

# Month-to-Month Guide for PCW Representatives

Board Liaison:

Phone and Email:

## September

- Attend **2017 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 PCW website, Facebook page and Twitter account.
- Publicize the **Fall Speaker, which will take place on October 19** at Sidwell Friends School. PCW will provide you with promotional support for all PCW programs.

## October

- Attend the **Fall Speaker on October 19 at Sidwell Friends School**. Encourage other parents and school personnel to attend.

## November

- Publicize the **Movie Screening on January 24<sup>th</sup>** at Bethesda Row Theater.
- 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 7<sup>th</sup>** at Washington 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 6<sup>th</sup>**, 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 21<sup>st</sup>**, with the appropriate person (usually the Middle School Dean of Students) at your school.

## February

- Continue to publicize **Best Practices**, which will take place on **March 7<sup>th</sup>** at Washington Episcopal School.
- If requested by your Board liaison, follow up about your school's submission on the **Best Practices** topic for the **March 7<sup>th</sup>** Best Practices program.

## March

- Attend **Best Practices on March 7<sup>th</sup>** at National Presbyterian 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 12<sup>th</sup>** at Georgetown Visitation Preparatory School.

## April

- Attend **Spring Speaker on April 12<sup>th</sup>** at Georgetown Visitation Preparatory 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 2<sup>nd</sup>** 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 Breakfast**, which will take place on **April 17<sup>th</sup>**.

## May

- PA Presidents (both outgoing and incoming) attend **PA Presidents' Forum on May 2<sup>nd</sup>** 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.parentscouncil.org](http://www.parentscouncil.org)**

