**Continuous Improvement Plan Template**

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| ESSENTIAL INFORMATION | CONTINUOUS IMPROVEMENT PLANNING STEPS |
| ACTION PLANTOPIC | **TARGET DATE** | **BACKGROUND INFORMATION** | **NEEDS ASSESSMENT****What is being Addressed? Define Needs** | **DATA/****EVIDENCE****SUPPORTS****IDENTIFIED NEED** | **PLAN of ACTION****IDENTIFY STRATEGIES, RESOURCES, & MEASURES** | **IMPLEMENT PLAN of ACTION** | **REFLECTION on RESULTS****MONITOR PROGRESS, ADAPT & IMPROVE** |
| Student Government Association  |  | This needs assessment was done on the Student Government Association (SGA) of Digital Harbor High School in Baltimore, MD. The SGA is the schoolwide student-led organization that represents the students of DHHS to the administration and throughout the district and the state.  | The SGA needs a budget of at least $500 per year to cover expenses related to programs at the school (community service activities; homecoming activities; graduation). Because the membership fees are reasonable for the student population and the budget allocated by the principal is so small, the costs for programs and activities is borne solely by the advisors or not at all. Students who lose interest in SGA or find themselves unable to pay the fee SGA is also responsible for arranging memorials for staff members and students lost throughout the school year for a variety of reasons. Because of a lack of funds, these things are not as successful as they could be.  | The current budget as allocated by the principal in her yearly budget is $100. Student members pay $2 per year for membership in the SGA; adult advisors contributed $50 to the budget. There are 15 dues paying members and 2 advisors. This brings the total SGA budget to $230.To date, the SGA has spent $0 on activities and programs. The remaining revenue for SGA is $230. The proposed budget is $500, giving the SGA a loss of $270 for this year.  | 1. Schoolwide fundraising activities including a Winter Bazaar and Spring Flea Market, the sale of candy (WFC; lollipops; popcorn) with a high yield rate; 2. A proactive conversation with the principal about the planned activities for next school year so she can increase the budget for the club at the school level3. Hosting a community game night (bingo, etc) to generate income for the activity | Implementing one of these strategies will passively increase the budget for organizations. Provided that the organizations have funds that carry from year to year, repetition of the activities will allow for the organization to exist without assistance from the school.  | 1. Host fundraisers as cost this year to examine success rate2. Examine the proposed school budget for the new year. 3. Gauging community interests in the types of games played, and/or the type of activity hosted will keep them interested in paying the nominal fee to come back to the event.  |
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