

# IMPACT

## COACH GUIDEBOOK



# **Welcome to IMPACT!**

This guidebook is designed to help you lead your Ambassador Meetings and guide you through the 6-week school-wide learning process. You will see that the guidebook begins with a Checklist, providing you with a week to week itemized list of tasks needed to be completed by all stakeholders.

Following the Checklist are lesson plans for each weekly meeting you have with your Ambassadors. Each lesson provides learning objectives, an agenda, helpful suggestions, and a reminder task list.

Remember, this is a learning platform where you and your Ambassadors are able to express your creativity and exploration in communicating and instilling character and leadership traits with the staff and student body's lives. Use these lessons as a guide, allowing yourself and your Ambassadors the freedom to interject your own thoughts and ideas to make it unique for your own school community. Have fun and enjoy IMPACT!

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# CHECKLIST

## **AMBASSADOR MEETING 1: Lifeline Introduction**

- ☐ Introduce Ambassadors to the Lifeline and Begin Their Lifeline Story.

## **AMBASSADOR MEETING 2: Huddle Preparation**

- ☐ Ambassadors Rehearse Huddle.
- ☐ Send out Teacher Lesson 1.

## **AMBASSADOR MEETING 3: Final Huddle Preparation**

*School Lesson 1: School Begins your selected Lifeline Through Teacher Lesson 1*

- ☐ Ambassadors Post Lifeline Announcement in Impact Information Center.
- ☐ Teachers Deliver Week 1 Lesson to Classrooms.
- ☐ Ambassador's Final Huddle Rehearsal on Stage.

## **AMBASSADOR MEETING 4: Huddle Reflection/Ambassador Chat**

*School Lesson 2: Ambassadors Deliver the Lifeline Huddle to School*

- ☐ Ambassadors Post the Lifeline Cheer in Impact Information Center.
- ☐ Ambassadors Deliver the Huddle to Student Body.
- ☐ Send out Teacher Lesson 2.

## **AMBASSADOR MEETING 5: Final Preparation for Ambassador Chat**

*School Lesson 3: School continues to learn about the Lifeline with Teacher Lesson 2*

- ☐ Ambassadors Post the Lifeline Strategy in Impact Information Center.
- ☐ Ambassadors Practice their Ambassador Chat for Next Week.
- ☐ Teachers Deliver Teacher Lesson 2 to Classrooms.

## **AMBASSADOR MEETING 6: Ambassador Chat Reflection**

*School Lesson 4: Ambassadors Lead Ambassador Chats in Their Adopted Classrooms*

- ☐ Ambassadors Post Their Lifeline Story in the Impact Information Center.
- ☐ Ambassadors Lead the Ambassador Chat in Their Adopted Classrooms.

# MEETING #1

## Lifeline Introduction

Meeting 1 is the introduction to your selected Lifeline.

**SUPPLIES:** Index cards, writing utensils, and copies of Huddle Script for each Ambassador

## OBJECTIVES

- Ambassadors know the Lifeline definition and Lifeline Strategy.
- Ambassadors review the Huddle Components
- Ambassadors begin to develop their Lifeline Story

## AGENDA

### Circle Up (15 minutes)

Watch 'Coach Jim' video explain the Lifeline definition and the Lifeline Strategy.

### Let's take a look at the Huddle (20 minutes)

Pass out a copy of the huddle and an index card to every Ambassador. Quickly explain the key components of the huddle. Ask students to think about what parts of the Huddle they would be interested in participating in (MC, Cheer, Skit, Challenge, Stage Crew). Ask them to write on their index card their name and top three parts they are interested in. Collect the cards once you have gone through the Huddle Components.

### Lifeline Story (20 minutes)

Make sure your Ambassadors have paper, writing utensils, and a place to write their lifeline Story. You will want to be sure that they understand this story will be posted in their Impact Information Center and perhaps shared during the Huddle. This is a good opportunity to create expectations and to model (verbally or written) what a great Lifeline Story could look like. Circulate during writing time with your students to assess their work and provide feedback and guidance. As the students are working on their stories, you and the other coaches will need to decide the roles and responsibilities of the student for the huddle. Use their index cards for guidance. \*\* Helpful tip: Have the Lifeline definition and strategy available for the Ambassadors to help guide them in their writing.

