SIA STEP-BY-STEP GUIDE

1. **Complete Our Back-To-School Checklist**
   Follow the steps in our Back-to-School Checklist to get your team set up for the year and schedule a time to meet with your Program Manager for a Back-to-School meeting.

2. **Set Goals With Your SIA Team**
   As a team, set goals in relation to the three pillars of the program: service, leadership, and recognition. Together, decide how many service projects you'll complete, how many Certificates of Excellence you'll give out, and the number of volunteers you hope to engage this year.

3. **Participate in Our SIA Service Kickoff Challenge**
   Come up with a starter service project and activate it within your community. Remember to share your project on social media and tag us on Instagram @MultiplyingGood.

4. **Begin Preparing for the Year**
   Before Fall Conference, ensure you have structured your team and started to identify the causes your group wants to address this year. If you need additional support, ask your Program Manager to facilitate the Goal Setting Booster Session with your team!

5. **Attend Fall Conference**
   Register for Fall Conference! This is a time for SIA teams and community members from within your leadership community to explore new ideas, build peer connections, have fun, and identify strategies to better their service, leadership, and recognition work.

6. **Execute Against Your Goals**
   As a team, get moving on planning and executing against those goals you set! Utilize the information within Litmos to support your work. We recommend working through the following courses during the first half of your program year: Step 1: Investigate, Step 2: Prepare, Step 3: Execute, and Step 6: Celebrate.

7. **Attend Winter Conference**
   Register for Winter Conference! This is a time for SIA teams and community members from within your leadership community to explore new ideas, build peer connections, have fun, and identify strategies to better their service, leadership, and recognition work.

8. **Continue to Execute Against Your Goals**

As a team, continue to execute against your goals. It's important to regularly revisit your goals so that you can adapt or adjust them as needed. Your team should continue utilizing Litmos to support your work. We recommend working through the following courses during the second half of your program year: Step 3: Execute, Step 4: Reflect, Step 5: Share, and Step 6: Celebrate.

9. Start Thinking About End-of-Year Reflection

As a team, decide how you would like to participate in End-of-Year Reflection. This is the time to begin collecting the data needed for your Impact Form submission. These data points include the number of youth on your team, the number of individuals impacted by your service work, how many hours your team members engaged in service, and how many volunteers your team engaged in your service work.

10. Prepare for End-of-Year Reflection

As a team, prepare for End-of-Year Reflection by reviewing all materials found within the Member Portal under the "End-of-Year Reflection" tab. During this time, we recommend that you schedule some time with your Program Manager to complete our Storytelling Boster Session.

11. Participate in End-of-Year Reflection

Submit your End-of-Year Reflection materials and make plans to attend the local End-of-Year Celebration event within your leadership community!

12. Start Planning for Next Year

As a team, start thinking about what needs to be done to set your team up for success next year. We recommend that you schedule a time to meet with your Program Manager to complete the Reflection and Visioning Booster Session before the end of the academic year.

Additional Things for Your Team to Keep in Mind....

- Your team should be meeting regularly on a weekly or bi-weekly basis
- Your team should be checking-in with your Program Manager at least once a month
- You can track your service projects within the Member Portal under the "Projects" tab
- All Certificate of Excellence recipients should be reported in the Member Portal