

Structuring  
Initial Activity

# Creating a Vision- Mission Statement

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*Approximate Time:*

*30-40 min.*

*Set up/Materials*

*Needed:*

*Sticky Post-It Notes*

*10 questions written  
on large sticky wall*

*Post-Its (1 sheet per  
question)*

*Group Size:*

*Staff activity*

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Slides To Use With This Activity

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## Vision/Mission Statement

Vision/Mission Statement

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\_\_\_\_\_ **To be completed with** \_\_\_\_\_

\_\_\_\_\_ **your building staff** \_\_\_\_\_

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[www.ksdetasn.org/mtss](http://www.ksdetasn.org/mtss)



## Set Up:

Many schools already have a vision or mission statement. If that is the case, they will simply want to refine it. If they do not have one, they will want to complete the attached activity at home with their building staff.

### Creating a Shared Vision/Mission

Purpose:	The purpose of this exercise is to assist teams in thinking about their school's vision related to providing MTSS. Creating a vision statement will encourage unity, create energy, provide purpose, foster appropriate risk taking, enhance leadership, promote excellence and help to sustain the organization and its work. Vision statements should be future oriented, describe the future in images or mental images, be about possibilities and not just probabilities, and explain what is unique about the organization.
Features of effective vision statement:	Clear with lack of ambiguity, vivid, clear, descriptive of bright future, memorable, and engaging wording, realistic but challenging aspirations, alignment with organizational core beliefs and culture.
Materials Needed:	Sticky post-it notes, pencils, tape, questions printed on pieces of paper (laminated) to tape on wall, large sheets of paper or white board.  Questions:  <ol style="list-style-type: none"> <li>1. What makes your organization unique or distinctive?</li> <li>2. What excellence or special expertise does your organization offer?</li> <li>3. What do you see as your organization's greatest opportunity for growth?</li> <li>4. What values should be stressed in your organization's daily work?</li> <li>5. What is your organization's measure of success?</li> <li>6. What do you see as the key to the future for your organization?</li> <li>7. What unique contribution to children's education should your organization be making in the future?</li> <li>8. What would make you excited about being a part of your organization in the future?</li> <li>9. What will be your organization's position on things such as student learning, teaching, technology, quality, etc.?</li> <li>10. What will your organization look like three to five years from now?</li> </ol>
Time Needed:	30 minutes to 1 hour depending on size of the group.
Instructions:	<ol style="list-style-type: none"> <li>1. Each group member writes a short concise answer to each question (above). One answer per post-it note - <b>done individually &amp; silently!</b></li> <li>2. Place post-it notes in designated area when finished. Designated area will be identified by each question being taped on the wall - <b>individually &amp; silently!</b></li> <li>3. Have participants group post-it note answers while talking about them. Answers may be moved to under another question if appropriate. Give 10 minutes.</li> <li>4. Put group into small groups of 2-4. Questions and answers (post it</li> </ol>

	<p>notes) are divided among the small groups.</p> <ol style="list-style-type: none"><li>5. Small groups are charged with creating one main focus from all answers (post it notes) for each question.</li><li>6. Facilitator records each main focus on large sheet or white board.</li><li>7. Facilitator leads discussion about all main focus statements while massaging the main focus into a vision statement.</li><li>8. Facilitator leads discussion related to refining the vision statement wording/meaning so as to capture everything the group wants captured.</li><li>9. Finalize post-it note groups with discussion.</li><li>10. Record key words from each post-it note group.</li><li>11. Massage key words into final vision statement.</li></ol>
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*Finalized Mission Statement*

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