainability**

**While Douglas High School serves as the pilot, our goal is to establish this as a sustainable, adaptable model for the future.**

### **Pilot Launch (Spring 2025):**

- **Evaluate every Saturday:** Document what worked and what didn’t.
- **Build Relationships:** Foster open lines of communication with Douglas staff and students.

### **Post-Pilot:**

- **Formalize the Program Toolkit:**
  - Package this program overview, volunteer templates, and materials list into **an easy-to-share digital toolkit** for other schools.



- **Create a Success Video:**
  - Short video capturing the energy, student voices, and teacher feedback from Douglas.
- **Expand Statewide:**
  - Reach out to other Oklahoma schools to **offer the toolkit and/or OCE's support in replicating the program.**

## 21. Final Community Impact Vision

**This is bigger than test prep.**

**This is about re-establishing the bond between schools and their communities.**

### **Long-Term Vision:**

- **Every school in Oklahoma has a community-powered ACT Prep Day.**
- **Volunteers from all walks of life show up—not because they have to, but because they want to.**
- **Students walk into their ACT knowing: My community believes in me.**

**That's the future we are building—one Saturday at a time.**

## Supporting Document #1 – Volunteer Welcome Packet



**This packet is what every volunteer will receive once they commit to helping. It sets expectations, builds excitement, and makes volunteers feel valued and ready.**

## **OCE ACT Success Saturdays – Volunteer Welcome Packet**

### **Welcome Message**

Thank you for stepping up to support students at Douglas High School through OCE's ACT Success Saturdays program!

Your role as a volunteer is more than simply helping with test prep—you are showing students that their community believes in their potential.

Your presence will leave a lasting impact, and we are so grateful to have you as part of this team.

This packet will provide you with **everything you need to feel prepared and confident.**

Let's work together to **make this a positive, energizing experience for every student.**

## **Program Overview (Quick Recap for Volunteers)**

### **What is ACT Success Saturdays?**

It's a 4-week program designed to prepare Douglas High School students for the ACT exam in a fun, supportive, community-centered environment.

### **Why Does This Matter?**

- **Students are capable—but sometimes they need someone to believe in them.**
- **Teachers are the backbone—but they deserve support.**
- **Community is the power—when we show up, students rise up.**

### **What Makes This Unique?**

- **Energizing environment (music, snacks, encouragement)**
- **Interactive learning stations (Math, Reading, Timing, Confidence)**
- **Raffles, prizes, mini-games, and teacher recognition**
- **Community volunteers like YOU showing students they are not alone**



# Volunteer Roles & Responsibilities

## Station Leader (Math, Reading, Timing, Confidence Corner)

- Guide students through ACT practice and tips.
- Encourage participation and offer help.
- Reward raffle tickets for effort and engagement.

## Snack Host (Brain Boost Café)

- Set up and manage the snack table.
- Engage with students in a friendly, supportive way.
- Hand out raffle tickets to students who show effort.

## Raffle Coordinator

- Collect and manage raffle tickets throughout the morning.
- Conduct prize drawing at the end of the session.

## Encouragement Team (Desk Notes & Confidence Builders)

- Write simple, positive notes for students before they arrive.
- Offer verbal encouragement throughout the day.
- Support Confidence Corner if needed.

# What You Can Expect Each Saturday

## 9:00 – 9:10 AM: Pep Talk & Welcome

Students arrive to music, snacks, and a warm greeting.

We'll kick things off with a motivational pep talk to set the tone.

## 9:10 – 11:40 AM: Station Rotations

Students will rotate through 4 stations, spending 30 minutes at each.

Volunteers lead and support students at each station.

## Mini Games & Snack Breaks:

Between rotations, we'll have quick games and snack breaks to keep energy high.

## 11:40 – 12:00 PM: Celebration & Raffle

We'll end each day with prize drawings and encouragement for students.

# Key Tips for Being an Effective Volunteer



- **Be Positive:** Students will remember your encouragement more than any test strategy.
- **Reward Effort:** Hand out raffle tickets whenever you see students trying.
- **Have Fun:** The more energy we bring, the more students will stay engaged.
- **Ask for Help:** If you're unsure about something, our lead volunteer will support you.

