

COPE Campaign Senior Staff Action Check-List

BEFORE

- ___ Have you clearly described the campaign program plan to your staff? Have you communicated all expectations, incentives and consequences to the staff ahead of time?
- ___ Have you assigned all staff to clear their calendars?
- ___ Have you assigned all staff to write a detailed campaign plan?
- ___ Have you followed-up with staff on their plans and met with them 1-on-1 as needed?
- ___ Have you created visuals including thermometers, posted goals, posted names, etc. And posted them in a common area?
- ___ Have you developed your own calendar and plan for the campaign period?

DURING

- ___ Are you checking in with all staff every day?
- ___ Are you going to worksites at least two times a week?
- ___ Are you sticking to the consequences, incentives, and supports that you decided on before the campaign?
- ___ Are you having weekly staff meetings?
- ___ Are you reporting your numbers to the campaign director every day?
- ___ Are you keeping up with the visual campaign (thermometer, writing up numbers of cards, etc.)?