



# Implementation Checklist

The following steps will ensure you have a successful and engaging experience:

## Pre-Work (Leaders - 30 minutes)

- Confirm who will lead the work at school (admin and/or teachers)
- Confirm your school meets the [technical requirements](#) for the program and uses SSO
- Fill out the staff roster, tags, routines tabs in your [planner](#) and send it to GiveThx
- Make a copy of the student [rostering template](#); fill out users, classes and enrollments tabs ([guide](#))

## Planning (Leaders - 30 minutes)

- Schedule 30 minute rollout, facilitator training, data check-in, and debrief **meetings**
- Finalize the staff and student **rosters**, including non-teaching staff
- Choose school social-emotional skill **tags** for the system
- Identify 1-2 professional **routines** to integrate program practices into
- Set **goals** for tags to focus on monthly
- Complete administrator **training** on basic tasks - assigning reflections, monitoring progress
- Confirm [www.givethx.org](http://www.givethx.org) login at school and [notifications.givethx@givethx.org](mailto:notifications.givethx@givethx.org) on approved list

## Staff Rollout + Implementation (All staff - 30 minutes, then 5 minutes/week)

- Do staff launch ([deck](#)); facilitate weekly [practices](#) in routines, do monthly focus skill; share progress

## Facilitator Training (Facilitators - 60 minutes)

- Conduct session with educators who will facilitate the program with students ([deck](#))

## Student Rollout + Implementation (5-15 minutes/week)

- Facilitate weekly mini-lessons and practices. Pick a monthly focus skill.

## Data Check-In (Leaders - 30 minutes)

- Discuss app data and observations and consider changes to practice to improve impact

## Debrief (Leaders - 30 minutes)

- Pre-Work: Give [student](#) + [staff](#) surveys
- Review summative staff GiveThx and survey data and discuss impact, learnings and feedback