

A PROGRAM FOR ALL STUDENTS

PROGRAM AND AWARDS GUIDE

The Challenge Program, Inc.'s mission is to build sustainable Business/Education partnerships while introducing students to careers in their communities.

This partnership contributes to workforce and economic development by motivating students to develop the solid work habits required to succeed in school and in their future careers.

*The Program inspires students to exceed expectations in **Attendance, STEM, Community Service, Academic Improvement and Academic Excellence** with continual program messaging, business interaction and award incentives. We have reached more than 500,000 high school students and have provided more than \$3 million in incentives throughout Pennsylvania, West Virginia, Ohio and Maryland.*

THE CHALLENGE PROGRAM, INC.

Daniel T. Perkins

Founder and Chairman of the Board

Barbara Grandinetti

Executive Director

Karen Robatin

Finance Director

Anna Gibbs

Communications Manager

Kayla Washko

Communications Assistant

**Program and Awards questions please call:
814-533-7401 x100**

PROGRAM DEVELOPMENT

Mary Dreliszak

Director of Program Development and Public Relations
Fayette, Greene, Somerset, Washington and Westmoreland, Pennsylvania
West Virginia

Mark Ziegenfuss

Manager of Program
Development
Allegheny, Armstrong, Beaver,
Butler, Clarion, Mercer Pennsylvania
Eastern Ohio

Sara Deyarmin

Manager of Program Development
Bedford, Blair, Cambria, Indiana,
Lackawanna, Luzerne, Monroe, Somerset
and Susquehanna, Pennsylvania

CONNECTING BUSINESS AND EDUCATION

Our vision is to positively affect student behaviors and attitudes and the future workforce by connecting students with businesses in meaningful ways. Business Partners educate students about potential career opportunities within their own communities. This partnership contributes to workforce and economic development by motivating students to develop the solid work habits required to succeed in school and in their future careers. This in turn, restores confidence in obtaining employment close to home, assuring the continuation of thriving communities.

At the beginning of each Program year, five categories are communicated to students as building blocks for solid work habits students will need to successfully become contributing, productive members of the workforce and their communities. At the close of each Program year, award incentives for the five categories are presented to students, demonstrating a real-world motivational application.

The Challenge Program, Inc. carries out this mission and vision of building Business/Education Partnership connections through in-school themed assemblies presenting the award categories in work-related situations, school-approved business/student workforce activities and award ceremonies. Continuous Program messaging from The Challenge Program to businesses, educators and students, and the advancement of involving all students to compete for awards, regardless of previous academic performance, are vital components implemented in each school.

- ★ **ATTENDANCE**
- ★ **STEM**
- ★ **COMMUNITY SERVICE**
- ★ **ACADEMIC IMPROVEMENT**
- ★ **ACADEMIC EXCELLENCE**

PROGRAM ACTIVITY - FALL

A TCP Kick-Off Assembly introduces The Challenge Program, Inc. and the business partner to your students in grades 10, 11, 12 and how to win an award worth \$200 in each category. These assemblies occur each fall.

Your school will receive **five posters representing each award category**. You will also receive a **banner** announcing the school's Business Partner. *Please* hang the posters and banner prominently around the school.

For New Schools: The fall assembly involves only the Kick-Off presentation.

For Currently Participating Schools: Awards for the *current juniors and seniors* will be presented for the work they achieved *last year as sophomores and juniors*. (i.e., 2014-2015 sophomore/junior awards will be presented during the 2015 fall kick-off assembly).

- Schedule a date and time for the Kick-Off Assembly when you are contacted by The Challenge Program.
- We request 40-45 minutes (bell period) for an assembly however we will work with your school's schedule.
- If available, please arrange for at least one wireless microphone – two if you have them.
- Please arrange for two tables in the staging area of the assembly.
- Please arrange for access to your sound system, and **one volunteer** to assist – *we bring the music!*
- Prior to the Assembly, choose **five student volunteers** to take part in our themed kick-off.
- All student volunteers (including the sound system) will receive one (1) hour of community service.
- Please hang the banner and posters around the school.**

WE ARE ABLE TO CONDUCT MORE THAN ONE ASSEMBLY ON THE SAME DAY IF NEEDED. – **PLEASE ASK.**

PROGRAM ACTIVITY - SPRING

The Challenge Program, Inc. and the Business Partner present the graduating Senior Class their awards in the spring prior to graduation. TCP prefers to attend *your school's pre-set annual Senior Awards Program*. However, another time can be arranged.

We are aware many of these programs take place in the evenings or on weekends and at locations other than the school premises. Just tell us where and when and we'll be there.

