## Vision & Purpose

In 500 words or less describe:
- Why are you developing a program?
- How does it fit with your school’s mission, vision, and strategic vision?
- What need does it meet?

Your Vision & Purpose should align with the best practices outlined in *Career Exploration in the Middle Grades: A Playbook for Educators* available at amle.org/playbook. The Playbook can be downloaded for free or ordered as a print copy.

## Program Description

In 1,000 words or less describe the program you will implement or expand, including:
- A comprehensive description of its design,
- Program objectives,
- Program reach and which students will be eligible to participate in the program,
- Frequency of the activity/program/class,
- In what ways the program promotes the development of 21st century skills such as collaboration, communication, problem solving, creativity, adaptability, and technology usage
- In what ways the program is exploratory and experiential,
- In what ways the program will engage families and the surrounding community

## Implementation

In 500 words or less describe:
- The team involved and their roles
- The timeline for the program for the 2022-2023 school year and key milestones
- How you will establish buy-in across stakeholders

## Outcomes

In 250 words or less describe:
- Goal outcomes for the 2022-2023 school year
- How you plan to collect data to measure program effectiveness
- How you plan to refine the program using data over time

## Sustainability & Scalability

In 250 words or less describe:
- How you plan to ensure program sustainability beyond the initial implementation year
- If the program is a pilot, how do you plan to scale the program?

## Program Budget

You will be required to complete and upload the Budget Expenses Form available in the Playbook Resource Center at amle.org/playbook.