








Secondary Peer to Peer Program Development Checklist




District/Building: _____ Date: _____



Team Members: _____

Visit the [Secondary Peer to Peer Playbook \(gvsu.edu/s/2RA\)](https://gvsu.edu/s/2RA) to view or download the full playbook. QR codes and links are provided to support each section with related ready to go resources and materials.

Activity:	✓ When Done OR N/A if “not applicable”	Action Items:	QR Code:
Program Development			
Share information about Peer to Peer with administration and staff			
Highlight the purpose of Peer to Peer and the Participation Model with all staff			
Establish a Peer to Peer Leader and team			
Elective Course Credit Program			
Review MDE Pupil Accounting Guidelines			
Designate a teacher of record			
Review START’s Secondary Peer to Peer Curriculum			

Activity:	✓ When Done OR N/A if “not applicable”	Action Items:	QR Code:
Develop a course description and syllabus			
Recruitment			
Create a plan for recruiting students (e.g., same-age, cross-age)			
Develop recruitment materials (brochures, presentations, commercials, etc.)			
Develop permission slips for students			
Set Up and Scheduling			
Develop a schedule for LINKs (where & when) who are paired with students with IEPs.			
Review release forms if building to building travel is necessary			
Medium of Exchange			
Determine what medium(s) will be used to ensure engagement and interaction for all students.			

Activity:	✓ When Done OR N/A if “not applicable”	Action Items:	QR Code:
Curriculum			
Watch the video explanation of <i>START’s Peer to Peer Secondary Curriculum</i>			
Review <i>Peer to Peer Secondary Curriculum Pacing Guide</i> and the associated Google Site			
Peer Collaboration Conferences (PCCs)			
Create a PCC schedule for the year			
Determine team member(s) who will facilitate each of the PCCs			
Program Maintenance			
Determine specific ways to provide ongoing recognition to all students			
Plan events (field trips, parties, lunches, etc.) to establish program enthusiasm			
Plan an end of the year program celebration			

Activity:	✓ When Done OR N/A if “not applicable”	Action Items:	QR Code:
Program Outcomes and Growth			
Review <i>Outcomes for LINKs: Benefits to High School Peers</i> and brainstorm specific ways to collect data to demonstrate impact			
Determine methods to measure program outcomes and growth			
Collect baseline data (qualitative and quantitative)			
Fundraising			
Plan at least one fundraiser			

Action Plan		
Who	Will do What	By When