**Local Civics Project Showcase Planning Worksheet**

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| **Category** | **Notes** | **Considerations** |
| **When will the local showcase occur?** |  | * Where will students be at in their projects? * What other logistical considerations need to be accounted for (MCAS, end-of-year celebrations etc)? |
| **What type of showcase will work best for your community?** |  | * Showcase options could include:   + classroom-based   + school-wide showcase in auditorium/gym/library   + district-wide showcase in out-of-school event space |
| **What additional financial support is needed to make the showcase a success?** |  | * Districts applying for DESE’s [Civics Teaching and Learning Grant](https://www.doe.mass.edu/grants/2025/0589/) are encouraged to include funds to support next year’s showcases in their applications. * Many schools and districts have had success in seeking sponsorships or in-kind donations from local organizations. * Options to research include: local banks, community foundations, chapters of civic organizations such as the League of Women Voters or Rotary International, local chambers of commerce, local bar associations |
| **Who will attend the showcase?**  **Who is an “authentic audience” for student projects?**  **Will there be structured opportunities for students to share with each other?** |  | * Potential audiences could include:   + Other students and teachers   + Family members   + Local community members   + Decision-makers for student projects   + Local elected officials (e.g. city/town councilors, city/town managers, school committee members etc)   + State senators and state representatives   + School district administrators |
| **How will students share? What materials will they use to present?** |  | * Given that some students will attend the statewide showcase and present using tri-fold posters, we recommend aligning local showcases to this model. However, the best method is the one that works for your community! * Options include:   + “Science fair”-style poster presentations (either open mingling or structured “rounds”)   + Slides or multimedia presentations   + Panel presentations   + Sharing in small groups |
| **What kinds of questions will attendees ask?**  **Will students receive feedback and how?** |  | * Consider sharing a process-oriented rubric with students and attendees to help inform student presentations and feedback ([DESE example](https://www.doe.mass.edu/instruction/hss/civics/rubric.docx)) or a list of potential questions for attendees * At some showcases, attendees share feedback using a Google form (linked via a QR code) or on written slips of paper. |
| **How will students and attendees celebrate and recognize their hard work?** |  | * Consider including a closing ceremony and/or opportunity to hear from an inspiring speaker or panel (e.g. a local youth activist or “alumnus” of the project) * If you include awards, make sure that they are process-oriented and are not the primary motivator for students! |
| **How will students be involved in showcase planning?** |  | * Consider a student planning committee, student MCs or co-MCs for a closing ceremony, and/or opportunities for project “alumni” to advise students on their work |
| **What will be the schedule for the day?** |  | * Possible elements:   + Welcome   + Presentations   + Closing ceremony, speaker, and/or panel presentation   + Food plan, if needed   + Additional workshops or opportunities for students connect with each other * See examples from Generation Citizen [here](https://drive.google.com/file/d/1HFKc52tIQrtssNstmsbr3x-T8HYywZzI/view?usp=drive_link) |
| **What other logistics need to be taken care of to ensure this event is a success?** |  | * Consider:   + Food plan, if needed   + Technology   + Layout   + Subs, if needed   + Transportation, if needed   + Anything else specific to your school or district! |

*Thank you to* ***Generation Citizen*** *and the* ***Massachusetts Civic Learning Coalition*** *for sharing materials and ideas that informed the creation of this resource!*