

## 2021-2022 Month-to-Month Guide for PCW Representatives

*Note: PCW will provide you with promotional material for all programs via the monthly checklist; program summaries available on the website ([www.parentscouncil.org](http://www.parentscouncil.org))*

### October

- Attend **Orientation, October 5 (9:30am) via Zoom.**
- Contact school PA President or communications director to determine best method for publicizing future PCW events/programs.
- Publicize the **Lower School Forum** panel event on October 26<sup>th</sup> as appropriate for your community in school newsletters, on the school website, by distributing flyers, etc.
- Attend, as appropriate, the **Lower School Forum, October 26 (9:30am) via Zoom.** Encourage other lower school parents, school personnel, and friends to attend.
- Publicize the Fall **Speaker Series** event on November 9<sup>th</sup>.

### November

- Share the Lower School Forum summary, available on the PCW Website, with your school community, if applicable.
- Attend the **Speaker Series: Rosetta Lee, November 9 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Share the summary from the Rosetta Lee event, available on the PCW website, with your school community.
- Publicize the Winter **Speaker Series** event on December 7<sup>th</sup>.

### December

- Attend the **Speaker Series: Drs. Christopher Thurber and Hendrie Weisinger, December 7 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Publicize the **Movie Screening** in January 2022.

*Happy Holidays!*

### January

- Attend/view the **Movie Screening: The Upstanders.** Please verify time and location on Monthly Checklist and the PCW website. Encourage other parents, school personnel, and friends to attend.
- Share the summary from the Drs. Thurber and Weisinger event, available on the PCW website, with your school community.

### February

- Selected Upper School students attend **Upper School Student Leader Breakfast, February 24.**

### March

- Selected Middle School students attend **Middle School Student Leader Breakfast, March 2.**
- Publicize the **Speaker Series** event on April 28<sup>th</sup>.

### April

- Upper School Deans of Students attend the **Deans Breakfast, April 26.**
- Attend the **Speaker Series: Dr. William Stixrud and Ned Johnson, April 28 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Share the summary from the Dr. Stixrud and Ned Johnson Speaker Series with your school community.
- Remind outgoing and incoming PA Presidents about the **PA Presidents' Forum** on May 10<sup>th</sup> and encourage them to attend.

### May

- PA Presidents (both outgoing and incoming) attend **PA Presidents' Forum, May 10 (9:30am) Location TBD.**
- Identify PA Presidents and PCW Representatives for next year and send information to PCW at [administration@parentscouncil.org](mailto:administration@parentscouncil.org).



## **PCW School Representatives**

### **Specific Responsibilities/Expectations for Taking Advantage of PCW Membership**

Each member school selects approximately one to three parents to serve as PCW Representatives during the academic year. Representatives are expected to learn about, advertise and promote, encourage participation, attend and engage, and share program materials for all applicable PCW programs with their school communities, as well as seek opportunities to promote the relationship between PCW, member schools and parent groups.

- **Learn About**
  - Take part in PCW Orientation Event
  - Communicate with your PCW Board Member Liaison
  - Read and act upon PCW monthly checklists sent directly to your email inbox
  - Refer to PCW website ([www.parentscouncil.org](http://www.parentscouncil.org), 'Resources for Reps' section)
  - Attend other PCW events (Speaker Events, Movie Screenings, Panel Discussions)
- **Advertise and Promote**
  - Use blurbs and/or flyers from PCW monthly checklists to advertise in school communications
  - Be strategic about where to advertise (school newsletters, class notices, etc.)
  - Email or send notes to parents, administrators, faculty, and staff
  - Provide access to copies of previous year summaries for applicable programs (located on PCW website, below)
- **Encourage Participation**
  - Talk up programs and ask other parents to attend with you as appropriate
  - Email or send notes to administrators, faculty, and staff for programs of interest
  - Help provide transportation or carpools when necessary
  - Make sure everyone knows where, when, and for whom the programs exist
- **Attend and Engage**
  - Go to all programs meant for you and bring a friend where applicable
  - Use programs as opportunities to network and engage with other parents
- **Share Program Materials**
  - Once posted, ensure your school community sees and reads program summaries
  - Email/hand out program summaries to administrators, faculty, and parents

#### **Stay Informed 24/7**

Contact us: [administration@pcw.org](mailto:administration@pcw.org) or via your Board Liaison

Visit our website: [www.parentscouncil.org](http://www.parentscouncil.org)

Like us on Facebook: [www.facebook.com/ParentsCouncilof Washington](https://www.facebook.com/ParentsCouncilofWashington)

Follow us on Twitter: [www.twitter.com/PCWschools](https://www.twitter.com/PCWschools)