

# 2023-2024

## 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.
- Attend **Orientation, September 20 (8:30am) at National Cathedral School.**
- Publicize the Fall **Speaker Series: Jennifer Wallace** event on October 26 as appropriate for your community in school newsletters and on the school website.

### October

- Continue to publicize the Fall **Speaker Series: Jennifer Wallace** event on October 26.
- Attend the **Speaker Series: Jennifer Wallace, October 26 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Share the summary from the Jennifer Wallace event, available on the PCW website, with your school community.

### November

- Publicize the **Lower and Middle School Forum** panel event on December 5, if applicable to your school.

### December

- Attend, as appropriate, the **Lower and Middle School Forum, December 5 (7:00pm) at Lowell School.** Encourage other lower school parents, school personnel, and friends to attend.
- Share the Lower and Middle School Forum summary, available on the PCW Website, with your school community, if applicable.
- Publicize the **Mental Health Panel** event on January 30.

*Happy Holidays!*

### January

- Continue to publicize the **Mental Health Panel** event on January 30.
- Attend the **Mental Health Panel, January 30 (7:00pm) at The Lab School.** Encourage other parents, school personnel, and friends to attend.

### February

- Selected Upper School students attend **Upper School Student Leader Breakfast, February 6.**

### March

- Upper School Deans of Students attend the **Deans' Breakfast, March 1.**
- Publicize the Spring **Speaker Series: College Panel** event on April 24.

### April

- Selected Middle School students attend **Middle School Student Leader Breakfast, final date TBD.**
- Attend the **Speaker Series: College Panel, April 24 (7:00pm) via Zoom.** Encourage other parents, school personnel, and friends to attend.
- Share the summary from the College Panel 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, 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)**