# LIFELINE STORY

HELLO, MY NAME IS \_\_\_\_\_

I WANT TO TELL YOU ABOUT THE LIFELINE OF \_\_\_\_\_

I THINK THIS LIFELINE IS IMPORTANT BECAUSE

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## ONE TIME I USED THIS LIFELINE WHEN

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[illegible]

I ENCOURAGE YOU TO USE THE LIFELINE OF \_\_\_\_\_.

MY NAME IS \_\_\_\_\_ AND THAT IS MY LIFELINE STORY.

# MEETING #2

## Huddle Preparation

Meeting 2 is focused on preparing for the Huddle. You will want to be sure your Ambassadors understand clearly the expectations of their roles during the Huddle as they practice at the meeting. Finally, you will want to be sure that all Ambassadors have completed their Lifeline story draft.

### BEFORE THE MEETING:

Decide with your coaches who will be responsible with practicing with certain Ambassadors. Make sure that the Ambassadors know to bring their Huddle Script and Lifeline Story.

### OBJECTIVES

- Ambassadors practice Huddle Components
- Ambassadors complete their Lifeline Stories draft

### AGENDA

#### Lifeline Story: Pair Up (10 Minutes)

Get students into pairs and have them each read their Lifeline Story to their partner. Have the listener reply to their story by telling them at least one thing they thought was effective about the story and at least one suggestion for improvement.

#### Huddle: Circle Up (5 Minutes)

Huddle Preparation. You will want to review the student assignments; assign where the groups will practice; and which coaches will support the groups.

#### Huddle Practice: (40 minutes)

Practice and prepare parts for the huddle

#### Closure (5 minutes)

Bring Ambassadors back together. Coaches give some feedback on what they saw with the practice. Have student take 10 seconds to reflect on what they could do better and set a goal for next week.

### REMINDERS FOR THE WEEK

- Send Teacher Lesson 1 for the Lifeline to your staff.
- Check in with teachers and administrators regarding any questions for the kickoff of your Lifeline next week.

# MEETING #3

## Final Huddle Preparation

Meeting 3 is the final rehearsal for the Huddle. Be sure to give yourself enough time to run through the Huddle in the presentation location at least one time, preferably two times to build continuity. Remember, this is the week when your school will kickoff your Lifeline!

### BEFORE THE MEETING:

Make sure the Lifeline announcements are printed and prepared for your Ambassadors to post in their Ambassador Centers. They will need supplies to hang them.

Decide with your coaches who will be responsible for any last minute tasks in final practice (e.g., lighting, setup, technology, students who need extra help, props). Make sure that the Ambassadors know to bring their Huddle Script.

## OBJECTIVES

- Ambassadors prepare for the Huddle on stage.

## AGENDA

### Lifeline Announcements (10 minutes):

Post your Lifeline announcement in your Impact Information Center (10 minutes)

### Coach Jim Message (5 minutes):

Show Ambassadors the “coach Jim” message

### Huddle Preparation (40 minutes):

Final dress rehearsal for the Huddle.

### Circle Up Reflection (5 Minutes):

Pull the Ambassadors together. Provide them with feedback and encouragement. Address any problems, concerns, or suggestions for next week’s Huddle.

## REMINDERS FOR THE WEEK

- Ambassadors need to post the Lifeline Announcement in their Impact Information Center
- Teachers deliver their first Teacher Lesson for the Lifeline. Check in with them to see how it went.



# MEETING #4

## Huddle Reflection / Ambassador Chat Preparation

Meeting 4 is designed as a reflection of the Huddle and to begin preparations for the Ambassador Chat. You will want to give yourself enough time to celebrate the success of the Huddle and chart the things that could have been better. You will also want to be sure that your Ambassadors post the Lifeline Cheer in their Impact Information Centers and to check in with teachers if they have any questions about the upcoming lesson they are delivering for next week.

### BEFORE THE MEETING:

Be sure to have the Lifeline Cheer copied for your Ambassadors to deliver to their Ambassador Centers. Post Feedback Stems around where students will circle up.

