



Part of closing out programming after school year or summer is to develop a transition plan. Take time with your staff soon after programming ends to get their feedback and start planning for the next season.

Review the [Program Closeout Process](#) document for a high-level planning document. Below is an example reflection.

Program Name: ABC Summer Program

Session Description: Summer 2025

Background Information: a 6-week service-learning program for 12-14 year olds. Some of the feedback they have heard from the program youth includes that they didn't see the connection between their service-learning project and careers. Feedback from the capacity building specialists encouraged you to integrate more technical skill building with your youth throughout programming. The program staff and the service-learning location feedback was they wanted to spend more time prepping youth for the experience, like helping youth communicate better and getting a better understanding of the organization and goal of the project

Reflection and Evaluation: Youth weren't engaged in many activities. Staff spent a lot of time creating the curriculum.

Planning for the Future: As long as the changes are made by the beginning of Summer 2026 we will be okay.

Knowledge Transfer: No one is leaving so we are okay with this.

Maintaining Relationships: We worked with Ty's Barber Shop to talk about entrepreneurship. The youth seemed more engaged and asked a lot of questions. We should definitely bring them back next year.

We took youth for a behind the scenes tour to the zoo, they complained it was too hot. Youth were interested in the various career opportunities the zoo offers, but we probably won't work with them again.



Program Name:

Session Description:

Reflection and Evaluation

What worked well? What may need to be revised for next season?

Planning for the Future

When do we need the changes to be implemented by? What can be done now vs later? Who do we need to help implementing changes?

Knowledge Transfer

Which staff are leaving at the end of the season? Have they documented the processes they developed?



Maintaining Relationships

Which employers, partners, and placement sites did we work with this season? How did the youth respond? Who will we bring back? Whose role should we revise?
