

# First Year Worksheet

## Plan Each Month Of Your First Year

The following monthly cards serve as a guideline of suggested activities for the school year. Adjust and add any deadlines that require action on your part.

AUGUST	
<ul style="list-style-type: none"><li>• Read all resources about FPS and become knowledgeable about the program.</li><li>• Learn about school process behind starting a team or club.</li><li>• Identify a "seed" core group of students who will be the founding members of the team or club.</li><li>• Set goals to achieve in the upcoming school year.</li></ul>	<b>Notes / Ideas:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

SEPTEMBER	
<ul style="list-style-type: none"><li>• Secure advisor for team or club.</li><li>• Promote NYFPS on social media, within classrooms.</li><li>• Participate in Club Fairs and spread awareness about your FPS team.</li><li>• Complete official school process to form team or club.</li><li>• Hold Information Session and first meeting to introduce what NYFPS is, highlight events or activities your team would like to execute, and promote State / International Conference.</li><li>• Register your teams with NYFPS online at <a href="http://nyfps.org/register">nyfps.org/register</a>.</li></ul>	<b>Notes / Ideas:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

### Set Monthly Objectives

The first year participating in NYFPS can be a daunting one, but it doesn't need to be that way if you are prepared. It is helpful to have a game plan for how to approach the program and establish goals for the year.

Set objectives before the start of the school year and keep track of completed items, so you can remain ahead of any potential challenges.

Use this worksheet to organize your goals and objectives to achieve in NYFPS for each month this year.

Remember to check the official NYFPS annual calendar on [nyfps.org](http://nyfps.org) for submission deadlines and important events.

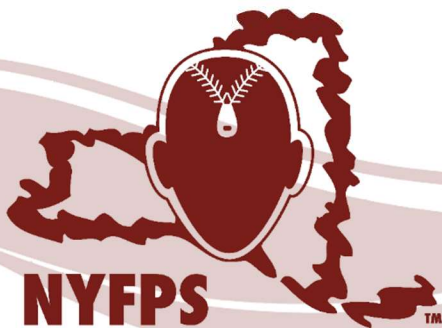


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OCTOBER	
<ul style="list-style-type: none"><li>• Complete official registration for components with NYFPS.</li><li>• Continue to promote NYFPS within your school, on social media, via email chains, and etc.</li><li>• Now that you are holding meetings, make an impact on social media by capturing important team moments to post on social media. Remember to tag #NYFPS on twitter!</li><li>• Start fundraising for future NYFPS conferences and registration fees.</li><li>• Start planning and execution process for CmPS.</li><li>• Brainstorm ideas for Scenario Writing.</li><li>• Teach teams on FPS and GIPS process. Research Topic # 1. GIPS Practice Problem # 1 needs to be submitted.</li><li>• Consider having an On-Site Training session at your school.</li></ul>	<p><b>Notes / Ideas:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

NOVEMBER	
<ul style="list-style-type: none"><li>• Continue to work on CmPS.</li><li>• Research Topic # 2. GIPS teams continue to learn and practice.</li><li>• Consider having an On-Site Training session at your school.</li><li>• Confirm teams are officially registered with NYFPS and payment of fees are finalized.</li><li>• Plan fundraising efforts for the upcoming holiday season.</li><li>• Share important team moments on social media. Remember to tag #NYFPS on twitter!</li></ul>	<p><b>Notes / Ideas:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

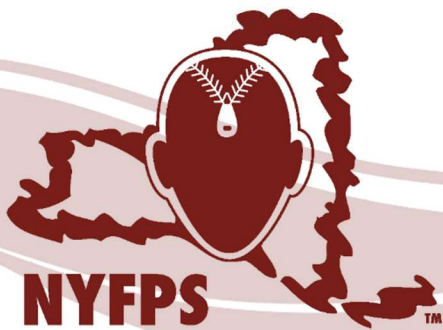


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DECEMBER	
<ul style="list-style-type: none"><li>• Conduct a mid-year evaluation of your team/club's progress.</li><li>• CmPS teams should review progress on project and ensure all documentation is in order. Submit the CmPS Intent to NYFPS.</li><li>• GIPS teams will complete and submit Practice Problem # 2.</li><li>• Plan and execute a social activity to celebrate the progress thus far.</li><li>• Keep members engaged through social media through holiday season. Remember to tag #NYFPS on twitter!</li></ul>	<p><b>Notes / Ideas:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