## ACT Quick Tips (For You to Share with Students)

### Math:

- Skip hard questions and come back later.
- Use the calculator for efficiency but double-check.
- Memorize basic formulas.

### Reading:

- Skim the passage first, then read the questions.
- Don't get stuck on one passage—move on if you need to.
- Find key words in the questions and match them to the text.

### Timing:

- Don't spend too long on any one question.
- Guess if you're stuck—there's no penalty for wrong answers.

### Confidence:

- Take deep breaths when you feel stuck.
- Positive self-talk works: "I can do this."
- Remember—you are more than your test score.

## What You Need to Bring

We'll provide all materials, but you are welcome to bring:

- **A water bottle.**
- **A calculator if you'd like to help at Math Masters.**
- **A positive attitude and a smile.**

## How to Sign Up

You will receive a link to confirm which Saturdays you are available.

We appreciate any time you can give—even one Saturday makes a difference!



# Thank You

By volunteering, **you are part of something bigger than a test prep day—you are part of a movement to uplift students and educators across Oklahoma.**

Together, **we are showing up for the future.**

We can't wait to see you there!

Sincerely,

**The Oklahoma Citizens for Education Team**

## Immediate Next Steps

- **Does this Volunteer Packet feel right?**
- **Anything else you'd like added before we finalize this as the go-to resource for volunteers?**
- **Once approved, we'll move on to crafting the other supporting documents.**

How does this feel so far?

Are we hitting that “excited but prepared” tone you want volunteers to feel?

Anything we should tweak?



## Helpful ACT Prep Resources (For Volunteers to Review & Share with Students)

These **free and trusted resources** will **help you feel prepared** and **give you tools to support students during their station rotations**.

We encourage you to **take a few minutes to explore these sites before your volunteer day**. Feel free to **share these with students who may want extra practice at home**.

### Official ACT Practice Resources (Free)

**ACT Official Website:**

<https://www.act.org/content/act/en/products-and-services/the-act/test-preparation.html>

Includes **free practice tests, question-of-the-day, and study guides** directly from the test creators.

### Khan Academy – ACT Prep

<https://www.khanacademy.org/test-prep/sat>

(Note: Khan Academy is officially partnered with the SAT, but **their math and reading resources align closely with ACT content**.)

Great for **video explanations of math concepts and reading comprehension practice**.

### Number2 – Free ACT Prep Platform

<https://www.number2.com/>

**Personalized test prep system with practice questions, progress tracking, and tips.**

### Varsity Tutors – ACT Practice Tests

<https://www.varsitytutors.com/act-practice-tests>

Offers **free full-length practice tests and subject-specific practice questions**.



## Extra Printable ACT Practice Tests

- **ACT Full Practice Test 2023-2024 (PDF):**  
<https://www.act.org/content/dam/act/unsecured/documents/Preparing-for-the-ACT-2023-2024.pdf>

## How Volunteers Can Use These Resources

- **Brush up on your own understanding of the test format.**
- **Practice a few questions** so you're comfortable explaining common math problems or reading strategies.
- **If a student asks for extra practice, point them to these free resources.**

## 1. Sample Volunteer Confirmation Email

**Subject: Welcome to ACT Success Saturdays – Volunteer Confirmation**

Dear [Volunteer Name],

Thank you so much for signing up to volunteer with **OCE's ACT Success Saturdays at Douglas High School!**

Your time, encouragement, and support will make a direct impact on students as they prepare for this important exam.

Together, we are showing up for their future.

Here's **what you need to know before your volunteer day:**

### **Your Volunteer Assignment:**

**Date(s):** [Insert Date(s)]

**Time:** 8:45 AM – 12:00 PM

**Location:** Douglas High School – [Insert Room/Entry Details]

**Role:** [Station Leader | Snack Host | Raffle Coordinator | Encouragement Team]

**Lead Contact:** [Name & Phone Number]

### **What to Expect:**





- **Morning Huddle at 8:45 AM** – We'll review the schedule, stations, and answer questions.
- **Student Prep Stations from 9 AM – 12 PM** – You'll help lead a rotation station, distribute snacks, encourage students, or assist with raffles and prizes.
- **Encouragement First:** You don't need to be a test expert—**your support and positive attitude will be what students remember most.**

### **What to Bring:**

- Comfortable clothes and shoes.
- A water bottle (optional).
- Positive energy!

