

■ Civic Learning Award Preparation Checklist

For Teachers – Start in August/September

This checklist is aligned with the 2025 Civic Learning Award application and the Six Proven Practices for Effective Civic Learning. Use it to track your school's progress from August and into March 2026. The award applications are due March 31. Schools earning the highest points are most often schools that plan, implement, and track their efforts and the impact of their efforts.

1. Designate a Civic Learning Lead or Team

- Assign a teacher, administrator, or student leader as coordinator
- Create a shared Google folder for year-round documentation

2. Align with the Six Proven Practices – Classroom Instruction

- Identify cross-subject civic lessons
- Save lesson plans, guest speaker notes, and rubrics

Discussion of Current Events

- Schedule regular discussions on real-world issues
- Record student reflections, videos, or quotes

Service-Learning

- Launch civic service projects
- Document pre/post reflections, especially for student-led projects

Extracurricular Civic Activities

- Promote civic-related clubs (e.g., Mock Trial, Model UN)
- Track meeting attendance and participation

Student Participation in Governance

- Encourage student councils, advisory boards, elections
- Include students in school site council or policy review

Simulations of Democratic Processes

- Plan mock trials, elections, hearings, or town halls
- Keep agendas, ballots, and event photos

3. Track Participation Rates Early

- Create a spreadsheet to track % of students engaged in civic learning

4. Connect with Community Partners

- Contact local courts, city council, nonprofits, advocacy groups
- Schedule at least one guest speaker or field trip

5. Include Student Voice

- Support at least one student-led civic activity
- Collect quotes, opinion pieces, or campaign materials

6. Involve Families

- Share civic goals at Back-to-School Night/newsletters
- Invite parents to participate in civic activities

7. Plan for Reflection & Evidence

- Schedule reflection sessions in Jan/Feb
- Document challenges, successes, and impact

8. Keep Multimedia Evidence

- Take photos, screenshots, and videos during events
- Plan optional video supplement for application

9. Check Your LCAP

- Confirm if LCAP includes 'civic' or 'civic engagement'
- Save copy for extra credit

Notes: