



# ★ 21-DAY GROWTH CHALLENGE ★

## A MONTHLY CHARITY PROGRAM FOR FAMILIES

Build strong habits, healthy bodies, and a bright future.  
Join the 21-Day Growth Challenge hosted by **Joyhoops** and  
**Huaxia Chinese School Katy.**

### ★ WHAT TO DO ★

1



#### PROGRAM DETAILS

Learn about the challenge, expectations, and what to expect over the 21 days.

2



#### AGREEMENT DOC

Download the "Agreement Doc", fill it out on your computer with parent, sign, and send it to the delegated Joyhoops account.

|           | GRADE       | NAME                          | EMAIL |
|-----------|-------------|-------------------------------|-------|
| Grade K   | Lucas Bai   | Lucas.galena@outlook.com      |       |
| Grade 1   | Andy Mu     | Joyhoopsacademy@gmail.com     |       |
| Grade 2   | Kexin Zhang | kexinzhang1229@gmail.com      |       |
| Grade 3   | Samuel Ho   | hosamuho@gmail.com            |       |
| Grade 4   | Andi Huang  | andi.huang0201@gmail.com      |       |
| Grade 5   | Gary Shen   | gary.shen2010@gmail.com       |       |
| Grade 6-8 | Albert Fang | Albertsmarteinstein@gmail.com |       |

3



#### 21-DAY TASK SIGNOFF

Complete daily tasks for 21 days. Record your progress and submit your signoff.

4



#### 50 HABIT EXAMPLE

Explore 50 positive habits to build discipline on and off the court.

5



#### BOOKLIST

Check out our recommended books to keep learning and growing.



#### YOU'RE READY TO START!

Commit for 21 days and start your growth journey!



IN PARTNERSHIP WITH  
**HUAXIA KATY  
CHINESE SCHOOL**

Building community. Inspiring excellence.  
Growing together.



Each month, choose one habit to improve for 21 consecutive days (e.g., reading, homework, making the bed, limiting screen time, creating, etc.).

Visit **Joyhoops.org** and check the "Challenge Courses" page to get started!

#### CORE RULES



**Cycle:** One cycle per month, 21 consecutive days.



**Minimum Exercise:** At least 2.5 hours of physical activity per week (including school/club sports or parent-child activities) AND at least one Joyhoops basketball session cycle in the month.



**Daily Check-in:** Parents sign off daily to confirm exercise and task completion.



**Check-in at Training:** Children must check in with the coach (verified via tablet). Unregistered children must register on-site before joining.



**Recognition & Rewards:** Earn points for completing the challenge. Awards will be given at the Christmas Award Ceremony based on grade-level rankings.

