

# Family Outreach Checklist



Preparing for \_\_\_\_\_

Date: \_\_\_\_\_

## Meeting Planning:

Who?

When?

- Create agenda
- Design handouts
- Create presentation (e.g. PowerPoint, Google slides)
- Translate agenda, meeting handouts
- Arrange interpretation (Chinese)
- (Spanish)

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## Staff Outreach: (Keeping translation in mind)

Who?

When?

- Announce during Morning Intake (2 weeks, 1 week prior)
- Hang a big banner near entrance of school (2 weeks prior)
- Hang colorful flyers near school entrance gates (1 weeks prior)
- Put notice in Principal/Class Newsletters (1-2 weeks prior)
- Distribute flyers in Wednesday Folders (1 week prior)
- Send out via auto-dialer
- Post on Internet communication and/or school website
- Have staff make personal phone calls (1 week prior)
- Have principal make personal phone calls to targeted parents (1 week prior)
- Send mass email and/or text messages
- Have parent Liaison or school secretary recruit 5 families to invite 2-5 parents each (1-2 weeks prior)
- Stickers on student jackets to advertise event (day of event)
- Talk to the After-School program/s to help promote event

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## Parent Outreach:

Who?

When?

- Identify key parents (PTO/PTA, room parents, site leaders) to spread the word
- Help create a banners or posters and post
- Have parents call some other parents; create a phone tree. Use previous event sign-in sheets.
- Hand out mini-flyers during drop-off/pick up (1 day prior)
- Announce event at other parent meetings or morning announcements
- Recruit volunteers for outreach, food, childcare, set up and clean up

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