**All prep materials, snacks, and supplies will be provided.**

### **Quick Prep Resources (Optional):**

We've compiled some helpful ACT practice resources here if you'd like to review them:  
[Insert Link to Prep Resources Section or Attach PDF Summary]

### **Final Reminder:**

You are part of something bigger than test prep—you are showing students their community believes in them.

**Thank you for showing up. You matter. They will remember you.**

If you have **any questions before your volunteer day**, feel free to reach out to me directly.

Looking forward to seeing you soon!

Sincerely,

[Your Name]

Volunteer Coordinator, Oklahoma Citizens for Education (OCE)

[Contact Info]

## **2. Quick 1-Page Volunteer Overview (Reference Sheet)**

**OCE ACT Success Saturdays – Volunteer Quick Guide**



**Date:** Saturdays (March – April 2025)

**Time:** 8:45 AM – 12:00 PM

**Location:** Douglas High School

### **Key Volunteer Roles:**

- **Station Leaders:** Lead small group ACT prep stations.
- **Snack Host:** Manage snack table & hand out raffle tickets.
- **Raffle Coordinator:** Manage tickets & prize drawings.
- **Encouragement Team:** Write notes & provide student support.

### **Saturday Schedule (Overview):**

- **8:45 AM:** Volunteer Huddle (Review, Set Up)
- **9:00 AM:** Pep Talk & Welcome
- **9:10 – 11:40 AM:** Station Rotations (4 Stations)
- **11:40 – 12:00 PM:** Raffle, Prizes, Recognition

### **What to Focus On:**

- **Encourage Students:** Your belief in them is more important than test tips.
- **Reward Effort:** Hand out raffle tickets whenever you see participation and persistence.
- **Support Each Other:** Ask for help if you need it—we are a team.

**Together, we are showing up for students, teachers, and our community.**

Thank you for being here. You are making a difference!

## **3. Morning Orientation Huddle Script**

This script is for the Lead Volunteer to use at 8:45 AM each Saturday.  
It sets the tone, reinforces the mission, and ensures everyone feels prepared.

### **ACT Success Saturdays – Volunteer Morning Huddle**

**8:45 AM Sharp – Gather All Volunteers**

**Step 1: Welcome & Set the Tone**



- “Thank you all for being here today.  
I know it’s a Saturday morning, but what you are doing here is important.  
These students are about to face a huge challenge—the ACT—and we are here to show them they are not alone.”

## Step 2: Ground Us in the Mission

- “At OCE, we believe teachers are the backbone, students are the future, and community is the power.  
Today, we are showing up as that community.”

## Step 3: Run Through the Plan

- **Schedule:** Quick review of the rotation times, snack break, mini-games, raffle, and final celebration.
- **Roles:** Make sure everyone knows their assigned role (station leader, snack host, etc.).
- **Tickets:** Remind volunteers to **reward effort, not perfection.**

## Step 4: Final Encouragement

- “Your presence matters more than anything you say today.  
These students need to see adults who believe in them.  
Let’s make this fun, positive, and something they walk away from feeling better than when they arrived.”

## Step 5: Questions & Set-Up

- “Any questions? If not, let’s get everything set up—tables, snacks, raffle station—and get ready to welcome these students!”