★ Small steps every day. Big growth for life. ★



VISIT OUR WEBSITE  
**Joyhoops.org**



CONTACT US  
**Joyhoopsacademy@gmail.com**

| PHASE                                               | TIME                                                                                                         | MAIN ACTIVITIES                                                                                                                                                              | PARTICIPANT ACTIONS                                                                                                                                                                                                                                                                                                                                                                              | THE MOST IMPORTANT REWARD: PARENTS' WISH LIST GIFT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>0 PROMOTION PHASE</b>                            |  From now – July 31         |  Promote the challenge and open the program information to the public.                      |  <ul style="list-style-type: none"> <li>Learn about the challenge</li> <li>Browse course categories</li> <li>Follow important updates</li> </ul>                                                                                                                                                                |  <ul style="list-style-type: none"> <li>✓ Customized heartfelt gift from parents</li> <li>✓ 21-day recognition for children</li> <li>✓ Celebrate growth &amp; effort</li> <li>✓ Surprise on Christmas Eve</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>1 REGISTRATION &amp; COURSE SELECTION PHASE</b>  |  Aug 1 – Aug 10             |  Register & Select Courses<br>Sign the agreement and assign grade-level responsible person. |  <ul style="list-style-type: none"> <li>Discuss with your child and choose challenge items</li> <li>Sign the agreement</li> <li>Confirm grade-level responsible person</li> </ul>                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>2 FIRST CHALLENGE (CYCLE 1) COMPLETE PROCESS</b> |  Aug 14 – Sep 3 (21 Days)   |  Start the Challenge<br>Execute the plan.                                                   |  <b>Daily Execution:</b> <ul style="list-style-type: none"> <li>Complete daily habits/tasks</li> <li>Exercise ≥ 2.5 hours/week</li> <li>Attend at least 1 Joyhoops basketball session</li> <li>Parents sign off daily</li> <li>15 min daily parent-child reflection</li> <li>Personal growth journal</li> </ul> | <b>AWARDS PROVIDED BY JOYHOOPS</b><br> <b>Grade-Level Ranking Awards</b> <ul style="list-style-type: none"> <li> <b>Grand Prize</b> (1 winner)</li> <li> <b>First Prize</b> (2 winners)</li> <li> <b>Second Prize</b> (3 winners)</li> <li> <b>Third Prize</b> (5 winners)</li> <li> <b>Encouragement Award</b> (No limit)</li> </ul> |
|                                                     |  Sep 4 – Sep 13             |  Score Calculation & Ranking Announcement<br>Open Cycle 2 registration.                     |  <ul style="list-style-type: none"> <li>Grade-level responsible person calculates points</li> <li>Announce Cycle 1 ranking</li> <li>Notify points</li> <li>Open next round registration</li> </ul>                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3 SECOND CHALLENGE (CYCLE 2)</b>                 |  Sep 14 – Oct 4 (21 Days)  |  Cycle 2 Challenge In Progress                                                             |  Continue executing Cycle 2 plan                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Awards &amp; Certificates</li> <li>• Big Screen Ranking Display</li> <li>• Holiday Event &amp; Interactive Games</li> <li>• Group Photo Memory</li> <li>• Encouragement Award Souvenirs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                     |  Oct 5 – Oct 13           |  Cycle 2 Ranking Announcement                                                             |  <ul style="list-style-type: none"> <li>Same process as Cycle 1</li> <li>Announce ranking &amp; cumulative points</li> </ul>                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>4 THIRD CHALLENGE (CYCLE 3)</b>                  |  Oct 14 – Nov 3 (21 Days) |  Cycle 3 Challenge In Progress                                                            |  Continue executing Cycle 3 plan                                                                                                                                                                                                                                                                              |  <b>Joyhoops' Honor + Parents' Love &amp; Expectations = The Most Meaningful Growth Reward for Children!</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                     |  Nov 4 – Nov 10           |  Final Score Calculation & Ranking                                                        |  <ul style="list-style-type: none"> <li>Calculate final overall score and final ranking</li> <li>Confirm final ranking</li> <li>Recruit parent committee members (3–5 people)</li> </ul>                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>5 SUBMISSION &amp; EVALUATION PHASE</b>          |  Nov 11 – Nov 20          |  Parent Committee Distribute & Collect Evaluation Forms                                   |  Parent committee fills out evaluation forms                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                     |  Nov 21 – Dec 5           |  Parent Submission Records & Messages                                                     |  <ul style="list-style-type: none"> <li>Submit top 3 records photos</li> <li>Submit 50–100 word blessings for children</li> </ul>                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>6 GIFT PREPARATION PHASE</b>                     |  Dec 16 – Dec 23          |  Prepare Gifts & Prizes (Main Highlights!)                                                |  <ul style="list-style-type: none"> <li>Discuss gifts with children</li> <li>Prepare personalized gifts</li> <li>Label by child's name, grade, and award level</li> <li>Deliver on time via Joyhoops</li> </ul>                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>7 AWARD CEREMONY &amp; CHRISTMAS CELEBRATION</b> |  Dec 24 (Christmas Eve)   |  Christmas Award Ceremony & Celebration Event                                             |  <ul style="list-style-type: none"> <li>Announce award winners</li> <li>Showcase on big screen</li> <li>Holiday performance &amp; interactive games</li> <li>Gift opening session</li> <li>Group photo memories</li> </ul>                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>8 RESULTS ANNOUNCEMENT &amp; PUBLICATION</b>     |  After Dec 25             |  Publish Results & Financial Report                                                       |  <ul style="list-style-type: none"> <li>Upload photos &amp; videos</li> <li>Publish financial report</li> <li>Share growth stories</li> </ul>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

