

# 2022-2023

## 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))*

### September

- Contact school PA President or communications director to determine the best method for publicizing future PCW events/programs.
- Publicize the Fall **Speaker Series: Jonathan Dalton** event on October 18 as appropriate for your community in school newsletters and on the school website.

### October

- Attend **Orientation, October 4 (8:30am) at National Cathedral School.**
- Continue to publicize the Fall **Speaker Series: Jonathan Dalton** event on October 18.
- Publicize the **Movie Screening: Chasing Childhood**, available from October 24-28.
- Publicize the **Lower School Forum** panel event on November 3, if applicable to your school.
- Attend the **Speaker Series: Jonathan Dalton, October 18 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Share the summary from the Jonathan Dalton event, available on the PCW website, with your school community.
- View the **Movie Screening: Chasing Childhood, October 24-28 (Virtual).** Encourage other parents, school personnel, and friends to view.

### November

- Attend, as appropriate, the **Lower School Forum, November 3 (9:00am) at Norwood School.** Encourage other lower school parents, school personnel, and friends to attend.
- Share the Lower School Forum summary, available on the PCW Website, with your school community, if applicable.

### December

- Publicize the **Mental Health Panel** event on January 25.

*Happy Holidays!*

### January

- Continue to publicize the **Mental Health Panel** event on January 25.
- Attend the **Mental Health Panel, January 25 (7:00pm) at The Field School.** Encourage other parents, school personnel, and friends to attend.

### February

- Selected Upper School students attend **Upper School Student Leader Breakfast, February 15.**
- Selected Middle School students attend **Middle School Student Leader Breakfast, February 28.**

### March

- Upper School Deans of Students attend the **Deans' Breakfast, March 1.**
- Publicize the Spring **Speaker Series: Ana Homayoun** event on April 18.

### April

- Attend the **Speaker Series: Ana Homayoun, April 20 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Share the summary from the Ana Homayoun Speaker Series event with your school community.

### May

- 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
- 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 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 (optional)
- 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@parentscouncil.org](mailto:administration@parentscouncil.org) or via your Board Liaison

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