# 1. Finalized Teacher Nomination Slip & Recognition Materials

## Douglas Difference Maker Nomination Card

### Douglas Difference Maker Nomination Form Recognizing a Teacher Who Made a Difference

Student Name (Optional): \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Tell us why this teacher made a difference in your life:

*(A few sentences is perfect!)*

**Thank you for honoring the teachers who show up for you every day!**

*(Place this form in the Nomination Box at the snack table or with any volunteer.)*



## Printable Certificate Text

### Douglas Difference Maker Award

Presented to: \_\_\_\_\_

In Recognition of Your Dedication, Impact, and the Difference You've Made in the Lives of Your Students

With Gratitude from Oklahoma Citizens for Education & Douglas High School

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*(Principal and/or OCE Representative)*

## Teacher Recognition Mini-Script (Final Saturday)

### Lead Volunteer or OCE Representative:

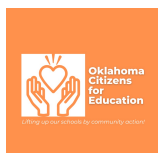
“Throughout these four Saturdays, we’ve not only been working with students—we’ve also been hearing about the teachers who make a real difference in their lives.

Each week, students nominated teachers who inspire them, push them to succeed, and support them when it matters most.

Today, we are so honored to present the **Douglas Difference Maker Award** to a teacher who has been recognized for their dedication and the lasting impact they’ve made.”

**Pause for a moment. Build anticipation.**

**“Our 2025 Douglas Difference Maker is... [Teacher Name]!”**



*(Lead applause; invite the teacher up to receive their certificate and gift. Allow them to say a few words if they wish.)*

## 2. Budget Template (School-Adaptable)

### ACT Success Saturdays – Budget Estimate Template

Category	Estimated Cost (Per Saturday)	Estimated Cost (4 Weeks)
Snacks & Drinks	\$50 – \$75	\$200 – \$300
Prizes (Small & Grand)	\$35 – \$75	\$150 – \$300
Station Materials (Paper, Pencils, Timers, etc.)	\$20 – \$25	\$75 – \$100
Teacher Recognition Gift Basket	N/A	\$50 – \$75
Miscellaneous (Decor, Extras)	\$10 – \$15	\$25 – \$50

**Estimated Total:** \$500 – \$825 for the Full 4-Week Program

### Optional Budget Notes:

- Schools can scale up or down depending on resources.
- OCE can help seek sponsorships or donations from local businesses.



### 3. Sponsorship Outreach Letter (Snack, Prize & Materials Sponsorship)

**Subject: Help Us Support Douglas Students – ACT Prep Sponsorship Opportunity**

Dear [Business Name],

We are reaching out on behalf of **Oklahoma Citizens for Education (OCE)** to ask for your support in **sponsoring our ACT Success Saturdays program** at **Douglas High School** this spring.

**Douglas High School’s principal issued a powerful call to action, asking the community to step up and support students as they prepare for the ACT exam. OCE answered that call—and now, we’re inviting businesses like yours to join us.**

**ACT Success Saturdays** is a **\*\*4-week** program focused on helping students succeed on the ACT through encouragement, snacks, prizes, and support from community volunteers. Our goal is to **create a positive, uplifting environment that boosts student confidence and helps them perform at their best.**

We are **seeking sponsors to help cover the cost of snacks, prizes, and supplies to make this program a success.**

#### **How You Can Help:**

- **\$50** – Covers snacks for 1 Saturday.
- **\$100** – Provides student raffle prizes for 2 Saturdays.
- **\$250** – Sponsors an entire month of snacks and materials.
- **\$500+** – Fully sponsors the program, including teacher recognition and grand prizes.

#### **Your Impact:**

Your support will **directly show students that their community believes in their future.** We would be **proud to recognize your business on event signage, in our volunteer materials, and through social media.**

#### **Next Steps:**



If you are interested in sponsoring **ACT Success Saturdays at Douglas High School**, or if you would like more information, please contact us at:

[Your Name]  
Oklahoma Citizens for Education  
[Contact Info / Email]  
[Website Link if Available]

Thank you for **considering this opportunity to uplift students and teachers in our community**.

**Together, we can make a difference.**

Sincerely,  
[Your Name]  
[Title, OCE]

## **4. Station Setup Cheat Sheet – Quick Reference**

This **cheat sheet** will be placed at each station for volunteers.

