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| --- | --- | --- | --- | --- |
| Task | Timeframe | Resources necessary | Non-SBC staff needed | SBC member responsible |
| Identifying eligible students |  |  |  |  |
| Promoting the Seal with students, staff, and community |  |  |  |  |
| Completing and submitting NYED docs |  |  |  |  |
| Coordinating student application |  |  |  |  |
| Recruiting mentors |  |  |  |  |
| Monitoring student progress |  |  |  |  |
| Implementing culminating projects |  |  |  |  |
| Planning and preparing for student presentations |  |  |  |  |
| Recruiting panel of reviewers |  |  |  |  |
| Organizing celebrations |  |  |  |  |