#### CORE REQUIREMENTS (APPLY TO ALL ROUNDS)



Exercise ≥ 2.5 hours per week



Attend at least 1 Joyhoops basketball session



Parent daily check-in & sign off completion



Child signs in at Joyhoops with parent present



Stay committed for 21 days to build good habits



# JOYHOOPS "21-DAY GROWTH CHALLENGE" CHARITY PROGRAM

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## I. Initiative Letter to Parents

### Title: 21 Days a Month – Build Habits That Last a Lifetime!

Dear Parents and Guardians,

Do you want your child to develop not only strong athletic skills but also self-discipline, focus, and lifelong healthy habits? At Joyhoops, we believe that sports build character and habits shape the future.

We are proud to launch the **"21-Day Growth Challenge"** sponsored by Joyhoops and Huaxia Chinese School Katy, a monthly charity program designed to partner with families. Every month, we focus on one 21-day continuous cycle. Please visit Joyhoops website (Joyhoops.org), browse the "Challenge Courses" page, and choose **one** specific habit to work on (e.g., daily reading, homework completion, making the bed, limiting screen time, inventing/creating, etc.).

#### Core Rules:

- **Cycle:** One cycle per month, each lasting **21 consecutive days**.
- **Minimum Exercise:** At least **2.5 hours of physical activity per week** (including school sports, club sports, and parent-child activities) AND at least **one Joyhoops basketball session cycle in month**.
- **Daily Check-in:** Parents must **sign off daily** to confirm exercise time and task completion.
- **Check-in Mechanism:** When attending Joyhoops training, the child must personally check in with the coach (coach verifies registration via tablet). Unregistered children must complete on-site registration before joining.
- **Recognition & Rewards:** Successful challengers earn points and receive awards at the **Christmas Award Ceremony** based on grade-level rankings.

#### Special Highlights:

- Parents prepare a **"wish list" gift** wrapped in advance (contents hidden) for their child.
- A large screen will display **your personal message** to your child during the ceremony.
- Program finances will be **fully disclosed** to all parents on our website.

Let's work together to witness your child's steady growth – one 21-day cycle at a time!



## II. Challenge Course List (Select One or more Per Cycle, up to three choices)

| Course Category                       | Specific Examples                                                        |
|---------------------------------------|--------------------------------------------------------------------------|
| <b>Basketball Training (Test)</b>     | Joyhoops listed training course per each week                            |
| <b>Other Sports (Test)</b>            | Swimming, martial arts, dance, badminton, etc.                           |
| <b>Life Habits*(Test)</b>             | Make the bed, go to bed on time, pack school bag;                        |
| <b>Study Habits*(Test)</b>            | Complete homework on time, preview lessons, review notes                 |
| <b>Hygiene Habits*(Test)</b>          | Wash hands before meals, brush teeth twice daily, keep desk tidy         |
| <b>Screen Time Control (Test)</b>     | Limit device use to $\leq 1$ hour per day                                |
| <b>Academic Improvement (Test)</b>    | Daily math practice, daily English reading, writing practice             |
| <b>Invention &amp; Creation(Test)</b> | Complete 1 small craft/science experiment/creative project per week      |
| <b>Reading *(Test)</b>                | Read 30 minutes daily; complete a monthly book list;                     |
| <b>Other (Test)</b>                   | Parent-customized (e.g., practice piano 30 mins/day, do one chore daily) |

\*: 50 good habits list and a reading book list per each grade level have been prepared and attached for reference.