### **ACT Success Saturdays – Station Leader Guide**

**Station:** \_\_\_\_\_

**Leader:** \_\_\_\_\_

### **Schedule Reminder:**

- **9:10 – 9:40 AM – Rotation 1**
- **9:45 – 10:15 AM – Rotation 2**
- **10:20 – 10:50 AM – Rotation 3**





- 10:55 – 11:25 AM – Rotation 4
- 11:40 – Celebration & Raffle

### Station Objectives & Quick Tips:

Station	Focus	Key Talking Points / Prompts
<b>Math Masters</b>	Key Math Skills & Practice	Skip hard ones; Use the calculator; Practice
<b>Reading Rockets</b>	Reading Speed & Comprehension	Skim first; Find key words; Answer what you know first.
<b>Pacing Pros</b>	Time Management	Keep moving; Don't get stuck; It's okay to
<b>Confidence Corner</b>	Test Anxiety & Self-Talk	Breathe; Positive self-talk; You've got this.

### Hand Out Raffle Tickets For:

- Effort & Participation
- Asking Good Questions
- Supporting Peers

## 5. Evaluation & Feedback Forms (Optional, But Strongly Recommended)

### Student Exit Slip (Short, Anonymous):

What helped you the most today?

What was the hardest part?

What could we do to make this even better?

### Volunteer Feedback Form (End of Program):

What worked well?

What was challenging?



**Any ideas to improve the program?**

### **Teacher Feedback Form (End of Program):**

**Did this program support your goals for students?**

**Did you see positive impact on students?**

**What can we improve?**

## **Canva Templates – Draft List**

### **1. Douglas Difference Maker Nomination Card**

- **Size:** Half-sheet (5.5” x 8.5”) – Easy to print 2 per page.
- **Design:** Clean, with bold “Douglas Difference Maker” header.
- **Fields:**
  - Student Name (Optional)
  - Teacher Name



- Why this teacher made a difference
- **Visual:** Maybe a small “Thank You, Teachers” or “We Appreciate You” graphic in the corner.

## 2. Douglas Difference Maker Award Certificate

- **Size:** Standard 8.5” x 11”
- **Design:** Formal but warm.
- **Text:** Pull directly from the draft above.
- **Visual:** OCE logo + Douglas High School Colors (Gold/Black if accurate).
- **Space for Signature:** Principal + OCE Rep.

## 3. Volunteer Station Cheat Sheet

- **Size:** Half-sheet or full 8.5” x 11”
- **Design:** Clear headings (Math Masters, Reading Rockets, etc.)
- **Content:** Station goals, quick tips, raffle reminders.
- **Visual:** Small icons for math, reading, clock, and positive mindset.

## 4. Snack Station Sign (“Brain Boost Café”)

- **Size:** Table Sign (8.5” x 11” or 11” x 17” if larger)
- **Design:** Bright, fun—bold title like “Fuel Up for Success!”
- **Subtext:** Snacks to fuel your brain and power your prep!
- **Optional Add-ons:**
  - Small “Grab a snack, grab a raffle ticket!” note.
  - Icons or small images of snacks/water.

## 5. Raffle Prize Display Sign

- **Size:** Table Sign (8.5” x 11”)
- **Design:** Fun and exciting.
- **Text:**
  - “Raffle Prizes Up for Grabs Today!”
  - **Pictures or Icons** of Takis, Gatorade, Gift Cards, Headphones, etc.
  - Subtext: “Earn tickets by showing up, trying your best, and supporting your classmates!”

## 6. Encouragement Note Cards (Optional but Meaningful)

- **Size:** Small (Business Card or Index Card Size)



- **Design:** Simple and uplifting.
- **Text Ideas (Printed in Bulk, or Left Blank for Writing):**
  - “You’ve Got This!”
  - “Your Future is Bright.”
  - “Hard Work Pays Off—Keep Going!”
  - Or leave a blank space for handwritten notes.

## 1. Visual Branding at Douglas (Community Presence Matters)

- **Does OCE have a banner or table sign?**  
If not, a simple fabric banner with the logo (or a printed poster on foam board) could make our presence more professional.
- **Volunteers in Matching Shirts or Badges?**



- **OCE name tags (Canva printable) or**
- **Simple T-shirts or lanyards for the future.**

**Reason:**

We want students and teachers to associate OCE with community support.

