

# **High School Checklist**

## **Before:**

- ☐ Complete the **Schedule Survey** to choose which time you want for the AOP.
- ☐ Attend AOP training session.
- ☐ Pick up materials (if applicable)
- ☐ Arrange transportation and permission slip
- ☐ Share necessary information with students before attending.
  - What the event is about
  - What they should wear or bring
  - Expected behavior and goal of the event
  - Time and location of departure and return
  - Help prepare students to meet with industry leaders (resume, etc.)
- ☐ Be Pro Be Proud Bus – if you feel any students need to visit, please let them know that will be part of their time at the event.

## **During:**

- ☐ Encourage students to ask questions, take notes, and interact.
- ☐ Be available if students have questions during the event.

## **After:**

- ☐ Complete the AOP Education Survey
- ☐ If applicable, follow up with students to determine the next steps or needs