***Career Cluster Lesson Folder Checklist***



* Create 1 folder (grade level appropriate) for each classroom.
* Provide a “set” of folders (1/grade level) to school counselor.

These can be used to train students who are absent on the original date.

* Use 2-Pocket Portfolio Folder with fasteners.

Front of Folder

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| **Item** | **Check if Complete** |
| ***Printout of PowerPoint***  Handouts 4 slides/page  (hole punch and place in fasteners) |  |
| ***Paws in Job Land Map***  Grade-level cluster areas should be clearly identified  (place in left-hand pocket of folder) |  |
| ***Teaching Tips***  Appropriate Grade-Level Teaching Tip Sheet  (place in left-hand pocket of folder behind map) |  |
| ***Stickers for Career Lessons***  One for each student  (place in right-hand pocket of folder) |  |
| ***Elementary Bookmark***  One for each student  (place in right-hand pocket of folder) |  |
| ***Activity/Coloring Page***  Grade-level appropriate activity sheet  One for each student  (place in right-hand pocket of folder) |  |
| ***Grade-Level Cluster Label***  One printed and placed on front of folder  (bottom-right corner---see picture above) |  |
| ***Career Lesson Sticker***  One printed and placed on front of folder  (centered---see picture above) |  |