There are a wide range of tasks required to plan and implement work-based learning. This checklist can be used for all work-based learning and includes a high-level overview of tasks that should be considered. Additional tasks may be required while some may be discarded.

## Six Months Prior to Engagement

* Review academy’s [Work-Based Learning Plan and Calendar](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-plan-and-calendar)
* Create a list of proposed dates for the activity
* Consider which industry partners, Advisory Board members, and/or local community professionals might be a good fit for the activity
	+ Decide whether outreach to new industry partners and/or local community professionals is required
	+ Collect outreach information

## Four Months Prior to Engagement

* Meet with the Advisory Board and provide a list of proposed dates. Have them sign up and/or suggest potential industry partners and/or community professionals to participate in the activity
* Send out the Request Email to potential participants and include the [Partner Interest Survey](https://ash.naf.org/public/downloadable-resource/index/partner-interest-survey)

## Two Months Prior to Engagement

* Finalize date and time of activity
* Confirm location of activity
* Assign students any required pre-work. Examples include:
	+ [Student Timeline for Informational Interviews](https://ash.naf.org/public/downloadable-resource/index/student-timeline-informational-interview)
	+ [Phone Etiquette and Scripts](https://ash.naf.org/public/downloadable-resource/index/phone-etiquette-and-scripts) for Informational Interviews
	+ [Resume and Cover Letter](https://ash.naf.org/public/downloadable-resource/index/resume-and-cover-letter) for Mock Interviews/Resume Review

## One Month Prior to Engagement

* Send the 4-weeks confirmation email to participants
* Share any required resources with participants
* Send a calendar invite to the participants that reflects date, time, and location of activity
* Complete any required permission forms for your school and district:
	+ Photo Release
	+ Volunteer Paperwork
	+ Parent/Guardian Permission Slips

## One Week Prior to Engagement

* Send the 1-week confirmation email to participants
* Assign students the [Research Activity](https://ash.naf.org/public/downloadable-resource/index/wbl-prep-activity-students)
* Instruct students on dress for success by sharing the [Professional Dress Guidelines](https://ash.naf.org/public/downloadable-resource/index/professional-dress-guidelines)

## One Day Prior to Engagement

* Add activity to WBL Participation Tracker
	+ Ensure students are in NAFTrack to feed into the WBL Participation Tracker

## Day of Engagement

* Add students to the activity in the WBL Participation Tracker
* Assist the industry partner, Advisory Board member, and/or community professional as needed
* Take pictures if allowed

## One Day After Engagement

* Send Thank You Email to participants
* Instruct students to complete the Reflection Form in NAFTrack
* Support students as they complete and send the [Student Thank You Note](https://ash.naf.org/public/downloadable-resource/index/student-thank-you-note)

## One Week After Engagement

* Update the WBL Participation Tracker if you haven’t yet
	+ Include full details of the event
	+ Update student participation
* Confirm students completed the WBL Reflection Form
* Share photos and 4-sentence summary to NAF Communications, Advisory Board, Administration, School District, and Superintendent to highlight your academy on social media by clicking [here](https://form.asana.com/?k=CwKcy1j0eQOmdlQY_2IVHg&d=95952270886187).