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| **#** | **TASK** | **RELEVANT DROPBOX FILE** | **COMMENTS** | **COMPLETED** |
| 1 | **CONTACT A LOCAL HIGH SCHOOL OR A HIGH SCHOOL IN YOUR SCHOOL SYSTEM** | NASP Exposure Project High School Principal LetterNote: Please customize the highlighted sections of the letter. | Ideally, presenters (e.g., school psychologists or graduate students will already have a working relationship with high schools, which could increase the likelihood of principals agreeing to the presentation. |  |
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| 2 | **IF NECESSARY, SEND AN EMAIL TO YOUR APPROPRIATE COORDINATOR, SUPERVISOR, LEAD SCHOOL PSYCHOLOGIST, OR DIRECTOR** | NASP Exposure Project High School Principal Letter | The letter is not necessarily for their permission, but as a courtesy to inform them of what you are planning to do, why you are involved in this project, and NASP’s support for the initiative. |  |
| NASP Exposure Project Supervisor LetterNote: Please customize the highlighted sections of the letter. |
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| 3 | **AFTER HEARING FROM THE PRINCIPAL, IF NECESSARY, OFFER TO HAVE A SHORT MEETING TO EXPLAIN THE PROJECT** |  | You are supporting a NASP initiative to expose students to the field of school psychology. Relatedly, the larger goal is to help address significant shortages in school psychology. |  |
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| 4 | **WORK WITH THE PRINCIPAL AND/OR OTHERS TO DETERMINE THE BEST WAY TO OFFER THE PRESENTATIONS** | NASP Exposure Project High School Presentation | The PowerPoint presentations should last between 30 and 45 minutes. If possible/available, AP psychology or psychology elective classes may be good options for offering the presentations. |  |
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| 5 | **SCHEDULE THE PRESENTATION(S)** | NASP Exposure Project High School Presentation | Following the presentation, answer student questions. Also, leave your contact information (e.g., business card) with the teacher/school counselor as well as NASP information about school psychology with the students or in the school counseling office (e.g., career center). |  |
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| 6 | **COLLECT THE NECESSARY DATA** | <https://docs.google.com/forms/d/e/1FAIpQLSd8Mu0Z6--EzLjtZFx5CRhCpH2tNqlOtLPoJjbE_GhQymvg0w/viewform?usp=sf_link>   | This is very important to track the number of schools, states, presentations, and students reached by this presentation. |  |
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| 7 | **SUBMIT THE DATA TRACKING SHEET** | [NASP Exposure Project Data Tracking Sheet](https://docs.google.com/forms/d/e/1FAIpQLSd8Mu0Z6--EzLjtZFx5CRhCpH2tNqlOtLPoJjbE_GhQymvg0w/viewform?usp=sf_link) | Presenters should complete [this form](https://docs.google.com/forms/d/e/1FAIpQLSd8Mu0Z6--EzLjtZFx5CRhCpH2tNqlOtLPoJjbE_GhQymvg0w/viewform?usp=sf_link) within 24 hours of each presentation. |  |
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| 8 | **SHARE, SHARE, SHARE!** |  | As you complete your presentations, please tag me (Charles Barrett) and NASP (@CAB5397 and @nasponline) on all social media outlets (e.g., Facebook, Twitter, and Instagram) using the following hashtags: #NASPExposureProject #NASPEP #NASPAdvocates #DiversityMatters #RepresentationMatters #SP4SJ.  |  |