

# Youth Making a Difference

## Chairperson Responsibilities

### September – October

- Distribute the Youth Making a Difference Letter and Commitment Form to all students
- Publicize the program through a kick off assembly, posters, articles in the school newsletter, or flyers to parents.

### November

- Begin collecting Commitment Forms.

### February

- Report the number of students who participated in the program to the Council chairperson by February 28 so invitations and certificates can be printed.

### March

- Collect projects from all participants.
- Invitations to the Celebration will be sent to the school chairperson. Send one to each student and their family that participated in the program.

### April

- Responsible for setting out student projects at the Celebration and for returning projects to the school or student after the Celebration.
- Letter from the superintendent, student certificate, and gold seal will be sent to the school chairperson or can be picked up at the Celebration. Put name on certificate along with the gold seal.
- Award certificate and letter to students at a time designated by the school chairperson and principal. This can be done at a special assembly, at your school's awards assembly, or by each classroom teacher.

