



## going global with youth

### Components of a “School-wide Event” for the Catholic Relief Services Global High School Program

---

This template was developed to assist faculty or a team of students to create a CRS Global Solidarity High School “school-wide event.” It additionally insures that all of the components are included for electronic publication with Catholic Relief Services. While **CRS Platinum Level Global High Schools** submit School-wide Events annually for review and possible inclusion on the CRS website, **Silver and Gold Level Schools** are also invited to showcase their creativity by submission of creative School-wide Events to CRS.

***GHS School-wide Events may be programs already occurring at your school*** (international day, school liturgy, service day). For them to be recognized as an official “School-wide Event” for the GHS program, it must have a component that focuses on global solidarity/ global social justice issues and should also utilize the resources (prayer services, lesson plans, research, videos, advocacy, Action Alerts) available on the CRS website.

#### 7 Steps to Creating a CRS School-wide Event

1. Acquire Support from Administration
2. Establish a Planning Team – (faculty, staff, parents, students)
3. Choose your Event Type and Goals
4. Create Budget for Approval if needed
5. Develop a Detailed Plan for the Event including Logistics
6. Promote and Advertise the Event
7. Implement the Plan/ Carry out the Event
8. Evaluate and Document your Event

#### Step 1 – Acquire Support from Administration

- Discuss the event and the steps above with the school administrator(s), including a review of other activities that are occurring and possible tie-in as well as any larger mission or charism focus areas that the administration is highlighting in the upcoming year (ex. Women’s Empowerment, Climate Change, Human Dignity)

#### Step 2 - Establish a Planning Team

- Consider including members of the entire school community in the planning process (administrators,

#### A Helpful Note: The following annual events during the academic year are predisposed to use of CRS resources:

- International Day of Peace (September 21)
- International Day for the Eradication of Poverty (October 17)
- International Day for the Elimination of Violence against Women (November 25)
- World AIDS Day (December 1)
- International Migrants Day (December 18<sup>th</sup>)
- International Human Solidarity Day (December 20<sup>th</sup>)
- World Day of the Sick (February 8)
- World Day of Social Justice (February 20)
- International Women’s Day (March 8)
- World Water Day (March 22)
- Earth Day (April 22)
- World Refugee Day (June 20)

faculty, staff, parents, students)

### **Step 3 – Choose your Event Type and Goals**

- Establish the goal of your event, select a global social justice issue, discuss how to integrate it into the year (ex. Catholic Schools Week, Service Day, International Day, Liturgy/Prayer, Annual Day of Commemoration (See sidebar)
- Consider ways to include all four aspects suggested by the CRS Global High School program for engaging in the Catholic social mission—Prayer, Learning, Action, and Giving. Include three at a minimum.
- Discuss creative ways to incorporate CRS resources into the event

### **Step 4 - Create Budget for Approval (if needed)**

### **Step 5 - Develop a Detailed Plan for the Event including Event Logistics**

- Date
- Location (Room Reservations/ Permits)
- Supply List
- Food Order
- Print Resources
- Assign specific responsibilities' to individuals (find speakers, plan logistics, and manage details)
- Put aside plenty of time and assistance to set up/ clean up the event
- Have a plan of how to utilize all volunteers
- Have a small team of greeters available to welcome any guests and be sure they have what they need

### **Step 6 - Promote and Advertise the Event**

- Post on your school's website/ Facebook about the event occurring
- Create a flyer
- Contact diocesan newspaper/ local newspaper (if appropriate)
- Invite parents and community members
- Make a video promoting the event
- Make announcements during homeroom
- Send invites through school email addresses
- Consider inviting Archdiocesan, Catholic Relief Services staff, parents and local community leaders to lend their voice to your event.
- Ask your committee members to visit classrooms to talk about the event
- Be enthusiastic and encourage participants to get involved

### **Step 7 – Carry out the plan and hold the event!**

### **Step 8 – Evaluate, Celebrate and Document your Event**

- Post photos on Facebook/ Instagram and Webpage
- Send thank you letters to everyone who helped make the day a success including school staff
- Hold a committee wrap-up meeting to discuss how your event ran
- Take all notes including the event's schedule, budget and logistical details and document them for future use



## School-wide Event Summary for CRS Submission

While **CRS Platinum Level Global High Schools** submit School-wide Events annually for review and possible inclusion on the CRS website, **Silver and Gold Level Schools** are also invited to showcase their creativity by submission of creative School-wide Events to CRS.

**School:**

**Point person for Event:**

**Name of Event:**

**Global Topic Addressed:**

**Brief Summary of Goals for the Event:**

**Logistics: (Date, Location, Supplies, Food Order)**

**Procedure:** Written with step-by-step detailed instructions including CRS resources to be used

**Print Resources, Sample Budget: (Please attach)**

**Enrichment Resources to Supplement: *(optional)***

**At home...** Include an activity that students can do with their families at home.

**Helpful Supplemental Resources/Websites** - songs, books, poetry, art that could enrich the activity