



Local PT(S)A Activity Planning Form * FACILITATORS GUIDE

Facilitators: See notes highlighted in Bold Italics for ideas to encourage thought & conversation as your PTA leaders plan their activities.

PT(S)A:

National PTA: PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. www.PTA.org

Activity	
<ul style="list-style-type: none"> DISCUSS: Is this a recurring or new activity? Why do they keep doing it or why are they trying new activity. These answers will help fill out form. 	
Description	
Is this a RECURRING/ANNUAL or NEW event/activity?	Date (or Tentative Date/Timing)
FACILITATORS - See Notes in this column	
Purpose: <ul style="list-style-type: none"> What need in your school does it address? How does it support student learning and/or development, or an advocacy focus? How does it address the mission of PTA? 	<ul style="list-style-type: none"> If response is about social connections or fun activity for students/families - encourage them to find more purposeful reason, related to mission of PTA. Example: if it's a ice cream social, how can they also inform parents about PTA purpose? If activity is a fundraiser - what are they raising funds for?
Audience: <ul style="list-style-type: none"> Who benefits from the program? Who may feel excluded? How can you address that? 	<ul style="list-style-type: none"> Encourage more specific answer than "students" or "families." For example: if activity is Reading Night - who is this geared to, why? Is it to encourage family reading? To provide parents tools to help below-level readers? If answer is "teachers" - think about how this is related to advocating or supporting students?

<p>Planning Committee</p> <ul style="list-style-type: none"> • <i>Who is on it? Does it represent diversity of parents & the students?</i> 	
<p><i>Including all families</i></p>	
<p>How are parents being invited to participate, in planning or as attendees?</p> <p>For PTSAs - how are you including students?</p>	<ul style="list-style-type: none"> • <i>Encourage leaders to think about non-English speakers – consider language as well as cultural barriers.</i> • <i>What steps will they need to take to ensure that diverse families feel welcome?</i>
<p>How are you addressing any known/assumed barriers to participation (transport, childcare, food, time, language...)?</p>	<ul style="list-style-type: none"> • <i>How can they collaborate with community partners to address these issues?</i>
<p>How are teachers/administrators helping with the event? What role do they play?</p>	<ul style="list-style-type: none"> • <i>Consider what can teachers and staff learn from their participation and interaction with families? What's in it for teachers? Why would they participate?</i>
<p>How will you know your program was successful?</p> <ul style="list-style-type: none"> • <i>Think about what families can learn to help their students? What long-term impact can it have on education at your schools?</i> 	