

<p style="text-align: center;">Family Fun Night</p> <p>Date: ___/___/___</p> <p>Time: _____ TO _____</p>	<p>Family Fun Night Theme:</p> <p>Family Engagement Outcome:</p> <p>HSELOF/GOLD:</p> <p>Creative Curriculum:</p>
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Planning Team Members:	Set-up Team Members:
<input type="checkbox"/> Teacher <input type="checkbox"/> FOW/CBFS <input type="checkbox"/> Parent/PAC Chair <input type="checkbox"/> Driver <input type="checkbox"/> Cook <input type="checkbox"/> Other	<input type="checkbox"/> Teacher <input type="checkbox"/> FOW/CBFS <input type="checkbox"/> Parent/PAC Chair <input type="checkbox"/> Driver <input type="checkbox"/> Cook <input type="checkbox"/> Other

1) Planning Logistics & Person(s) Responsible:	
<input type="checkbox"/> Transportation: Driver & Family contact information: _____ <input type="checkbox"/> Meal: Order 2 weeks in advance: _____ <input type="checkbox"/> NSP staff: Meal prep: _____ <input type="checkbox"/> Childcare staff: Arrange & Confirm: _____ <input type="checkbox"/> Translation / Talk Tech: Sign out: _____ <input type="checkbox"/> Room, tables, chairs: Request: _____	<input type="checkbox"/> Recruitment: Invitations for families (1 week in advance): _____ <input type="checkbox"/> Recruitment: Calls to families: _____ <input type="checkbox"/> Recruitment: Reminders at Pick up / Drop off: _____ <input type="checkbox"/> Create Agenda: _____ <input type="checkbox"/> Plan for Special Needs: _____ <input type="checkbox"/> Food Received: _____ <input type="checkbox"/> Parent Evaluations: _____
<p>Notes / Staff Assignments:</p> <p>Click here to enter text.</p>	

2) Preparing a Welcoming Environment:	
<input type="checkbox"/> Sign-in Table: Nametags, Sign-in sheet, In-kind: _____ <input type="checkbox"/> Post the agenda: _____ <input type="checkbox"/> Cover tables with paper; Write "welcome," etc.: _____ <input type="checkbox"/> Table Centerpieces _____ <input type="checkbox"/> Markers / Marker stands: _____ <input type="checkbox"/> Serve the meal and recognize the NSP : _____	<p>Notes / Staff Assignments:</p> <p>Click here to enter text</p>

3) Parent – Child Activity Ideas:	
A) Are you planning an activity to engage <i>all families together</i>? Activity: _____ <input type="checkbox"/> Staff Responsible: _____ <input type="checkbox"/> Materials needed: _____ <input type="checkbox"/> Set up needed: _____ <input type="checkbox"/> Clean up needed: _____ <input type="checkbox"/> Activity Objective: _____	B) Are you planning an activity to engage <i>the parent and child together</i>? Activity: _____ <input type="checkbox"/> Staff Responsible: _____ <input type="checkbox"/> Materials needed: _____ <input type="checkbox"/> Set up needed: _____ <input type="checkbox"/> Clean up needed: _____ <input type="checkbox"/> Activity Objective: _____
Notes / Staff Assignments:	
4) Childcare during PAC Meeting:	
<input type="checkbox"/> Activity in the Children’s Classroom: _____ <input type="checkbox"/> How will you engage older siblings? _____ <input type="checkbox"/> Staff Responsible: _____	<input type="checkbox"/> Materials needed: _____ <input type="checkbox"/> Set up / Clean-up / Transition needed: _____
5) Parent Advisory Committee	
<input type="checkbox"/> Teacher Updates (include visuals / samples of work): _____ <input type="checkbox"/> HSPC Updates (get notes from HSPC Rep. or Family Engagement Manager): _____ <input type="checkbox"/> Parent Input): _____	<input type="checkbox"/> Staff Responsible: _____ <input type="checkbox"/> Materials needed: _____ <input type="checkbox"/> Set up / Clean-up / Transition needed: _____
6) Parent Training (Optional):	
Invite a Guest Speaker on the topic OR Lead a Parent Group discussion: <input type="checkbox"/> Presenter / Facilitator: _____ <input type="checkbox"/> Contact Information: _____	<input type="checkbox"/> Staff Responsible: _____ <input type="checkbox"/> Set up / Clean-up / Transition needed: _____ <input type="checkbox"/> Activity Objective: _____
7) Debriefing	
Date: ___/___/___ What went well? What did parent evaluations say? Click here to enter text.	What could be better? What could we change for next time?