| Timeline | Stage of PB | Resources *(Links are not connected, but useful for an idea of types or resources)* |
| --- | --- | --- |
| September 5th | LOL Conference | **Kickoff Activity** |
| September 18th | * SPB Orientation Virtual Meeting | SPB Informative Presentation  LOL Meeting Schedule |
| October 2024 | PB Overview & Idea Collection |  |
| PB Overview & Idea Collection Training Video  **October 18 Training Video** | Learn about their role in the PB process & Idea Collection Phase (Sponsor must watch and send training receipt by **10/18/24**) | **Idea Collection Video and Verification**  Idea Collection Survey Template (Optional) |
| PB Student Overview | School teams learn about the PB process & plan idea collection. | QCHS Presentation Rehearsal |
| **Idea Collection** by LOL Students | Collect ideas from students on campus “All In.”  [**DUE 11/04/24**] | Please add a quick blurb on your idea collection process and include pictures Here. |
| November 2024 | Level 1 Approval & Proposal Development | PB Idea Collection |
| Proposal Development Training Video  **November 8 Training Video** | Learn and share resources during the proposal development phase.  (Sponsor must watch and send training receipt by **11/08/2024**) | **Proposal Development Training Video and Verification**  SPB Proposal Development Guide |
| 1-on-1 with Business & Operations  **November 12, 7-9 am**  **November 13, 2-4 pm** | Sponsors will attend a virtual meeting to share ideas collected and gather feedback/suggestions. Click here to book your time slot. | **B & M Schedule** **Ideas Feedback Document (new)** |
| Review, Sort, and Prioritize Ideas | LOL students review, sort & identify 4 Projects | OPTIONAL- Into Activity  Proposal Guide  ScorecardPB Research Guide Template |
| Research Top 4 & Collaborative sessions with the Principal | LOL, students complete the PB Research Guide in groups. They will identify their vision for the project. The principal meets with the LOL group to discuss possibilities and limitations.  **DUE 11/26/24 (Updated)** | PB Research Guide Template |
| December 2024 | Proposal Development |  |
| **Identify 4 Projects** | Identify ideas for moving to the proposal development phase.  PB final 4 [**DUE 12/6/24**] **(Updated)** | **PB Final 4** |
| **Vendor/ QCUSD Building & Construction Visits** | If necessary, the District Office is responsible for coordinating vendor visits (The sponsor will be responsible for meeting the vendor) |  |
| **Schedule Rehearsal Timeslot** | Email Robin to schedule the January Rehearsal (Rehearsal week is January 20  **and the week of Mar 24, 2025.** | Rehearsal Sign-Up |
| **Create a Proposal Slide Deck** | Create a proposal Slide Deck for your site | SPB Presentation Template |
| January 2025 | Practice Proposal Presentation |  |
| **Project Proposals** | Proposal Projects Slide Deck [**DUE 3/7/25]** Share with Robin and Nicole | SPB Presentation Template |
| **Practice Proposal Presentation** | Presentation Rehearsal Week of January 20th **and the week of Mar 24, 2025.**  Study Session Presentation Date **4/8/25** |  |
| **Vote Day Selection** | Coordinate your site vote day in February with the Principal [**DUE 1/30/25**] | **Voting Day Information** *(What supplies you need?)*  **Ballot Information** *(Information to put on voting ballots if voting by ballot)*  Vote Day Instructions |
| February 2025 | Campaign |  |
| **Project Proposals** | Proposal Projects Slide Deck [**DUE 3/7/25]** Share with Robin and Nicole | SPB Presentation Template |
| Campaign Training Video  **February 3 Training Video** | (Sponsor must watch and send training receipt by 2/3) | **Campaign Training Video** |
| **Campaign** | Advocate for project proposals |  |
| **Campus Vote**  **February 21, 2025** | Campus Vote MUST be completed by **February 21, 2025** |  |
| Winning Projects | Enter winning projects on 24-25 PB Projects Document (**DUE 2/28/25**) | 24-25 Winning Project |
| March 2025 | Presentation Rehearsals |  |
| **Project Proposals** | Proposal Projects Slide Deck [**DUE 3/7/25]** Share with Robin and Nicole | SPB Presentation Template |
| **Practice Proposal Presentation** | Presentation Rehearsal Week of January 20th **and the week of Mar 24, 2025.**  Study Session Presentation Date **4/8/25** |  |
| April 2025 | Winning Proposal Video/Governing Board Presentation |  |
| **Student Proposal Presentation to Governing Board**  **April 8, 2025** | 4:30 pm Study Session presentation at District Office (LOL representatives and sponsor(s) must be present- 4 minutes maximum per site- **4-5 students max for the presentations.** |  |
| Winning Proposal Video  **April 11, 2025** | LOL representatives will prepare the Winning Video | 24-25 Winning Video Folder |
| May- July 2025 | Implementation |  |
|  | Target Implementation Window May-July 20 |  |