## **2. Media & Storytelling**

- **Ask for permission in advance to take photos.**
- **Capture moments for future marketing, grants, or social proof.**
- **Possibly invite local press (if school is comfortable).**

**Reason:**

Sharing the success of this Douglas partnership could inspire other schools and potential sponsors.

## **3. Emergency Contact Sheet for Volunteers**

- **List OCE leader’s cell number + school point-of-contact.**
- **Include quick “What to Do” for common issues:**
  - Student upset?
  - Medical issue?
  - Safety concern?

**Reason:**

Volunteers feel more confident when they know what to do in an emergency—even if it’s unlikely.

## **4. Prep Volunteers Beforehand (Optional Zoom or Email Refresher)**

- **A 15-minute Zoom a few days before the first Saturday.**
- **Or a “What to Expect” reminder email the night before.**

**Reason:**

Helps reduce no-shows and ensures volunteers arrive prepared.

## **5. Future-Thinking:**

- **Post-Douglas Program Reflection Session (OCE Core Team):**
  - **What worked?**
  - **What should we change before we offer this elsewhere?**



- Any new ideas from teachers/students?

**Reason:**

**This will help refine the model and turn Douglas into a proof-of-concept story we can scale statewide.**



# Final Saturday Raffle & Student Recognition Celebration Script

## Setting the Tone Before You Begin:

Before announcing winners, it's important to remind students what this program was truly about:

- **Effort. Progress. Community.**
- **Everyone who showed up is a winner today.**

## Step 1: Opening the Celebration

(Lead Volunteer or OCE Representative steps up with microphone or loud, confident voice)

**\*\*“Alright everyone—this is it! Our final**

**You said:**

Oops something happened I wanted to add all those options not just this one

**ChatGPT said:**

Got it! You want **the full celebration script to include both the raffle winner announcements AND recognizing individual students for effort and progress, right?**  
**We'll build it all in.**

**Let's write the complete Final Saturday Celebration Script below—combining raffle, student shoutouts, and a powerful closing message:**

## Final Saturday Celebration Script

*(Raffle, Student Recognition, Closing Remarks)*

## Setting the Tone (Before You Start)



**The Final Saturday is a celebration—but it’s about more than prizes.**  
**This is our chance to remind students that their hard work, their growth, and their resilience is what really matters.**

**Start with Energy:**

- **Have music playing as you gather everyone.**
- **Encourage clapping, cheering, and positivity—create an atmosphere of celebration.**

## **Step 1: Gather Everyone & Set the Stage**

**Lead Volunteer (or OCE Rep):**

**“Alright everyone—let’s bring it in!  
It’s our final Saturday together, and we are here to celebrate YOU.  
You’ve shown up, you’ve put in the work, and you’ve shown us what you’re capable of.  
We are so proud of each and every one of you.”**

## **Step 2: Raffle Prize Drawings (Exciting & Upbeat)**

**Lead Volunteer:**

**“Now—who’s ready for some prizes?!”**  
*(Pause for cheers)*

**“Throughout this month, you’ve been earning raffle tickets by showing up, trying your best, and giving it your all.  
Today, we get to see who’s going home with some of these awesome prizes!”**

*(Hold up a few prizes to build excitement—bulk Takis bag, Gatorade, headphones, gift cards, etc.)*

**Raffle Drawing Process:**

- **Draw a Ticket:**  
**“Our first winner is... (read number slowly).”**
- **Pause for Cheers:**
  - **Encourage applause when each winner comes up.**
  - **Hand the prize directly to the student—make eye contact, congratulate them personally.**





- **Repeat Until All Prizes Are Distributed:**
  - Save the Grand Prize (or largest prize) for the final drawing.
  - Announce it with extra excitement:  
“And now—our Grand Prize Winner is...”

