

**Don't Give Up!**  
**Parent Workshop Agenda**  
**June 30, 2010**

**I. Introduction**

**II. How to promote a welcoming environment.**

A. Qualities of a committee leader

1. Attitude
2. Personality
3. Role model
4. Include everyone
5. Be organized
6. Invite others
7. Be appreciative
8. Spread workload
9. Ask questions
10. Learn from mistakes
11. REMEMBER...

## B. Qualities of a volunteer

1. Attitude
2. Personality
3. Committed
4. Social groups
5. Cell phones
6. Role model
7. REMEMBER...

## III. How to have a successful meeting or committee

### A. Information is key.

1. Be specific
2. Include lots
3. Give advanced notice
4. Post results
5. Keep focused

### B. Be open to all

### C. Who's the boss?

### D. Community

### E. Break-up groups

### G. REMEMBER...

#### **IV. How to get parents on board?**

- A. Avoid social groups
- B. Advanced notice
- C. Make room for everyone
- D. Keep workload even
- E. Offer free time
- F. Ask questions

#### **V. How do you get school staff on board?**

- A. Encourage praise
- B. Avoid gifts
- C. Give up control
- D. Express personal thanks
- E. Information
- F. Communication
- G. Ask questions
- H. Get students motivated

#### **VI. Idea sharing and questions**