



# Phase 2: Kickoff & Idea Collection

## EPIC SPB SPACE SHUTTLE LESSON PLAN

**OBJECTIVE:** The Steering Committee learns about each phase of the SPB process at lightning speed and begins planning for the year ahead.

### SUPPORTING MATERIALS:

- Flipchart Paper
- Sticky Notes
- Markers
- [Project Proposal Form](#)
- 2 sets of 3 dot-stickers
- Pen or Pencil
- EPIC SPB Activity: Video 1
- EPIC SPB Activity: Video 2
- EPIC SPB Activity: Video 3

**TIMELINE:** It is recommended that this lesson plan is used in the first meeting with the Steering Committee.

**APPROXIMATE LESSON LENGTH:** 1 Steering Committee meeting

### INSTRUCTIONS:

## 1. Setting the Scene: EPIC SPB

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- Play EPIC SPB Activity: Video 1 **OR**
- Use the Script Below to Facilitate

### “SETTING THE SCENE” SCRIPT

- Introduce EPIC SPB Space Shuttle Activity:
  - Today we are going to embark on a SPB journey to the EPIC SPB Space Shuttle!
  - Explain that the SPB process typically takes about one school year to complete.
  - Today, we will practice each phase of SPB in the SPB time machine - full SPB process at LIGHTNING SPEED where we all have \$10,000 to improve our home away from home at EPIC SPB Space Shuttle!
  - Prepare for take-off! We are leaving planet Earth in 5, 4, 3, 2, 1!

- Welcome to the EPIC SPB Space Shuttle! We have \$10,000 to improve our home away from home.
- Remember, today we are using our imaginations. Back on Earth, you will have real money to make real decisions about how to improve your school.
- On the EPIC SPB Space Shuttle, you will:
  - Think up ideas about how to improve our home away from home.
  - Transform ideas into projects.
  - Share top ideas with fellow space travelers.
  - And vote for the project you want to win!
- On the EPIC SPB Space Shuttle, some of you see a poster at the observatory, hear about it on the daily news broadcast, or hear about SPB from a fellow space traveler - wherever you first heard about SPB, you've decided to check out the idea collection assembly!
- **Share** the guidelines for Epic SPB at Epic SPB Space Shuttle:
  - Remember that today, we're deciding how to spend \$10,000 to improve the EPIC SPB Space Shuttle - projects cannot cost more than \$10,000.
  - The more detailed your idea is, the more useful it will be when we turn ideas into projects. Try to identify specific locations and tell us why your project idea is important.
  - Projects can only be capital improvements. Capital improvements are a fancy way of saying that you can only make one purchase and that purchase needs to last a long time! If your idea does not seem eligible, still write it down to make sure the space shuttle's captain considers it and to see if we can be creative and turn it into a capital improvement project."
- Depending on the size of the steering committee, **divide** the large group into small groups of 3-5 students.
- Ready, set, blast off!

## 2. Gathering Ideas: EPIC SPB Idea Collection Assembly

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- Use the Script Below to Facilitate

### GATHERING IDEAS SCRIPT

- **Introduce** Idea Collection
  - **Welcome** the small groups to the idea collection assembly.
  - **Ask** small groups to quickly introduce themselves with their first name.
  - **Share** the goals of the discussion:
    - Discover what we love at Epic SPB Space Shuttle & what we want to change about our home away from home.
    - Brainstorm project ideas that create more of what we love & make changes we want to see.
    - Rank project ideas to prioritize ideas we want to transform into projects.

- Empathy Interviews
  - **Ask** students to pair up in their small groups. In pairs, invite students to ask one another:
    - What do you love about the EPIC SPB Space Shuttle?
    - What would you improve about the space shuttle?
    - What do you not like about the space shuttle?
  - **Ask** students to write down their partners answers on sticky notes
  - **Place** sticky notes in themes (loves, improvements, dislikes) on the flipchart paper
- Brainstorming Ideas in Pairs
  - **Ask** everyone to turn to a different partner in their small group and:
    - **Brainstorm** as many project ideas they can think of based on the interview answers on the sticky notes - that would create more of what people love at Epic SPB Space Shuttle and that would make the changes people want to see.
    - **Ask** them to do this quickly and to write down notes so they remember all the ideas they think of together.
- Brainstorming Ideas in the Full Group
  - **Remind** students of the guidelines for Epic SPB at EPIC SPB Space Shuttle:
    - Remember that today, we're deciding how to spend \$10,000 to improve the EPIC SPB Space Shuttle - projects cannot cost more than \$10,000.
    - The more detailed your idea is, the more useful it will be when we turn ideas into projects. Try to identify specific locations and tell us why your project idea is important.
    - Projects can only be capital improvements. Capital improvements are a fancy way of saying that you can only make one purchase and that purchase needs to last a long time! If your idea does not seem eligible, still write it down to make sure the space shuttle's captain considers it and to see if we can be creative and turn it into a capital improvement project."
  - **Ask** each pair that just brainstormed together to share an idea they talked about.
- **Ask** one student to take notes on the flipchart paper.
- Keep going around and asking pairs to share ideas until you run out of time.
- **Rank** the Top Ideas
  - **Explain** that you'll now pick the top idea from your group.
    - Share that all ideas will be submitted, but that you want to pick the top idea so we will know which idea our group was most excited about.
  - **Ask** each person to use a dot-stickers to rank their top 3 ideas
    - Count the dots and announce the top idea.
  - **Ask** for 1-2 space travelers from each group to volunteer to share their top idea with the large group.
- **Report Out** Top Ideas