## **Step 3: Student Shoutouts (Effort, Progress, Leadership Recognition)**

**Lead Volunteer (Shift to a more personal tone):**

**“But you know what?**

**These prizes are awesome—but what really matters is what each of you has accomplished these past few weeks.**

**We’ve seen students step up, push through challenges, and encourage each other.**

**And we want to take a minute to recognize a few of you who really stood out.”**

**Shoutout Examples (Use names & examples where possible):**

- **Effort Recognition:**  
“I want to recognize [Student Name]. Every single Saturday, they showed up, gave their all, and never gave up—even when it got tough. That’s what success looks like.”
- **Most Improved:**  
“[Student Name]—we’ve seen your confidence grow so much since the first Saturday.  
Your hard work is paying off, and we believe you are going to do amazing things.”
- **Peer Support/Leadership:**  
“I also want to recognize [Student Name] for encouraging their classmates and stepping up as a leader.  
That kind of support lifts everyone up, and it’s what this program is all about.”

*(Adjust based on what volunteers observed—aim for 3-5 shoutouts, but keep it brief and positive.)*

## **Step 4: Teacher Recognition – Douglas Difference Maker Award**



**Lead Volunteer (Warm, Appreciative Tone):**

**“We’ve also been hearing from YOU about the teachers who have made a difference in your lives.**

**All month, you’ve been nominating teachers who go above and beyond—who show up for you, believe in you, and push you to be your best.”**

*(Hold up the stack of nomination slips as a visual.)*

**“Every single teacher nominated is a Difference Maker. But today, we get to honor one teacher who was nominated by several of you for their incredible impact.”**

**Announce the Winning Teacher:**

**“Our 2025 Douglas Difference Maker is... [Teacher Name]!”**

*(Encourage applause & cheering—invite the teacher up to receive their gift basket, certificate, and recognition.)*

**“Thank you for everything you do—not just during ACT prep, but every day in these students’ lives.**

**Teachers are the backbone of our schools—and we are honored to celebrate you today.”**

## **Step 5: Closing Words (Lift Everyone Up)**

**Lead Volunteer (Uplifting, Big Picture Tone):**

**“Before we wrap up—I want you to hear this:**

**What you’ve done these past few weeks—it matters.**

**The work you’ve put in today will stay with you when you walk into that ACT test.**

**But more importantly—it will stay with you as you go through life.**

**Because this program wasn’t just about a test.**

**It was about showing you that you are capable, you are strong, and you are never alone.”**

**Pause. Let that sink in.**

**“There are people in this room—and in your community—who believe in you.**

**We are here for you.**

**So, when you sit down to take that test—take a deep breath and remember:**

**You’ve got this.**

**We believe in you.”**



*(Pause—applause encouraged.)*

## **Step 6: Group Photo (Optional but Powerful)**

**Lead Volunteer:**

**“Before we go—we’d love to take a group photo with all of you—students, volunteers, and teachers—because this is what community looks like.**

**This is what showing up looks like.”**

*(Coordinate with school staff to ensure photos are allowed.)*

## **Optional Final Touch: Small Takeaway for Students (If Budget Allows)**

- Small **“You’ve Got This”** cards or stickers.
- A handwritten group letter from volunteers, given to the school to distribute before test day.

## **Tone Reminders for Volunteers Leading the Celebration:**

- **Smile. Be Warm. Be Real.**
- **Cheer for every student—even if they don’t win a prize.**
- **Look them in the eyes when you hand them something—make it personal.**
- **The goal is for every student to leave feeling like a winner.**



## 1. Volunteer Recruitment Call-Out Message (New Addition)

We will **need to actively recruit volunteers** beyond our internal team.

### **Draft Message (For Email / Social Media / Text):**

#### **Subject: Show Up for Douglas Students – Volunteer Opportunity**

Douglas High School has called on the community to help support their students as they prepare for the ACT.

Oklahoma Citizens for Education (OCE) is answering that call—and we need YOUR help.

We are seeking volunteers for **ACT Success Saturdays**, a 4-week program designed to **prepare students for the ACT in a positive, uplifting environment**.

#### **What You'll Do:**

- Help students build confidence in key ACT skills (Math, Reading, Timing, Test Prep).
- Hand out snacks, raffle prizes, and words of encouragement.
- Show students they are not alone—their community is behind them.

**Dates:** Last 2 Saturdays in March + First 2 Saturdays in April

**Time:** 9 AM – 12 PM (Volunteers arrive at 8:45 AM)

**Location:** Douglas High School

**You don't need to be an ACT expert—you just need to care.**

Your support can make a lasting difference.

