

READ ME FIRST: Welcome to NEA's Winning School Board Elections Academy. This is an in-person event. It is required that you complete all the tasks in this pre-attendance module as outlined below. Why Pre-Academy Assignments? The resources compiled here are short, relevant and intended to help you shift from the day-to-day cognitive load of work to the thinking you will use as a learner at the academy. **It should take no longer than 3 hours to complete these.**

Task 1 – Review Community Agreements: Estimated Time to Complete: 20 Minutes

There are two pieces to this. There is a separate module found in this online course that will take about 10 minutes to complete AND there is a fillable PDF file found in this module that you will need to download and save to your own device. Please read the Community Agreements and answer the three questions on that fillable form. This should take about 10 minutes. We will be using these for an activity very early on Day 1.

Task 2 – Prepare for Panel: Estimated Time to Complete: 30 Minutes

We will be joined by local leaders from the surrounding Portland locals that have school board lessons to share. Please read the panel articles in the document named, "Panel Preparation," to understand more about the dynamics of their school district and brainstorm questions you would want to ask them. This is a fillable PDF form and you will need to download it to your device before you complete it. We will be using this on Day 1.

Task 3 – Complete Vote Goal Module

We are going to be using a calculation on Day 2 to determine what your actual VOTE GOAL should be for your campaign. This is a separate module named VOTE GOAL. Please complete this prior to attending. We will revisit this during our time together.

Task 4 – Review Campaign Plan Template: Estimated Time to Complete: 30 Minutes

We will be using the fillable PDF form, "Campaign Template" throughout our time together. You will need to download and save it to your device and have it available as we go through different skills workshops. PRIOR TO ARRIVING, you will need to have a local association in mind that you would want to run a school board election in. If you don't have assigned locals or elections upcoming, choose a local school district in your state that is interesting to you.

Task 5 – Review Scenario: Estimated Time to Complete: 20 Minutes

Review the Campaign Scenario for the Recruitment & Recommendation Exercise. This will be used in small groups and it will be difficult to work with your group if you have not read the material prior to the exercise. We will be using this on day one.

Task 6 – Review and Respond The Forge Article Estimated Time to Complete: 30 Minutes

Read The Forge Article, “How Abortion won Arizona,” found as a file in this module. Use the Read and Review fillable PDF form also found in this module to capture you thinking. This article will be used as part of a group discussion on Day 2 and you will find it difficult to read while you are in the room and others are talking.

Task 7 - Create a free Canva Account: 30 Minutes

if you don't have one already at canva.com We will be using Canva on day 4 to create a social media post. If you need assistance on how to create a login, please visit

<https://www.canva.com/help/sign-up-log-in/>. If you have never used canva, make sure you login and look at the tool.

Here are some tutorials (recommended watching “welcome home” and “start designing”)

<https://www.canva.com/designschool/tutorials/getting-started/>

Task 7 – Optional – Print Participant Handouts: 20 Minutes

We will not be offering printed handouts at this training. If you prefer paper you will need to download the participant handout file found in the Participants Handout Module of this course and print it before you come. Please make sure that you can access the online handouts before you come. There will be on onsite IT Support.