

 **Guild Details**

You are initiating the guild in this section. If there is no direct grant support, leave it as N/A. If the grant that supports this guild is not on the list, please make sure that an Associate Director is aware of this.



Guild Name



Funding Source

N/A



Setting the Direction

Where is the guild going, what is it creating, and why is the work important? How can the guild concisely describe the work to others?

What is our destination?

What will we achieve, for whom and where?

What is our scope?

What is the scope of our effort—how big, how many, how much?

What is our vision statement?

How can we phrase the vision statement so that it is not complicated?

What is the elevator pitch?

What is the 15-second “elevator pitch” that gets at the heart of the project?



Communal Benefits

How will the work benefit communities and learners? Looking forward, how can we see that we are succeeding?

What are the short-term desired results?





What are the long-term desired results?

How can we see success?

What is the general schedule for ongoing evaluation?

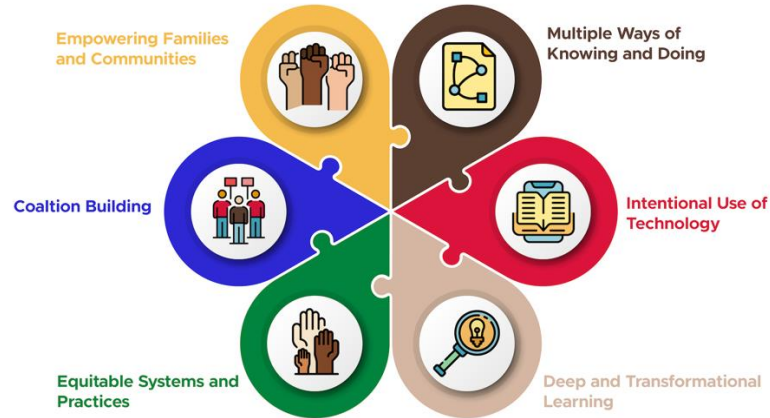
 **Guild Membership**

Who are the guild members and what roles do they play? What does each person bring to the guild?

	Role	Name	Interests	Potential Contributions
	Maven			
	Operations Leader			
	Helpers			
	Consultants			

 **Connections with Throughlines**

Everything we do should connect in some way to multiple throughlines. Document how this guild will connect with the throughlines in this work.



		Very Strongly	Strongly	Not So Strongly	Not At All Strongly	Comments
	Empowering Families and Communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Coalition Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Equitable Systems and Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Multiple Ways of Knowing and Doing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Intentional Use of Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Deep and Transformational Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Comments						

General Expectations and Responsibilities

When working with a unique group it is important to understand what general responsibilities exist for the guild as a whole and what expectations we have for each other in this guild.

Agreement Structures

Expectations and Responsibilities

Accountability Structures

Coaching and Consequences

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Decision-Making Protocol

Update this section regularly as new decision opportunities are identified. Keep “old” decision opportunities in place so we can maintain a record of decision-making processes.

Decisions to be Made

Consider the kinds of processes and results the guild will be working through

Level of Authority

While the Maven is ultimately responsible, how is authority delegated for this decision?¹

Decider(s)

Who is involved in the decision making process?

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Communications Plan

Document the types of communication that will happen among and outside the guild, who those communications should go to, and which platform(s) should be used.

Type of Communication

Who It Goes To

Platform²

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.....

¹ e.g., consultative, delegated, democratic, unilateral

² e.g., email, Teams, Trello, Salesforce, etc.

Type of Communication	Who It Goes To	Platform ²
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.....		
.....		

 **Acceptance**

By joining the guild, each member confirms that they have read, understood, and accepted this guild membership agreement.