

PIE COORDINATOR TRAINING
Class Outline

I. Introductions, logistics

II. Review Agenda

III. Goals

- a. Enhance the education environment
- b. Foster stronger links
- c. Contribute to U.S. and Army potential labor market
- d. Good public relations

IV. Policy

- a. Army Policy Parent-Teacher Conferences
- b. America Goes Back to School
- c. Army Education Summit
- d. Awards-Certificate of Achievement or Military Outstanding Volunteer Services Medal, Certificate of Achievement, Certificate of Appreciation

V. Benefits

- a. For students
 1. Improve self-image
 2. Increase motivation
 3. Improve achievement and attendance
 4. Increase knowledge of career options
 5. ID w/role models
 6. Acquire new skills
- b. Schools
 1. Curriculum enrichment
 2. Initiation of special programs
 3. Professional development opportunities for staff
 4. Added resources
 5. Community support
- c. Organization
 1. Visibility and recognition
 2. Enhanced image for Unit and Ft. Belvoir
 3. Rewarding and satisfying experiences for employees
 4. Direct contribution toward potential employees
 5. Potential promotion points for AD

VI. Partnerships

- a. Based on location or proximity to the school
 1. 30 min travel, 30 min student contact
- b. Compatible services to school needs
- c. Recommendations based on individual school needs

VII. SOP

VIII. Responsibilities

- a. Schools
 1. Designate coordinator
 2. Prioritize needs
 3. ID school resources
 4. Meet regularly
 5. Coordinate annual goals
- b. Unit
 1. Designate coordinator
 2. ID resources
 3. Meet regularly w/school
 4. Recruit volunteers
 5. Brief CDR/Supv.
 6. Maintain records

IX. MOUs

- a. Standard signed by CDR and Principal, and GC based on Goals 2000.

X. Objectives-specific activities for the year to accomplish MOU goals

- a. State specifically what will be done by whom and when
- b. Establish priorities
- c. Based on
 1. Needs assessment-school
 - a. Based on needs of teachers, students and school
 - b. ID and use resources effectively
 2. Needs assessment-unit
 - a. ID resource and use effectively
 - b. ID skills and willingness of volunteers
 - c. Limitations

XI. Activities

- a. Academic
 1. Tutoring
 2. Mentoring
 3. Reading
 4. Academic contests
- b. Enrichment
 1. Story telling
 2. Fairs
 - Science, book, career
- c. Prevention
 1. Crime
 2. Drug & alcohol
- d. Special Interest
 1. Field trips
 2. Computer Training
- e. Support

- 1. Awards
- f. Social
 - 1. Field days
 - 2. Ceremonies
- XII. Meetings
 - a. Monthly General Steering Committee
 - 1. Purpose
 - Share info
 - Brain Storm
 - Coordinate resources
 - Monthly reports
 - Review upcoming events
 - 2. Members
 - Unit and school Coordinators, SLO, IVC
 - b. School/Unit, meets monthly
 - 1. Purpose
 - Review School plan and goals
 - Develop objectives
 - Review calendar and coordinate upcoming events
 - 2. Members
 - Unit and school coordinators, interested staff
 - c. Unit
 - 1. Purpose
 - Relay info
 - Recruit participants for upcoming events
 - Access resources
 - Record keeping
 - 2. Members
 - Unit Coordinator, unit volunteers
- XIII. Publicity
 - a. Newspaper contacts
 - b. Community cable channels
- XIV. Forms:
 - a. School sign-in
 - b. Hours
 - c. Monthly Reports
 - d. Annual Reports
 - e. Interest Survey
 - f. Mid-Year Evals
- XV. Recruiting Volunteers
- XVI. POCs: Coordinators, School Principals, Counselors
- XVII. Problem Solving
- XVIII. Evaluation