### III. Definition of Physical Activities (Counts Toward 2.5 Hours/Week)

| Category                                       | Specific Activities                                                                                                               |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>School Sports<br/>(Non-General PE)</b>      | Basketball, volleyball, football, baseball, soccer, tennis, track & field, cross-country, dance team, etc.                        |
| <b>External Club Sports</b>                    | External basketball clubs, soccer clubs, swimming clubs, Taekwondo, etc.                                                          |
| <b>Parent-Child /<br/>Self-Directed Sports</b> | Running, cycling, pickleball, jump rope, badminton, hiking, skateboarding, rollerblading, etc., done with parental accompaniment. |



#### IV. Detailed Timeline (2026)

| Date                   | Activity                                | Notes                                                                                                                                                                                                                                                                       |
|------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Now – July 31</b>   | Campaign Promotion                      | Publish initiative letters; open Challenge Courses page for browsing.                                                                                                                                                                                                       |
| <b>Aug 1 – Aug 10</b>  | Registration & Course Selection         | Parents and children log in, select courses, sign e-agreement, and are assigned a Grade Leader.                                                                                                                                                                             |
| <b>Aug 14 – Sep 3</b>  | <b>Cycle 1 (21 Days)</b>                | Execute habit plan; daily parent signatures required.                                                                                                                                                                                                                       |
| <b>Sep 4 – Sep 13</b>  | Ranking & Cycle 2 Registration          | Grade Leaders calculate points and rankings, notify parents; open Cycle 2 registration.                                                                                                                                                                                     |
| <b>Sep 14 – Oct 4</b>  | <b>Cycle 2 (21 Days)</b>                | Level up the same habit or choose a new one.                                                                                                                                                                                                                                |
| <b>Oct 5 – Oct 13</b>  | Ranking & Cycle 3 Registration          | Grade Leaders calculate points and rankings, notify parents; open Cycle 3 registration.                                                                                                                                                                                     |
| <b>Oct 14 – Nov 3</b>  | <b>Cycle 3 (21 Days)</b>                | Final challenge cycle.                                                                                                                                                                                                                                                      |
| <b>Nov 4 – Nov 10</b>  | Final Ranking & Form Parents' Council   | Calculate final rankings; recruit 3-5 parent volunteers for the "Joyhoops Parents' Council."                                                                                                                                                                                |
| <b>Nov 11 – Nov 20</b> | Survey Distribution by Parents' Council | Send anonymous coach feedback forms to all participating families.                                                                                                                                                                                                          |
| <b>Nov 21 – Dec 5</b>  | Submission & Feedback Collection        | Parents email all tracking records + personal messages to Grade Leaders; Council compiles survey results.                                                                                                                                                                   |
| <b>Dec 6 – Dec 15</b>  | Final Evaluation Period                 | <ol style="list-style-type: none"> <li>1. Grade Leaders finalize scores &amp; rankings;</li> <li>2. Select grade-level award winners;</li> <li>3. Select coach award winners;</li> <li>4. Prepare screen display messages;</li> <li>5. Prepare financial report.</li> </ol> |
| <b>Dec 16 – Dec 23</b> | Gift Preparation & Rehearsal            | Parents deliver wrapped "wish list" gifts to designated location; venue setup and rehearsal.                                                                                                                                                                                |



| Date                              | Activity                                 | Notes                                                                                                                                                                      |
|-----------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dec 24<br/>(Christmas Eve)</b> | <b>Award Ceremony<br/>&amp; Carnival</b> | 1. Grade-level awards;<br>2. Large screen displays parent messages;<br>3. Parents' Council reads coach award speeches;<br>4. Carnival;<br>5. Full photography/videography. |
| <b>After Dec 25</b>               | Showcase &<br>Financial<br>Disclosure    | Upload photo album, video highlights, and financial report to Joyhoops website.                                                                                            |



## V. Program Agreement (Printable Document 1)

### JOYHOOPS 21-DAY GROWTH CHALLENGE PROGRAM AGREEMENT (Signed by Parent and Child Together)

Date: Click or tap to enter a date.

Child's Name: Click or tap here to enter text. Grade: Choose an item.

Parent's Name: Click or tap here to enter text. Phone: Click or tap here to enter text.

Parent's Email: Click or tap here to enter text.

#### 1. CHALLENGE COURSE SELECTION (Check one or up to 3 after discussion)

- ☐ Basketball Training      ☐ Other Sports: Click or tap here to enter text.
- ☐ Life Habits: Click or tap here to enter text.
- ☐ Study Habits: Click or tap here to enter text.
- Hygiene Habits: Click or tap here to enter text.
- ☐ Screen Time Control: Click or tap here to enter text.
- ☐ Academic Improvement: Click or tap here to enter text.
- ☐ Invention & Creation: Click or tap here to enter text.
- ☐ Reading books: Choose an item.
- ☐ Other (specify): Click or tap here to enter text.

