



Include upcoming special events that you would like the school site to know about. Particularly highlight activities like: Club Showcases, Lights On Afterschool, Special Partnership Days, Award Ceremonies, and Parent Events. Additionally consider adding days where students are heavily participatory in their projects, so they can see the daily learning occurring!

**Club Highlights**

This section has the opportunity to highlight the enrichment pieces of your program. What are the students doing and what are they learning?

Include Learning Goals, Alignment pieces, student quotes/outcomes.

I wouldn’t try to highlight more than 2 clubs at a time (see photos to the right)– mostly due to space availability on the page.

Consider highlighting students (student highlight section) that are from other clubs/projects to showcase additional activities happening in your program!

**Program Highlight**

This section should tie to the photo on the left side of the page. What is the ONE thing you want your school site to know about your program? What is something unique that is has happened since your last newsletter? Think about partnerships, student successes, accomplished projects, etc. If you can tie it to school day alignment – what an even better idea!

**Student(s) Highlight**

This section should tie to the photo above. It’s best to have a picture of the student(s) doing something! If they are being highlighted for their art project; have the photo be of them working on their project. If they are being highlighted for their work on a special event, have the picture be of them working at the event. (i.e. ACTION Shots!)

Include a quote either about the student or from the student that relates to the text and purpose of the highlight!

**[Program Name] Newsletter**

**Month & Year**