

NAME OF EVENT:

School:

Please write descriptive sentences to answer each question about your family engagement event to create an implementation plan with your school team.

PLAN

Will this be a new event or in conjunction with an event already scheduled for the year?

Month/Date/Time/Location:

Lead Planner:

Event Facilitator:

Helpers:

Will we do activities in multiple languages? If so, who will lead/facilitate them?

DESIGN

Will you have breakout sessions, table stations, or a presentation style/other event?

How will families learn about the Top 10 Reasons for PSE?

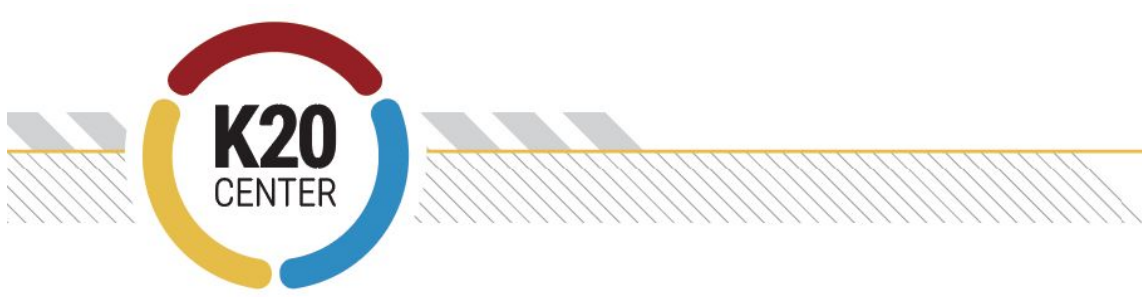
How will families learn about the types of PSE options their students have?

How will families learn about OKcollegestart.org? Will you have the students do a survey to facilitate discussions? What type of technology will you use?

How will families learn about the 529 College Savings Plan?

How will families learn about OK Promise? Will you allow for time to fill it out, or will they just take the application home?

Will you provide an incentive for a completed application (e.g., t-shirts)?



DEVELOP

Are there any additional resources that need to be created? Who will create them?

Will you provide food? Will your food need to be donated? Who is in charge?

Will you provide incentives/prizes/raffles? Who is in charge of these?

How will you get the word out? Flyers/posters/mailers/robocalls/social media? Who is in charge?

Timeline dates on when advertising materials need to go out:

1st Planning Meeting date with school leadership/event team:

2nd Follow-up Meeting date for event with leadership/event team:

Will you ask for parents/students to help (e.g., donations/facilitation/STUCO/etc)?

Will you ask for community members help/presence (e.g., donations/speakers/presenters)?

IMPLEMENT

Who will facilitate the event?

What “jobs” need to be assigned and to who (e.g., door greeters, clean up crew, dinner servers)?

How will we reach all families with various needs (language/disability/childcare)?

How will we reach families who don’t attend?

ASSESS

How will we know if our event is a success?

What follow-up needs to be planned?

Who will we have families sign in?

How will we collect feedback from families?