- **Thank** the small groups for participating in the EPIC SPB Idea Collection Assembly and invite the small group volunteers to share their top idea.

### 3. EPIC SPB Proposal Development

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- Play EPIC SPB Activity: Video 2 **OR**
- Use the Script Below to Facilitate

#### PROPOSAL DEVELOPMENT SCRIPT: PART 1

- **Introduce** Proposal Development
  - **Thank** everyone for all their work at the Idea Collection Assembly!
    - **Explain** that we are going to FAST FORWARD ONE MONTH - idea collection is over. The Epic SPB Idea Collection Assembly collected 1,000+ ideas! We're now entering the Proposal Development phase!
  - Back on Earth, you'll learn from your teachers and school district staff all about how to transform thousands of ideas about how to improve your school into project proposals - that will eventually go onto an official ballot!
    - This work usually takes about a couple of months to complete, but today it's going to take less than 20 minutes.
  - Today, we will practice developing project proposals to improve the EPIC APB Space Shuttle.
  - In your small groups, you will turn your top idea into a full project. You can combine ideas if you want! And, as you transform your ideas to turn into a project, think back to the first conversation we had about what you all love and what you want to see changed - try to pick a project that will have HIGH IMPACT and address REAL NEED.

#### PROPOSAL DEVELOPMENT SCRIPT: PART 2

- **Complete** Project Proposal Form
  - **Review** the Project Proposal Forms
  - **Give** each small group 8 minutes to work on their project proposal forms.
    - As they're creating their project proposals, see if they have questions or could use some support with thinking of a project name or cost.
- **Create** Campaign Posters
  - Once each group completes their proposal (or after it's been 8 minutes), have them turn their proposal form into a Campaign Poster for the Vote Expo.
  - Give each team a flipchart paper and markers to create their Campaign Poster. Tell them their Campaign Poster needs to include:
    - Project Title
    - Picture of their project
    - Short project description
    - Estimated cost
  - **Collect** Campaign Posters and start hanging them up around the room.

## 4. Deciding the Winners: EPIC SPB Campaign & Vote

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- Play EPIC SPB Activity: Video 3 **OR**
- Use the Script Below to Facilitate

### CAMPAIGN & VOTE SCRIPT

- **Introduce** Vote Expo
  - Thank everyone for their amazing work during the Proposal Development Phase.
  - Back on Earth, you will spend a few weeks in the spring sharing information about your real projects with other students and getting everyone excited for the Vote!
  - On the EPIC SPB Space Shuttle, we're fast-forwarding again, and it's VOTE DAY! Today, instead of using real ballots, you all will vote with our dot stickers (dotmocracy!) and you'll get to vote for your top three favorite projects.
    - You can only vote for each project once.
    - You can vote for your project.
  - But FIRST - we'll walk through our Vote Expo and you'll all have a chance to learn about the other projects at Epic SPB Space Shuttle.
    - Walk around through the Expo, and once you've seen all the projects grab your remaining three dots to cast your votes!
    - The proposals with the most votes receive funding until \$10,000 is all used up!
- **Conduct** Vote Expo
  - Students walk around, explore the different projects, and cast their votes.
- **Tally Up** Votes & Announce Winner(s)
  - Tally up the votes and excitedly announce the winning project of EPIC SPB Space Shuttle!

## 5. Epic SPB Space Shuttle: Wrap-Up & What's Next!

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- Use the Script Below to Facilitate

### WRAP UP & WHAT'S NEXT SCRIPT

- Wrap-Up the Activity
  - **Thank** everyone for participating in EPIC SPB Space Shuttle Activity!
    - **Congratulate** the winning project group and invite everyone to give themselves a round of applause.
  - **Remind** the group that today we completed an entire SPB process at lightning speed!
  - Over the course of this academic year, we will lead a real SPB process to improve our school using real money!

- **Remind** students that they will serve as the steering committee. The steering committee is a group of students who guide the SPB process among their peers from idea collection to project implementation.
- **Remind** students of the budget amount.
- At our next few meetings, we (the steering committee) will come up with a new name for our group, set goals for the year, and plan out exactly how we will collect ideas from the rest of the students on our campus.
- **Thank** everyone again and close the meeting.