Specific Goal Description (be as detailed as possible): Click or tap here to enter text.

#### 2. EXERCISE COMMITMENT (Must meet both)

- a) At least 2.5 hours of physical activity per week.  
(Includes: school team sports, club sports, parent-child activities)
- b) At least 1 Joyhoops basketball training session per 21-day cycle.
- c) Complete the grade level reading list in three cycles if 'Reading books' is picked for challenge.

#### 3. CHECK-IN & ATTENDANCE RULES

- a) Parents must sign the daily tracking sheet to confirm exercise duration and task completion.
- b) When attending Joyhoops, the child must personally check in with the coach (coach uses tablet to verify registration).
  - ★ Unregistered participants must complete on-site registration before joining the session.

#### 4. POINTS SYSTEM



- ★ Base Points: Complete one full 21-day cycle  
One day win one point, missing days 0 point. Consecutive 21-day all completed, additional ten points.
- ★ Bonus Points: Each extra Joyhoops session beyond the minimum requirement → +2 points/session
- ★ Parent Message Bonus: If your submitted message describes significant improvement (evaluated by review panel) → +5 points

## 5. AWARDS & RANKING (Separate rankings per grade)

After each cycle, Grade Leaders publish rankings.

Total points from all 3 cycles determine Christmas final awards.

| Award                      | Slots     | Criteria                                     |
|----------------------------|-----------|----------------------------------------------|
| <b>Grand Prize</b>         | 1         | Ranked #1 in total points                    |
| <b>First Prize</b>         | 2         | Ranked #2-3                                  |
| <b>Second Prize</b>        | 3         | Ranked #4-6                                  |
| <b>Third Prize</b>         | 5         | Ranked #7-11                                 |
| <b>Encouragement Award</b> | Unlimited | Completed at least 1 cycle but not in top 11 |

- ★ Parents prepare a "wish list" gift, wrapped (contents hidden).

## 6. PARENT COMMITMENT

I have read and understood all terms. I will support my child's daily check-ins, submit records on time, and prepare a wrapped wish-list gift.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child Signature (if able): \_\_\_\_\_ Date: \_\_\_\_\_

(Keep this agreement safe; photograph and submit with tracking records)



## VII. Awards & Ranking System (Separate by Grade)



## 7.1 Ranking Method

- After **each cycle**, Grade Leaders publish cycle rankings via email.
- **Grand total points** from all 3 cycles determine final Christmas awards.

## 7.2 Award Slots Per Grade

| Award                      | Slots     | Criteria                                     |
|----------------------------|-----------|----------------------------------------------|
| <b>Grand Prize</b>         | 1         | Ranked #1 in total points                    |
| <b>First Prize</b>         | 2         | Ranked #2-3                                  |
| <b>Second Prize</b>        | 3         | Ranked #4-6                                  |
| <b>Third Prize</b>         | 5         | Ranked #7-11                                 |
| <b>Encouragement Award</b> | Unlimited | Completed at least 1 cycle but not in top 11 |

## 7.3 Gift Instructions (Parent-Prepared "Wish List" Gifts)

1. Discuss and create a **"wish list"** with your child (e.g., LEGO set, scooter, new backpack, sneakers, book collection, etc.).
2. Purchase the gift and **wrap it completely** (contents must not be visible). Label it with: **Child's Name, Grade, Award Category (Grand/First/Second/Third/Encouragement)**.
3. Deliver wrapped gifts to the designated location by **December 20**.
4. At the ceremony, children open their gifts on stage – a wonderful surprise moment!

## 7.4 Parent Messages (Large Screen Display)

When submitting tracking records, parents must include a **"Message to My Child" (50-100 words)**. These messages will be read during the ceremony as each child receives their award creating a warm and memorable moment.