**Sign Up Here:** [Insert Link]

Questions? Contact us at [Insert OCE Email].

**Together, we can show up for Douglas.**

## 2. Volunteer Sign-Up Form (Google Form or Simple Sign-Up Sheet)

This **doesn't need to be complicated—we just need basic info for tracking purposes**.

#### **Fields to Include:**



- **Full Name**
- **Phone Number**
- **Email Address**
- **Which Dates Are You Available?**
  - March 22
  - March 29
  - April 5
  - April 12

*(Check all that apply)*

**Role Preferences (Optional):**

- Station Leader (Math, Reading, Timing, Confidence)
- Snack Host
- Raffle Coordinator
- Encouragement Team

## **5. Student Encouragement Notes (Extra Touch – Small but Powerful)**

We talked about this before—let’s finalize it.

**Plan:**

- **Handwritten Notes Placed at Desks Each Week**
- **Short Encouraging Phrases (Examples):**
  - “You’ve Got This!”
  - “Your Future is Bright!”
  - “We Believe in You!”
  - “Hard Work Pays Off—Keep Going!”

**Sources:**

- **Volunteers can write these each Saturday morning before students arrive.**
- **We can also ask the community (via Facebook or email) to submit short positive messages in advance, which we copy onto cards.**

**Materials Needed:**

- **Small Notecards (Bright Colors Preferred)**
- **Sharpies / Pens**

## **6. Brain Boost Café (Snack Station – Labeling Plan)**



We want **this** to be fun, not just a standard table of chips.

### Visual Setup Ideas:

- **Decorate the Table with Bright Colors.**
- **Create Fun Labels for Snacks:**
  - "Fuel Up – Your Brain Needs Energy!"
  - "Snack Smart – Test Strong!"
  - "Success Snacks – Grab Yours!"

### Possible Snack Options (Budget-Friendly but Appealing):

- Takis, Hot Cheetos, Doritos
- Gatorade, Water Bottles
- Small Candies (Reward Bites)
- Granola Bars, Fruit Snacks

### Budget Estimate for Douglas:

- **Snacks/Drinks (4 Saturdays):** \$200–300
- **Labels & Decor:** \$20

### Local Business Option:

- **Ask a local convenience store or grocery store for a snack donation.**

## 7. Raffle Tickets & Prize Table (Clarifying the Process)

**Raffle Tickets Pre-Cut** – Keep a roll at the snack station and at each volunteer station.

**Prize Display Table Each Saturday** – Show off that day's prizes to motivate students.

**Grand Prizes (Final Saturday):**

- Large Bags of Takis / Hot Chips
- Large Bottles of Gatorade
- Headphones / Earbuds
- Gift Cards (\$10-25 local stores)

## 8. Station Setup Cheat Sheet (Table Leaders Guide)

**Drafted Outline Above** – Needs Final Formatting into 1 Quick-Reference Page

**Each Table Leader Gets a Cheat Sheet for their Station:**

Station	Focus	Tips for Students
---------	-------	-------------------



<b>Math Masters</b>	Key Math Skills & Practice	Skip hard ones & come back; Use calculator; Practice formulas.
<b>Reading Rockets</b>	Reading Speed & Comprehension	Skim first, then read questions; Underline key words.
<b>Pacing Pros</b>	Time Management	Don't get stuck; Keep moving; It's okay to guess.
<b>Confidence Corner</b>	Test Anxiety & Self-Talk	Breathe; You know more than you think; You are capable.

## 9. Budget Plan – Douglas Specific

*(For Internal Use – Realistic & Scalable)*

Category	Estimated Cost (Douglas – 4 Saturdays)
<b>Snacks &amp; Drinks</b>	\$250 – \$300
<b>Raffle Prizes</b>	\$150 – \$250
<b>Station Materials</b>	\$75 – \$100
<b>Teacher Gift Basket</b>	\$50 – \$75
<b>Decor &amp; Miscellaneous</b>	\$25 – \$50
<b>Total Estimated Cost:</b>	<b>\$550 – \$775</b>