### OBJECTIVES

- Ambassadors reflect on the Huddle
- Ambassadors begin to prepare for the Ambassador Chat

### AGENDA

#### Lifeline Cheer Announcements (10 minutes)

Post your Lifeline Cheer Announcement in your Impact Information Center

#### Circle Up: Huddle Reflection (15 minutes)

Pull students together. Have students share around the Circle their feedback using the feedback stems (provided). Have one of the coaches record the student's feedback to share with the school staff. Show the "Coach Jim Ambassador Chat" message.

#### Getting Started with the Ambassador Chat (25 minutes)

Pass out the Ambassador Chat Script to each Ambassador. Be sure they bring their Lifeline Story to Circle. You will want to take the students through the process of how they will facilitate the chat by modeling the chat with two coaches. Use the script along with your own Lifeline Story. After you model the chat, field any questions from the students. Break up into their ambassador partners for their assigned classrooms and have them do a first read through. If there are more than one Ambassador assigned to a classroom, have them assign their own parts for the chat.

#### Close (5 minutes)

Pull the student back together. End the meeting by reiterating "Coach Jim's" suggestions and providing them encouragement.

### REMINDERS

- Ambassadors post the Lifeline Cheer in the Impact Information Center.

# FEEDBACK STEMS

I'd like to compliment \_\_\_\_\_ on how he/she \_\_\_\_\_.

I thought he/she did a great job by \_\_\_\_\_.

I enjoyed \_\_\_\_\_ part of the huddle because \_\_\_\_\_.

One thing I noticed that we did well \_\_\_\_\_.

One thing I noticed we could improve on \_\_\_\_\_.

Next time I think we should \_\_\_\_\_.

One thing I noticed about the audience \_\_\_\_\_.

# MEETING #5

## Final Ambassador Chat Preparation

Meeting 5 is focused on preparing for the Ambassador Chat. You will want to be sure your Ambassadors understand clearly the expectations of their roles in the Ambassador Chat as they practice at the meeting.

### OBJECTIVES

- Ambassadors practice and prepare for Ambassador Chat

### AGENDA

#### **Lifeline Strategy Announcements (10 minutes)**

Post your Lifeline Strategy Announcement in your Impact Information Center

#### **Circle Up: Ambassador Chat (10 minutes)**

Pull student together. Have students popcorn out questions or concerns about the Ambassador Chat process. Make sure as a coach, to go through the procedures on how they will transition their students to Circle Up; How they will use “Call Backs” to get their students attention; How to monitor their time; how to pace their discussion. Remind them of “Coach Jim’s” suggestions on preparing for the chat. Break up into classroom partners and begin practicing.

#### **Practicing Ambassador Chat (35 minutes)**

Coaches circulate among the groups to give feedback. Be sure to call out “A-Ha” moments during the practice time with the whole class if appropriate.

#### **Close (5 Minutes)**

Pull the students together. End with the Stars Tips to reinforce the importance of the Presentations Skills and the Cheer. Send them off with a word of encouragement.

### REMINDERS

- Ambassadors post the Lifeline strategy in their Impact Information Center.
- Teachers deliver their Lifeline Teacher Lesson 2 to classrooms.

# MEETING #6

## Lifeline Reflection

Meeting 6 is focused on reflecting on the Ambassador Chat and the impact the Ambassadors are having on the school community with the Lifeline. Make sure your students bring their Lifeline Stories to circle.

## OBJECTIVES

- Ambassadors reflect on their Ambassador Chat
- Ambassadors revise (if needed) and post their Lifeline Story

## AGENDA

### Circle Up: How did your ambassador chat go? (15 minutes)

Pull students together. Popcorn how the Ambassadors did during their chat. What went well? How were their students? What do they think they could work on for next time?

### Publishing Your Lifeline Story (40 minutes)

Have students pair up with their Lifeline Stories. Trade stories. Read aloud to each other and look for revisions including grammar, spelling, punctuation, and word choice. Once completed, coaches will provide a Lifeline Story Template to students for their final draft of their story. Have students write their story on the template. When finished have the students review their story with one of the coaches for approval. Once approved, they can post their story to their Impact Information Center.

### Close (5 minutes)

Final thoughts on the growth of the Ambassadors, highlights to the last 6 weeks and send them off with encouragement.

## REMINDERS

- Ambassadors post their Lifeline Story in the Ambassador Information Center.