### VIII. Coach Awards (Evaluated by Parents' Council)

The Parents' Council will distribute anonymous evaluation surveys to all participating families, compile scores, and extract positive comments. The following awards will be presented to coaches at the December 24 ceremony:

| Award Title                    | Criteria                                                                | Reward                                    |
|--------------------------------|-------------------------------------------------------------------------|-------------------------------------------|
| <b>Joyhoops Star Coach</b>     | Highest overall score (4.8+) + outstanding comments                     | Joyhoops gift pack                        |
| <b>Best Attitude Award</b>     | Highest "Attitude & Enthusiasm" score + $\geq 5$ positive text mentions | Dinner voucher + public web recognition   |
| <b>Most Focused Coach</b>      | Highest "Focus" score                                                   | Sports equipment voucher                  |
| <b>Heart of Joyhoops Award</b> | Most touching/specific comments (nominated by Parents' Council)         | Mystery gift from Council + custom trophy |

### Parents' Council Survey Process:

1. **Nov 11-20:** Council distributes anonymous surveys.
2. **Nov 21 – Dec 5:** Compile scores + extract positive comments into award speeches.
3. **Dec 24:** Council representative reads "Award Speeches" on stage and presents coach awards.



## IX. Parent Submission Email Template (for each Cycle)

| Field   | Details                                                                                                                                                                                                                                                                                                                                                                        |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To      | Your assigned Grade Leader's email (e.g., grade1@joyhoops.org)                                                                                                                                                                                                                                                                                                                 |
| Subject | [21-Day Challenge] [Child's Name] – [Grade] – Record Submission                                                                                                                                                                                                                                                                                                                |
| Body    | <ol style="list-style-type: none"> <li>1. Child's Name, Grade, Parent's Phone Number.</li> <li>2. Attach photos/scans of all 3 cycle tracking sheets.</li> <li>3. Write your "Message to My Child" (50-100 words) – this will be displayed on the large screen at the ceremony.</li> <li>4. Confirm completion of all 3 cycles and agree to the points calculation.</li> </ol> |



## X Executive Summary Timeline (At a Glance)

| Phase                    | Dates           | Key Activities                                                      |
|--------------------------|-----------------|---------------------------------------------------------------------|
| Promotion                | Now – Jul 31    | Publish letters; open course browsing                               |
| Registration             | Aug 1 – Aug 10  | Select courses; sign agreements; assign Grade Leaders               |
| Cycle 1                  | Aug 14 – Sep 3  | 21-day challenge + basketball check-ins                             |
| Ranking 1                | Sep 4 – Sep 13  | Grade Leaders calculate & email rankings                            |
| Cycle 2                  | Sep 14 – Oct 4  | 21-day challenge + basketball check-ins                             |
| Ranking 2                | Oct 5 – Oct 13  | Grade Leaders calculate & email rankings                            |
| Cycle 3                  | Oct 14 – Nov 3  | 21-day challenge + basketball check-ins                             |
| Ranking 3 + Form Council | Nov 4 – Nov 10  | Final rankings; recruiting Parents' Council                         |
| Council Surveys          | Nov 11 – Nov 20 | Distribute coach evaluation surveys                                 |
| Submission               | Nov 21 – Dec 5  | Parents submit records + messages; Council collects surveys         |
| Final Evaluation         | Dec 6 – Dec 15  | Finalize points; select awards; prepare messages & financial report |
| Gift Collection          | Dec 16 – Dec 23 | Parents deliver wrapped gifts; venue setup                          |
| Award Ceremony           | Dec 24          | Christmas Ceremony + Carnival + Photography                         |
| Disclosure               | After Dec 25    | Upload photos, videos, and financial report to website              |



## XI. Coach Evaluation Questionnaire (Printable Document 3)-Prepared in a Google form

### JOYHOOPS 21-DAY CHALLENGE · COACH EVALUATION SURVEY

(Collected by Parents' Council – Anonymous / Internal Use)

Thank you for your feedback! Your responses help us recognize excellent coaches and improve our service. This survey is anonymous.

#### I. Basic Information (Optional)

Child's Name (optional): \_\_\_\_\_ Grade: \_\_\_\_\_

Coach's Name (if known): \_\_\_\_\_

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#### II. Ratings (Circle or write 1 – 5)

##### 1. ATTITUDE & ENTHUSIASM

Was the coach positive, encouraging, and patient?

