

Part 4 Student Action Workbook

Plan and Take Action

Use this workbook with your team as you choose an issue, learn about it, make a plan, connect with others, and keep evidence of your work. You can type in this file, use short phrases, sketch, or use another format your teacher approves.

Team name _____	Class or teacher _____
Team members _____	Date started _____

HOW TO USE THIS WORKBOOK

Complete only the pages your teacher asks your team to use. You may return to any page when new information changes your thinking. Keep a copy with your team name and send only teacher-approved work through the File Chute.

EQUITY AND ACCESS OPPORTUNITY

Your team may want to share roles in ways that make room for different strengths: noticing patterns, drawing, researching, asking questions, organizing, speaking, listening, translating, designing, or checking details.

01 Our Team

Share responsibility and decide how you will work together.

1

Start with strengths Choose roles that fit your team today. You can share a role, rotate it, or create another one.

Team member	Role or contribution	What I need from my team

HOW WE WILL MAKE DECISIONS

OUR GROUP AGREEMENT

02 Choose the Issue

Name what you notice and what your team wants to understand.

1

Choose a starting point An issue can be a concern, a possibility, or something your team wants to make better. Start with what you can actually learn about.

THE ISSUE WE ARE NOTICING

WHY THIS MATTERS TO US OR OUR COMMUNITY

What we think we know	What we need to find out

03 Learn from Evidence

Gather information before deciding what should happen.

2

Build the picture Use sources, observations, and conversations. Record enough information so your team can find it again.

Source or person	What it helps us understand	Question or follow-up

A PATTERN OR IMPORTANT DETAIL WE ARE NOTICING

04 Think Through Change

Consider who could be affected and more than one possible outcome.

3

Look in more than one direction Think about people, places, and systems. What could get better? What questions or concerns should your team take seriously?

Who or what could be affected	Possible benefits	Questions or concerns

WHAT WE STILL NEED TO LEARN

05 Compare Solutions

Choose a direction that is thoughtful, realistic, and connected to what you learned.

4

Compare before you choose List ideas that could help. You may decide to combine ideas or keep researching before making a final choice.

Possible solution	What could work well	What we would need

OUR PREFERRED DIRECTION AND WHY

06 Make the Plan

Turn your chosen direction into small, visible next steps.

5

Plan for action Make each action item specific. Assign an owner or team, choose a target date, and update this page as you go.

Action item	Steps and people to contact	Owner	Target date	Done

07 Connect with Others

Prepare to listen, ask useful questions, and invite help safely.

6

Plan the conversation Your teacher will help you decide which contacts and communication methods are appropriate. Use a school or teacher-approved way to reach out.

THE PERSON OR GROUP WE HOPE TO CONNECT WITH

WHAT WE HOPE TO LEARN OR ASK FOR

Question we could ask	Why this question matters	Notes or next step

08 Invite Support

Share a clear message about what matters and what people can do.

7

Make the message useful Decide who you are talking to, what they need to understand, and the one action you hope they will take.

OUR AUDIENCE

WHAT WE WANT PEOPLE TO UNDERSTAND

OUR CALL TO ACTION

DRAFT MESSAGE OR DESIGN NOTES

09 Keep the Evidence

Save work that helps tell the story of your team’s learning and action.

8

Choose artifacts on purpose An artifact can be a draft, photo, data point, recording, feedback note, plan, reflection, or another piece of work that shows your process. Ask before sharing people’s names, faces, or personal information.

Artifact or evidence	What it shows	Where we saved it	File Chute?

WHAT THIS EVIDENCE HELPS OUR TEAM EXPLAIN

10 Tell the Story

Prepare to share your issue, what you learned, what you did, and what comes next.

9

Shape the story Use these prompts to help your team explain the work in your own words. Part 5 will help you get ready for the summit.

WE NOTICED

WE ASKED

WE LEARNED

WE ACTED

WE WOULD DO NEXT
