

**EVERY DAY
COUNTS** *START
TO FINISH*

ATTENDANCE INCENTIVE *PROJECT PLANNING QUESTIONS*

- 1 Incentive Program Name:**
- 2 School, Grade(s), Class(es):**
- 3 Attendance Goal:**
- 4 Program Description:** What's the incentive/reward? Who's eligible to get it? How do you get one? Can you get more than one in a year?
- 5 Program Implementation Steps:** How does it work? Use clear action steps. How will you keep track of who has earned an incentive? Do you foresee any issues? If so, what are your plans to address it.
- 6 Personnel:** Who do you need on the project? What would be their role/responsibilities? Is this project manageable given school-day expectations and schedules?
- 7 Supplies/Materials and Other Requirements:** In addition to the incentive, what else is needed? Do you need anyone's approval? Forms? Anything else?
- 8 Estimated Cost:** How much do you think this will cost?