1 (Poor) 2 3 4 5 (Excellent)

##### 2. PUNCTUALITY & PREPARATION

Was the coach on time and well-prepared for each session?

1 (Poor) 2 3 4 5 (Excellent)

##### 3. FOCUS & PROFESSIONALISM

Was the coach fully engaged (no phone distractions or unrelated tasks)?

1 (Often distracted) 2 3 4 5 (Very focused)

##### 4. OVERALL SATISFACTION

Were you satisfied with the quality of the training experience?

1 (Unsatisfied) 2 3 4 5 (Very satisfied)

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#### III. Open Comment (Required – Used for Award Speeches)

★ Please write one encouraging or appreciative sentence for this coach  
(be specific and genuine):

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(Your comment may be excerpted and read as part of the "Award Speech" at the Christmas Ceremony, and will be considered for the "Heart of Joyhoops" coach award.)

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#### IV. Submission Instructions

Please return this paper form to a Joyhoops Parents' Council member;  
or scan/photo and email to: [Joyhoopsacademy@gmail.com](mailto:Joyhoopsacademy@gmail.com)  
(Subject line: "Evaluation – [Child's Grade]")

Thank you for your honest feedback!



## XII. Team Roles & Grade Leaders

### 12.1 Overall Team Responsibilities

| Role                               | Lead Person         | Responsibilities                                                                                                                                             |
|------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Director</b>            | Andy Mu             | Overall design, timeline control, final approval, financial disclosure oversight.                                                                            |
| <b>IT / Web Operations</b>         | Pann Liu            | Challenge page setup, registration/check-in system maintenance, photo/video uploads, tablet system support.                                                  |
| <b>Coaches (On-site)</b>           | Coach Team 1 -3     | 1. On-site check-in (tablet verification);<br>2. Guide unregistered children through on-site registration;<br>3. Training delivery and performance tracking. |
| <b>Event Planning / Admin</b>      | Doudou/Gary         | Public material procurement, venue booking, carnival planning, gift collection, ceremony logistics.                                                          |
| <b>Photographer / Videographer</b> | External (Gary Dad) | BTS filming, full ceremony recording, photo album creation, website upload.                                                                                  |
| <b>Finance Disclosure</b>          | Lucas               | Record income/expenditure; prepare financial report by Dec 15; publish on website after Dec 25.                                                              |

### 12.2 Special Project Leaders (One Per Grade)

Each Grade Leader handles all registrations, tracking records, points calculation, ranking, and email notifications for their assigned grade.



| Grade     | Assigned Leader | Leader's Email                                                                   |
|-----------|-----------------|----------------------------------------------------------------------------------|
| Grade K   | Lucas Bai       | <a href="mailto:Lucas.galena@outlook.com">Lucas.galena@outlook.com</a>           |
| Grade 1   | Andy Mu         | <a href="mailto:Joyhoopsacademy@gmail.com">Joyhoopsacademy@gmail.com</a>         |
| Grade 2   | Kexin Zhang     | <a href="mailto:kexinzhang1229@gmail.com">kexinzhang1229@gmail.com</a>           |
| Grade 3   | Samuel Ho       | <a href="mailto:hosamuelhohoho@gmail.com">hosamuelhohoho@gmail.com</a>           |
| Grade 4   | Andi Huang      | <a href="mailto:andi.huang0201@gmail.com">andi.huang0201@gmail.com</a>           |
| Grade 5   | Gary Shen       | <a href="mailto:gary.shen2010@gmail.com">gary.shen2010@gmail.com</a>             |
| Grade 6-8 | Albert Fang     | <a href="mailto:Albertsmarteinstein@gmail.com">Albertsmarteinstein@gmail.com</a> |

### Grade Leader Duties:

1. Receive registration agreements before each cycle.
2. After each cycle ends (Sep 3 / Oct 4 / Nov 3), calculate for each child:
  - Cycle points
  - Cycle ranking
  - Cumulative total points
3. Within **3 days** after ranking, send ranking notification emails to every child in the grade.
4. By **December 15**, submit final award list (Grand/First/Second/Third/Encouragement) to the Project Director.
5. Ensure all records are properly archived for verification and financial disclosure.