

Plan of Work for “Best Practices” Ideas

1. Name of Event

2. National Parent Involvement Standard Addressed: (indicate all that apply)

Communication, Parenting, Student Learning, Volunteering, School Decision Making and Advocacy,
Collaborating With the Community

3. Goals of Event: (indicate all that apply)

Family event, Fundraiser, Parent Education, Student Education, Community Outreach

4. Number of committee members needed to plan event.

5. Number of people needed to successfully run the event.

6. Description of Event.

7. Length of Event.

8. If an ongoing event: (frequency) weekly, monthly, yearly, other

9. Vendors/supplies needed.

10. Time line to plan and prepare for event.

11. Funds needed: start up, cost of event, incentives, food, other

12. Benefits to parents, students and school.

13. Name of PTA/PTSA

14. School Address.

15. Contact person: (name, number, email)

16. Student population (#__students)

17. School Type: Early Education Learning Center, Elementary, Middle, High School, other

18. What would you have done differently if anything (please elaborate)

Please document your information on a separate sheet using the format above.

Thank you!

Debbie T. Ritchie
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