

Checklist for Planning and Organizing



4 Weeks Prior to Parent Meeting

- Convene a planning meeting

3 Weeks Prior to Parent Meeting

- Promote
 - Personally invite parents to get involved
 - Put up Posters
 - Send flyers
 - Show books and backpacks or packets
- Recruit
 - Send Postcard #1
 - Telephone calls (see script #1)
- Inform your school at a staff or faculty meeting

2 Weeks Prior to Parent Meeting

- Establish the time(s), date, and location for your Parent Meeting

10 Days Prior to Parent Meeting

- Telephone calls (see script #2)

1 Week Prior to Parent Meeting

- Send Postcard #2

3-4 Days Prior to Parent Meeting

- Publicize (see Step 6)

1 Day Prior to Parent Meeting

- Place “Junta para padres” “Parent Meeting” sticker on children going home. Attach a brief note reminding parents of the meeting date, time, and place.
- Check and copy all forms
 - Child care release
 - Sign in sheet
 - Name tags
 - Parent Contract
 - Class Record or Family Record
 - Pens, markers, etc.
- Refreshments ordered
- Telephone calls (see script #3)

Parent Meeting Day

- Room is ready with chairs, reading program materials, and PA system
- Signs posted directing parents to meeting