

How To:

1. Select a date/time
2. Email or Call the Speakers Bureau and request a speaker – give the date, time, and the address where the event will be held.
3. Invite 10 friends, associates, neighbors – let them know it will be only an hour.
4. Day prior, call or email your guests to confirm
5. For the event, serve a beverage and small snacks
6. After the event – see follow up on other side of page

Agenda (for you – not to give out)

Welcome and thank people for coming: Share the Agenda verbally

Sign in: Ask guests to **legibly** fill out Sign Up sheets

Introductions:

Ambassador (you) introduce yourself first, then introduce the speaker. Then, invite everyone else to introduce themselves and share how they learned about the SC21 (Student Centered 21st Century learning) Napa Initiative.

The SC21 Napa Goal:

To implement sixty-four SC21 classrooms by the year 2011 in Napa public High Schools. These classrooms will include Project-Based Learning, integrated curriculum, team teaching, and a 1:1 student to computer ratio! Our goal is to convert approximately half of the appropriate classrooms over the next four years – from the current 8 to 64 classrooms – so that *all* students get a substantial part of their education in SC21 learning environments, which duplicate real-world situations.

Our SC21 Outreach Goal:

To create a large community of supporters who can be the change agents for education right here in Napa, where New Technology High School was created 12 years ago. We invented the unique learning environment that has been very successful at New Tech High; this is our opportunity to expand on what has worked well in a small school environment and engage all our students at the two larger high schools, Napa and Vintage.

When **real people**, the **business community** and **visionaries** get together and decide that our young people's future is the most important thing we can support to make Napa and America strong, we can change education right here and now in Napa!

- SC21 can make a dramatic difference to student engagement and student performance – in real-world skills *and* in standardized tests
- To meet the challenge and attract major foundation funding, demonstrated community commitment is essential: (We have \$2M committed in the form of challenge grants: We need \$5M—the grassroots donations are vital in order to get the large, foundation donations)
- Give as much as you possibly can to truly educate our children for the twenty-first century and to strengthen our community – and encourage friends and neighbors to do the same.

***i* Coffee, page 2**

Speaker Presentation Begins: Speaker will have the floor for approximately 10-15 minutes

Thank the speaker and wrap up - Request for support from your guests through:

1. Hosting their own *i* Coffee
 - a. Discuss support that is provided for such events
2. Make 3 calls to their friends to discuss the benefits of supporting SC21 Napa
3. Go online (to www.sc21napa.org) and put their names on the Friends & Supporters list
4. Donate (via check or online: www.sc21napa.org)

Distribute Materials (brochures, Frequently Asked Questions, etc.):

Question and Answer Period

AFTER YOUR EVENT!

Send all completed sign-up sheets to SC21 Napa Staff:

Naomi Cooper c/o Wingspan Partnerships
1229 Hayes St, Napa CA 94559 (**this is a mailing address only!**)
phone: 707-259-1726, email: naomi@sc21napa.org

Also, send any questions you were unable to answer, and we will provide those answers so that you can reply directly to your guests as a follow up call or email.

Thank every guest who attended your event personally via phone or email!