

Month-to-Month Guide for PCW Representatives

Board Liaison:

Phone and Email:

September

- Attend 2016 **Orientation Program**.
- Contact PA President and/or school communications director to determine best method for publicizing PCW events and programs.
- Introduce PCW to your school community and remind your school community about the *new updated* PCW website, Facebook page and Twitter account.
- Publicize the **Fall Speaker, which will take place** on October 26 at Landon School. PCW will provide you with promotional support for all PCW programs.

October

- Attend the **Fall Speaker on October 26 at Landon School**. Encourage other parents and school personnel to attend.
- Publicize **Parent Speak, which will take place** on November 15th at National Presbyterian School.

November

- Attend **Parent Speak**, which will take place on November 15th at National Presbyterian School. Encourage other parents and school personnel to attend.
- Share with your school community the summary of the Fall Speaker, which will be available on the PCW website

December

Happy Holidays!

January

- Identify and ask appropriate person in your school to prepare and submit information on **Best Practices** topic.
- Publicize **Best Practices**, which will take place on March 8th at St. Andrew's Episcopal School.
- If requested by your Board liaison, follow up about student attendance at the **Upper School Student Leader Breakfast**, which will take place on February 9th with the appropriate person (usually the Upper School Dean of Students) at your school.
- If requested by your Board liaison, follow up about student attendance at the **Middle School Student Leader Breakfast, which will take place** on February 16th with the appropriate person (usually the Middle School Dean of Students) at your school.
- Share with your school community the summary of Parent Speak, which will be available on the PCW website.

February

- Continue to publicize **Best Practices**, which will take place on March 8th at St. Andrew's Episcopal School.
- If requested by your Board liaison, follow up about your school's submission on the **Best Practices** topic for the March 8th Best Practices program.

March

- Attend **Best Practices** on March 8th at St. Andrew's Episcopal School. Encourage other parents and school personnel to attend.
- Share with your school community the summaries of the Upper School and Middle School Student Leader Breakfasts, which will be available on the PCW website.
- Publicize the **Spring Speaker, which will take place** on April 12th at Holton-Arms School.

April

- Attend **Spring Speaker** on April 12th at Holton-Arms School. Encourage other parents and school personnel to attend.
- Remind outgoing and incoming PA Presidents about the **PA Presidents Forum, which will take place** on May 10th, and encourage them to attend.
- Share with your school community the summary of **Best Practices** and the **Best Practices** E-binder, which will be available on the PCW website.
- If requested by your Board liaison, follow-up with your school's **Dean of Students** (high schools only) about his or her attendance at the **Dean's Lunch, which will take place** on April 26th.

May

- PA Presidents (both outgoing and incoming) attend **PA Presidents Forum** on May 10th at Norwood School.
- Share with your school community the summary of the **Spring Speaker**, which will be on the PCW website.
- Identify PCW school representatives for next year.
- Share with your school community the summary of the PA Presidents Forum, which will be available on the PCW website.

**THANK YOU FOR HELPING PCW
CONNECT, SHARE AND ENGAGE!**

[www. parents council.org](http://www.parents council.org)