JANUARY	
<ul style="list-style-type: none"><li>• Hold New Year meeting to welcome students back and to measure progress. Celebrate achievements made last year and recognize students who made significant contributions to the team last year.</li><li>• Scenario Writing students will finalize essays and make their submissions.</li><li>• Prepare students for GIPS competition, organize mock competitions, offer competition training, and post tips &amp; tricks regularly.</li><li>• Draft versions of CmPS report should be fine-tuned.</li></ul>	<p><b>Notes / Ideas:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

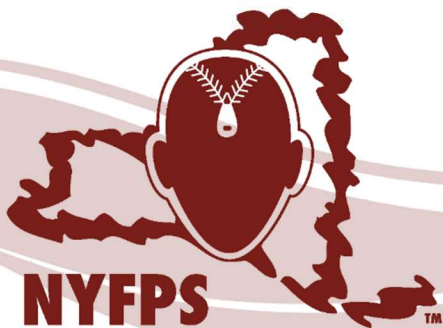


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FEBRUARY	
<ul style="list-style-type: none"><li>• GIPS teams will complete and submit Practice Problem # 2.</li><li>• CmPS report must be finalized and submitted.</li><li>• Plan fundraising for upcoming NYFPS State Conference.</li><li>• Prepare students for GIPS competition, organize mock competitions, offer competition training, and post tips &amp; tricks regularly.</li><li>• Share important team moments on social media. Remember to tag #NYFPS on twitter!</li></ul>	<b>Notes / Ideas:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

MARCH	
<ul style="list-style-type: none"><li>• Plan and organize logistics of traveling to the NYFPS State Conference.</li><li>• CmPS teams ensure their display boards are perfected and students are ready to discuss their project at the State Conference.</li><li>• GIPS teams will need to plan and rehearse their skits for their performance at the State Conference.</li><li>• GIPS teams which qualify will complete and participate in the State Conference.</li><li>• Capture moments at the State Conference and share on social media. Tag #NYFPS on twitter!</li><li>• Spread the news of your team's achievements in your school through the school paper.</li><li>• Share the details of your school's performance at the NYFPS State Conference with local news or press. See examples of press coverage here.</li></ul>	<b>Notes / Ideas:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



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APRIL	Notes / Ideas:
<ul style="list-style-type: none"><li>• Celebrate success from State Conference.</li><li>• Thank sponsors and mentors for their contributions to your students who attended the State Conference.</li><li>• Review lessons learned throughout the school year to identify areas for improvement.</li><li>• Teams which are invited to the International Conference need to plan the logistics of traveling.</li><li>• Fundraise for attending the International Conference.</li></ul>	_____ _____ _____ _____ _____ _____ _____ _____

MAY	Notes / Ideas:
<ul style="list-style-type: none"><li>• Prepare students for GIPS competition, organize mock competitions, offer competition training, and post tips &amp; tricks regularly.</li><li>• GIPS teams will need to plan and rehearse their skits for their performance at the International Conference.</li><li>• CmPS teams ensure their display boards are ready for travel and students are ready to discuss their project at the International Conference.</li><li>• Continue fundraising efforts.</li><li>• Ensure all travel plans are finalized for the International Conference.</li><li>• Students acquire New York themed souvenirs to bring to the Momento Exchange at the International Conference.</li><li>• Students can practice to participate at the Talent Show at the International Conference.</li></ul>	_____ _____ _____ _____ _____ _____ _____ _____



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### JUNE

- Capture moments at the International Conference and share on social media. Tag #NYFPS on twitter!
- Spread the news of your team's achievements in your school through the school paper.
- Share the details of your school's performance at the International Conference with local news or press. See examples of press coverage [here](#).
- Celebrate success from International Conference.
- Thank sponsors and mentors for their contributions to your students.
- Recognize students' contributions and achievements.
- Conduct annual evaluation of your team/club.
- High school teams/clubs will select new student leaders or officers for the next year.
- Schedule meeting with outgoing and incoming student leaders as well as the advisor for a transition session.
- Submit an end-of-year report which highlight pride points to advisor, school administration, and students.

### Notes / Ideas:

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### JULY

- Incoming high school student leaders will introduce themselves to members and share vision for running team/club going forward.
- Advisors will encourage high school NYFPS alumni to maintain relationship with the community. Learn more [here](#).
- Keep members intrigued through social media through the summer. Post memories or highlights from the past year on social media which will help with recruitment next year. Remember to tag #NYFPS on twitter!

### Notes / Ideas:

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