If it is not convenient for The Challenge Program to attend your Senior Program, we will make other arrangements with you to visit your seniors prior to graduation and present their awards to them.

- Schedule the Date/Time for your Senior Program, or other arrangement, when you are contacted by The Challenge Program.
- Please place TCP as close to the top of the community awards section of your program as much as possible.
- Please list us in your printed program as follows:

“THE CHALLENGE PROGRAM, INC. SENIOR AWARDS WITH BUSINESS PARTNER (ADD BUSINESS NAME)”

PROGRAM ACTIVITY – DURING THE YEAR

The Challenge Program, Inc. will:

- Email flyers to the school to be used during morning and/or afternoon announcements to the students.
- The flyers may also be printed and posted around the school and will be on our website.
- Advise educators when there is something on our website or social media.
- Forward quarterly newsletters and any other updates regarding the Program via email blasts on Mail Chimp.
- Forward information regarding **Student of the Year** contest.
- Assistance from The Challenge Program with workforce development connection with your Business Partner to support pre-approved activities.

On our website you will find [New School](#) and [School Update](#) forms

If you have not filled either one out, please click on the appropriate link and fill one out.

Below is a sample of *Workforce Connections* with which your students may participate in with your school's Business Partner at the discretion and approval of school administration. Your choices will be shared with the business and their choices will be shared with you for open discussion.

Business-Education Connection

- Business Participation with School-run Career Fairs
- Student Participation in Business Career Fair (if applicable)
- Classroom Visits from Business
- Business Provided Field Trip to Business facility
- Internship, Job Shadowing or Workshops
- Business Advisement on related curriculum



STUDENT AND EDUCATOR SURVEYS

“How do you know the program works?”

This is among the top three questions we are asked by schools, businesses and foundations regarding The Challenge Program, Inc. The responses we receive from our surveys help us answer this question.

The feedback tells us the most effective ways to implement the program and the most efficient ways to communicate with both students and educators.

We respect your busy schedule, however we ask you to take the time to have the students (and you) complete these surveys. We will always email you the links you need to complete these surveys.

As always, thank you for your time and support of The Challenge Program, Inc.

STUDENT SURVEY

Please click on [Survey Forms](#) where you will find Printable Survey Sheets to distribute to your students.

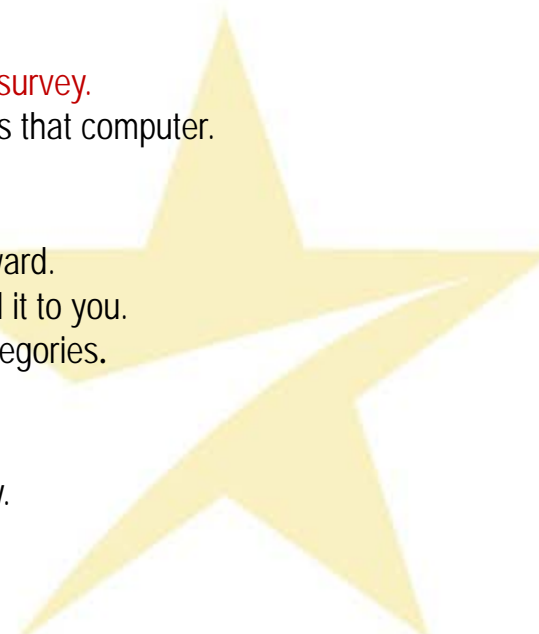
We will also forward a hard copy of the Survey Forms.

- Give each Finalist one slip to take the survey.
- **Instruct students to follow the links provided to you and on the survey sheets to take the survey.**
- If Finalists are using a common computer, **clear the cookies** before the next Finalist uses that computer.
- After the Finalist completes the survey, a pass code will pop up.
- Finalists should fill out the slip **including** the pass code and return it to you.
- Finalists only need to take the survey once, even if they are eligible for more than one award.
- If a student is eligible for more than one award, duplicate the slip after they have returned it to you.
- The slip is used for the lottery drawing as needed for the appropriate award category/ categories.

EDUCATOR SURVEY

Once a year you will receive an email with a link to a short survey.

No slips – No passcodes!



PROCESS AND PROCEDURES FOR ALL AWARD CATEGORIES

TCP is obligated to distribute all 15 award checks to each school.

