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