

PM LEAD PROTOCOLS IN BLA

Roles & Tools

Roles

- PM Leads oversee siesta, salud, servant leadership, exercise, and sleep prep.

Tools

Documents & Location

Document	Location
"Family Communication Sign Up"	smb://192.168.1.8/Master Files/LI/ Ocean Leaders Program Implementation Tools/Ocean Leaders Program Templates & Forms/10th Grade Summer Program Templates & Forms/Schedules/Family Communication Sign Up.xlsx
Glendale CC Field Station Chores Protocols	smb://192.168.1.8/Master Files/LI/Summer Intensive Science Programs/10th Grade Summer Program Program/Supplies & Facilities/Supplies and Facilities 2023/Glendale CC Field Station Chores Protocols.docx

Roles:

There are two PM Leads who lead program components from Siesta through Bedtime. They will act as "Activity Lead" or "Activity Support" for each of the components. The "Activity Lead" is indicated by being listed first on the "Daily Schedule". Throughout all components, the Activity Leads will ensure safety policies are followed.

How to calendar for the role of the PM Lead.

BLA Schedule

See, ["How to prepare your calendar for your role in BLA."](#)

Daily

Schedule time to include the following activities. Include time for any prep and put away.

- ☐ 7:25 to 12:25 Field Research (as needed – see BLA Schedule)
- ☐ 1:45 to 2:30 PM Siesta
- ☐ 2:30 to 3:55 PM Salud
- ☐ 7:05 to 7:35 PM Servant Leadership
- ☐ 7:35 to 8:30 PM Exercise

- ☐ 8:30 to 9 PM Sleep Prep
- ☐ 9 PM to 6 AM Sleep (alternating)

Day 1

- ☐ Field Station Orientation – for student and staff introduction.

Off Days

- ☐ Reverse Research Days - See Implementation Agenda
- ☐ Community Celebration – See Implementation Agenda