



Lucky Enough!

School Social Work Week 2019

Planning Checklist / Timeline

Monday, March 4, 2019 – Friday, March 8, 2019.

National Theme: *“Lucky Enough to be a School Social Worker”*

**The following resource is offered as a planning tool for School Social Workers to collaborate and promote an effective School Social Work Week celebration. All timelines are simply suggestions to guide planning and activity development.*

SUGGESTED TIMELINE:

- Week of January 7, 2019 - - Connect with School Social Workers in your district or state to begin planning discussions. Determine state or district goals for School Social Work Week. Select daily activities from daily School Social Work themes.
- Week of January 21, 2019 - -View sample proclamation on SSWAA website and work with your state School Social Work Association (if applicable) to edit to meet your state needs. Request proclamation from your Governor’s office and/or district Superintendent.
- Week of January 28, 2019 - - Contact your School Board and request attendance at the March Board meeting.
- Week of February 4, 2019 - - Meet with your campus administrators and request their support during School Social Work Week. Share “Guide for Administrators” from SSWAA website. Schedule any “special events” with your campus administrator and add to campus calendar.
- Week of February 11, 2019 - - Send out Press Release to area news sources and invite a journalist to interview and report on the work of School Social Workers in your district.
- Week of February 18, 2019 - - Collect resources / print resources from SSWAA website. (i.e. posters, sample social media posts, etc.) Publicize special events.
- Week of February 25, 2019 - - Post signs, decorate, and final PR for special activities.
- Week of March 4, 2019 - - CELEBRATE how lucky you are to be a School Social Worker (and how lucky your students, families, and staff are to have you as a part of their school community)!

PLANNING WORKSHEET:

	Start Date	Completion Goal	Task	Person Responsible
	<i>SAMPLE January 8</i>	<i>January 11</i>	<i>Contact all district SSWers and invite to Joan Johnson’s office for SSW Week meeting</i>	<i>Joan Johnson (lead school social worker)</i>

