1. What is the **name** of your tool?
2. What is the **tool type**?
3. Experiential Activity
4. Assessment
5. Media
6. Reflection
7. Curriculum
8. Is the tool **kinesthetic**? Do participants need to be mobile, or can they stay seated?
9. **Duration**: How long will it take to use your tool in hours and minutes?
10. **External Cost**: Is your tool something that is purchased ready-made off the shelf for a price, or can a facilitator implement your tool with basic office supplies?
11. **Subgroup Size**: What is the smallest size that the group is subdivided during the course of the activity?
12. Pairs
13. Small Group (3-6)
14. Large Group (7-18)
15. Entire Group (no division)
16. **Source**: in APA
17. **Learning Objectives:**

As a result of this activity, participants will be able to: [active verb (Bloom’s Taxonomy)]

1. **Downloads**: directions, worksheets, PowerPoints, etc.
2. **Links**
3. **Materials**
4. **Notes**: Additional information
5. **Related Tools**: Tools already in the Toolbox that might be similar to yours or good to use before or after your own tool
6. **Theoretical Frameworks**: AAC&U Rubric, Intercultural Development Continuum Stages, MVB Processes, Other Skills
7. **Tags**: keywords