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**Recruiting Families to School Events**

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| **Outreach Communication at School Level** |
| **At the School** | **Comment** |
| * Set date and time for event
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| * Flyers: Spanish-English or any other language needed
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| * Have the ELA families list at hand
 | Secretary should be able to provide access to the ELA students’ list |
| * Send Flyers home to families
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| * Post Flyer on the Parent Bulletin Board
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| * Post Flyers on the School Parent Newsletter
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| * Post event info on monthly school calendar
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| * Direct phone calls to parents (can recruit parent leaders to make phone calls as well)
 | Hello, my name is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a teacher/ parent volunteer at (School Name) . I am calling to invite you to our upcoming meeting on (date & time) . This is an important meeting where you can learn more about how you can support your child’s learning. Feel free to contact me or the front office at (phone number) if you have any additional questions. Thanks for your time, I will see you then! |
| * Send Emails reminding parents about the meeting
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| * Include meeting info on school website
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| * Set up a Robo call to remind parents about ELA PAC meeting
 | Send a robo call home <https://departments.dpsk12.org/communications/services/Pages/amrequests.aspx>– evening before the meeting.**Sample automated-call script:**This message is to remind you about the meeting on (date, time and location – cafeteria/auditorium/library). This is an important meeting where you can learn more about how you can support your child’s learning. Please call (name and phone number) if you have any questions. Thanks, and see you then!  |
| * Provide all teachers with information about the meeting and ask them to help recruit parents by reminding them as they drop their children to school.
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| * Post flyer at the school entrance and announce it on the school speaker system
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| * The day of the meeting, invite parents to stay as they bring their children to school or as they pick them up.
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| * Have students create a written invitation asking their parent to attend.
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