



Character Playbook Employee Engagement Toolkit

Overview

Your organization is deeply committed to providing character development and social and emotional learning to your community while building relationships with local schools and students. To leverage your partnership to bring this education to schools, we're excited to announce that there's a way you can be involved by visiting a classroom!

There are a variety of resources available to assist you with the classroom visit that you will find in this toolkit. To set up a classroom visit, EVERFI School Manager(s) will assist you in identifying schools and teachers that would like to have a speaker.

This toolkit will walk you through:

- Pre-visit Preparation
- Presentation Preparation
- Post Event Wrap Up / Report your time in the classroom
- Program Information



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Pre-Visit Preparation

Coordination with Teacher

Once an EVERFI School Manager has contacted you regarding a visit, confirm the following with the teacher:

- Date and time of visit
 - *How long you have to present to the class?*
- How many students will be in the classroom?
- Can the teacher pre-load the PowerPoint for the visit?
 - Reference [activity materials](#)
- Are there any topics the students are especially interested in?
- How far along are the students in the curriculum?

Suggested Agenda for School Visit

More detail about school visit agenda found in [Presentation Preparation section](#).

1. **Arrive 15 minutes early.** Reserve plenty of time to find visitor parking, check into the office as a visitor, and set up the classroom, if necessary.
2. **Introduce Yourself:**
 - *What is your title?*
 - *What do you do on a day-to-day basis? (Explain in laymen's terms)*
3. **Share a personal anecdote**
4. **Start to get the students involved** by asking one or two discussion questions (*Suggestions [here](#)*).
5. **Conduct interactive activity.** Choose between [three interactive activities](#) available for you. Try to make this as engaging for the students as possible. Students appreciate a good competition, so even think about bringing gifts or candy.
6. **Additional Q&A.** Provide students the opportunity to ask additional questions.



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7. If students have reached certification in the program, reach out to your EVERFI Schools Manager regarding certificates.
8. Thank the students and teacher.

Presentation Preparation

1. **Personal anecdote to share:** While you want to come across as knowledgeable, you will also want the class to feel like they can relate to the information you are sharing. If teacher suggests a particular topic, try to incorporate that here.
2. **Select discussion questions:** Start to get the students involved by selecting one or two discussion questions. Examples below:
 - *What does character mean to you, and what do you think having good character means?*
 - *Have you ever got into a conflict with a friend? What did you two do to resolve it?*
 - *Who is a positive role model in your life and why?*
3. **Select interactive activity.** Three options are available that all have a combination of discussion aspects as well as opportunities for students to show their knowledge – choose which one is most interesting to you and be sure to send the corresponding materials to the teacher ahead of time.
 1. [Trivia Game](#) – *(To be sent to teacher)*

[Student Answer Sheet](#) and Instructor Presentation

Presentation format: Delivered with a PowerPoint presentation and comes with a student handout.

Total activity time: 20-30 minutes

Remember to check to see how many student handouts you need to bring.



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2. [True or False Game](#) – (To be sent to teacher)

[True or False signs](#)

Presentation format:

- Delivered with a PowerPoint presentation set up.
- Distribute True or False signs beforehand.

Total activity time: 20 – 45 minutes
(Depending on additional discussion time)

Remember to check to see how many student handouts you need to bring.

3. [Worksheet](#)

Presentation format:

- Have students go through the worksheet on their own, in groups or as a class.
- Then have selected students share their answers and insights to certain questions.

Total activity time: 20-30 minutes

Remember to check to see how many student handouts you need to bring.

Post event wrap up / Report your time in the classroom

- **Future presentations:** Do you plan to go back to speak again? Put the date on your calendar. Are there other classes at the school that expressed interest?
- **Certification Ceremony:** Have the students completed the program? There may be an opportunity to go back to the school and participate in a Certification Ceremony with the students.
- **Report:** Make sure you follow your internal procedures for reporting your volunteer time at the school (*if applicable*)

Program information



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- **Background of the program:** The NFL and United Way have partnered to launch a digital learning initiative that teaches students the skills to cultivate character and maintain healthy relationships throughout their lives.

- **Topics covered in *Character Playbook* – Building Healthy Relationships**
 - Analyzing Influences
 - Understanding and Managing Emotions
 - Communicating Effectively
 - Resolving Conflicts
 - Stepping In
 - Making Decisions

- The information below will give you some insight into the students' experience prior to your classroom visit:

Character Playbook Demo Video
Program One-Pager



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