Schedule of Awards distribution for the upcoming 2015-2016 Program Year as follows:

- **2016 Graduating Seniors** will receive their awards in the spring of 2016 prior to graduation.
- **2015-2016 10th & 11th** grade students will receive their awards in the Fall of 2016

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1. Educators responsible for the facilitation of The Challenge Program within their schools will receive, via email, links for the TCP Online Survey and for the TCP Online Award Form.
 2. The Survey is the final step in eligibility to win an award.
 3. Survey Slips should be distributed to as many finalists as there happen to be for each category – even if there is only one.
 4. Direct Finalists to take the TCP Online Survey. Slips should be returned to the school official to complete eligibility. Seniors should do this step *after the 3rd Quarter* to complete eligibility and Underclassmen should do this step in the fall to complete eligibility.
 5. The returned survey slips should be placed in a lottery. *(If a student is eligible for more than one award, duplicate the survey slip after it has been turned in and use for other drawings. Students take the survey **only once**.)*
 6. The lottery drawing may take place in front of all Finalists who completed the survey. *(It is at the sole discretion of the school whether or not to reveal the winner's name at this point.)*
 7. Winners names should be entered into and submitted through a TCP Senior, Junior or Sophomore ONLINE Award Form.
 8. Winners will be awarded their checks during a school presentation by TCP and the school business sponsor.
 - *Seniors in the spring prior to graduation.*
 - *Underclassmen the following fall.*

TCP is obligated to distribute all 15 award checks to each school.

CRITERIA FOR INDIVIDUAL AWARDS

TCP is obligated to distribute all 15 award checks to each school.

ATTENDANCE

ELIGIBILITY will begin with the **KICK-OFF ASSEMBLY UNLESS OTHERWISE STATED** by the school.

FINALIST(S) are ***drawn from students*** with “0” **absences**. If no one **has “0” Absences** – draw from those with the ***least number*** of absences according to school policy. They will become **FINALISTS**.

STEM – Science, Technology, Engineering, Math

AVTS/CTC SCHOOLS: Classes which involve **any form** of the above subject matter.

HIGH SCHOOL: Classes of **ALL ACADEMIC LEVELS – introductory to advanced** – should be included.

FINALISTS are the **#1 ranked student from every** included class. (included classes are up to each school).

COMMUNITY SERVICE

SERVICE FORMS are for ***your convenience***. An award **MUST BE DISTRIBUTED** even if ***no forms*** are submitted.

FINALISTS are among the students who submitted the top **10% of hours** for the year.

ACADEMIC IMPROVEMENT

GREATEST INCREASE IN YEAR ENDING TO YEAR ENDING G.P.A. **regardless** of beginning grade level.

FINALISTS are drawn from among the top **10% of students** with the ***greatest increase*** in G.P.A.

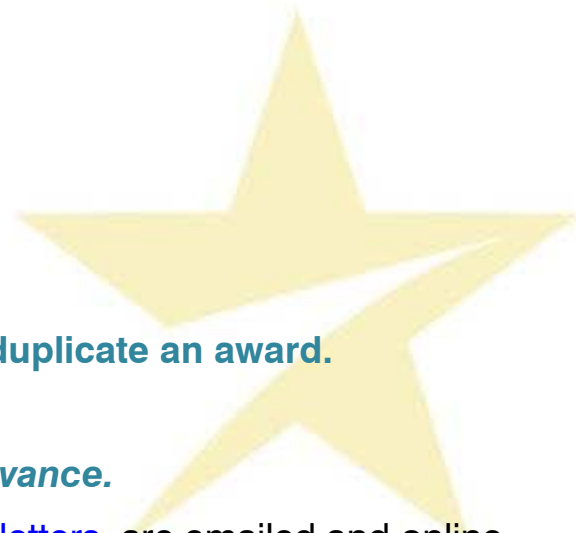
ACADEMIC EXCELLENCE

HIGHEST OVERALL G.P.A. from the beginning to the end of the current school year.

FINALISTS are drawn from among the top **10% of students** with the ***highest overall*** G.P.A.

Choosing a winner via lottery **may mean and should be reiterated to students** that the student **at the very top** of any category **may or may not** be the final winner.

PROGRAM REVIEW



- **All 15 Awards must be distributed.**
- All ties should be broken via lottery. **We are unable to split or duplicate an award.**
- **ONLY THE TCP ONLINE AWARD FORMS MAY BE USED.**
- **The Surveys are important.** Please leave time. *Thank you in advance.*
- Monthly Announcements, Website Features and Quarterly Newsletters are emailed and online.
- **Senior** attendance, grades and community service are calculated **1st through 3rd Quarter.**
- **Underclassmen** attendance, grades and community service are calculated **1st through 4th Quarter.**
- **Community Service** awards **must be distributed whether or not** forms are submitted.
- Using a lottery system means the **very top student in any category may/may not** be the final winner.

The award criteria in this document are meant to guide you through the program and award process.

Final determination regarding a winner is at the sole discretion of school policy.

These guidelines, however, have proven successful and it is our recommendation to follow them as closely as possible.