



FACE_IT ACTION AGENDA PLAN DE ACTUACIÓN PARA FACE_IT

OCTOBER 2017

1. **SIGNING UP OUR AGREEMENT. FIRMA DEL CONVENIO.** (On Tuesday 3rd October 2017) Head.
2. **DOCUMENTS.** Inma Guadix.
 - Presentation of the project for the School.
 - Face_it Rules. ✓
 - Participant Rules for mobilities: Teachers and Students. ✓
 - Required documents for Teachers. ✓
 - Required documents for Students. ✓
 - Hosting Parents' letter.
 - Students' application form. ✓
3. **SKYPE MEETINGS WITH THE PARTNERS.** Inma Guadix.
4. **NATIONAL LOGO COMPETITION.** (11TH OCTOBER) José Hiedra.
5. **TRANSNATIONAL LOGO COMPETITION.** Inma Guadix & José Hiedra
Inma shall provide the Official Template for the teachers.
6. **SHOW YOUR TOWN. PICTURES.** (14TH OCTOBER) Eva.
7. **GOOGLE FORM QUESTIONNAIRE.** (6th OCTOBER) Eva & Inma Guadix.
8. **BILINGUAL SIGNS.** Eva & Inma Guadix.
9. **HOSTING WEEK PLANNING.** Inma, María José Aguilera, Eva, Alberto.
10. **FACE_IT FINANCIAL COMMISSION:** Inma Guadix, Eva, Juan Mesas.
 - Create our Financial Document Agreement. The financial commission will provide all the participants, students and teachers their boarding passes, Travel insurance, FACE_it T-shirt, Accommodation and Food.
 - Our Financial Document and Records.
 1. MOBILITY TOOL AND SÉNECA: Juan Mesas.
 2. German Excel: Inma Guadix, Eva, Juan Mesas. GOOGLE DRIVE.
 - We have to make the draft budget to calculate our expenses effectively.

11. PREPARING OUR FIRST MOBILITY PARTICIPANTS. BUYING FLIGHTS, ARRANGE TRANSFERS, DOCUMENTS, TIPS, MONEY [Inma Guadix](#).

NOVEMBER

1. FACE_IT CORNER. [Inma Guadix](#)
 2. WEB, BLOG, FACEBOOK UP TO DATE. [Inma Guadix](#)
 3. DESIGNING OUR WORKSHOPS, PRESENTATIONS.
 4. SOME QUESTIONS FOR THE APP.
Our Greek coordinator shall provide the Template for it and the quantity.
- SUBJECTS_**
- MATHS
 - HISTORY
 - GEOGRAPHY
 - ART
 - UNIVERSAL LITERATURE
 - ENGLISH
 - CITIZENSHIP, CIVICS, EUROPEAN KNOWLEDGE
 - BIOLOGY
5. ENGLISH: VIDEOS, FLYERS.
 6. GETTING READY FOR THE FIRST MOBILITY. [Inma Guadix](#), Eva, Juan Mesas
 7. MEETING PARENTS FOR THE FIRST MOBILITY. [Inma Guadix](#).
 8. MOBILITY TOOL. [Inma Guadix](#).

DECEMBER

1. POLAND MOBILITY_CHECKING PASSPORTS, IDs, EUROPEAN HEALTH CARD. [Inma Guadix](#).
2. UPDATE FACE_IT CORNER. [Inma Guadix](#)
3. WEB, BLOG, FACEBOOK UP TO DATE. [Inma Guadix](#)
4. DESIGNING OUR WORKSHOPS, PRESENTATIONS. [Inma Guadix](#).
5. SOME QUESTIONS FOR THE APP. [Inma Guadix](#).
Our Greek coordinator shall provide the Template for it.

JANUARY 2018

1. UPDATE FACE_IT CORNER. [Inma Guadix](#)
2. WEB, BLOG, FACEBOOK UP TO DATE.
3. DESIGNING OUR WORKSHOPS, PRESENTATIONS. HAND IT IN. [Inma Guadix](#).
4. AFTER MOBILITY WORKSHOP ON APPINVENTROR. [Inma Guadix & EVA](#)
5. SOME QUESTIONS FOR THE APP. [Inma Guadix](#).
6. Our Greek coordinator shall provide the Template for it and how many.
7. HOTELS, RESTAURANTS . [Inma Guadix](#).
8. ARRANGING AND DESIGNING WORKSHOPS AND EXCURSIONS.

9. HOSTING WEEK TIMETABLE_ [Inma Guadix & Eva](#)
10. MEETING PARENTS FOR THE FIRST MOBILITY. [Inma Guadix](#).

FEBRUARY 2018

1. BOOKING CHURROS & CHOCOLATE [Eva](#)
2. Buying a keettle, tea and food for the hosting week. [Eva](#)
3. Finding presents for our guests. [Inma Guadix & Eva](#)
4. **HOSTING WEEK.** [Inma Guadix](#).
5. **SKYPE MEETINGS WITH THE PARTNERS.** [Inma Guadix](#).

MARCH 2018

1. MEETING PARENTS FOR THE NEXT MOBILITY. [Inma Guadix](#).
2. MAKING VIDEOS AND PRESENTATIONS FROM OUR HOSTING WEEK AND RESEASE THEM ON A PADLET. [Inma Guadix](#).
3. SKYPE MEETINGS WITH THE PARTNERS. [Inma Guadix](#).

APRIL 2018

1. BUYING FLIGHTS, ARRANGING TRANSFERS, DOCUMENTS, TIPS, MONEY
2. CHECKING PASSPORTS, IDs, EUROPEAN HEALTH. [Inma Guadix](#).
3. NEXT MOBILITY. GERMANY.

MAY 2018

1. MAKING VIDEOS AND PRESENTATIONS FROM OUR WEEK AND RESEASE THEM ON A PADLET. [Inma Guadix](#).
4. COMPILING QUESTIONS AND ANSWERS FROM THE DEPARTMENTS. MAKING VIDEOS AND PRESENTATIONS FROM OUR HOSTING WEEK AND RESEASE THEM ON A PADLET. [Inma Guadix](#).

JUNE 2018

1. CHECKING ALL THE QUESTIONS AND ANSWERS. [Inma Guadix](#).
2. SENDING THE QUESTIONNAIRS TO THE COORDINATOR. [Inma Guadix](#).