



Elected Officials Go to School

Program Guide

North Carolina PTA
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To: PTA Presidents and Legislative Chairs

Re: **Elected Officials Go to School Program**

North Carolina PTA is excited to announce its annual *“Elected Official Go to School”* program. This program provides an opportunity for elected officials to visit, observe and participate in activities of North Carolina Public Schools. We encourage you to invite county commissioners, members of local boards of education, state legislators and other elected officials to participate in the daily routine at your school.

We encourage all PTAs to become involved in the program sometime during the school year. Participating in this program will enlighten elected officials of our school’s needs. Our elected representatives will better understand the conditions in the educational environment of the staff and students in your school. It is important that they see the total spectrum of your school. We believe the survival of effective public education in North Carolina is dependent upon adequate laws and resources that will provide quality education throughout our state. This experience should enhance elected officials’ awareness and support as they make decisions regarding public education North Carolina. We have included a number of suggested activities in the program guide.

Thank you for your advocacy efforts; together we can make a difference in the lives of all children.

PLANNING THE PROGRAM

- Plan activities for elected officials' visit at your school – suggestions included in this packet
- Send written invitations to elected officials (sample enclosed in this packet)
- Make a call and follow up with written confirmation on the date and time
- Send out press releases with confirmation of time elected official will be at your school and promote the program (newsletters, announcements, etc.)
- Send elected officials materials they need to have prior to school visit – directions, simple fact sheets about your school with your school's successes and needs.

THE DAY OF THE VISIT

- Arrive early to greet visitors and escort them to the classroom and throughout the school
- Elected officials should experience a typical school day.
- Encourage elected officials to have a first-hand experience with students.
- Invite elected officials to have lunch in the school cafeteria.
- At the end of the visit, thank the elected officials and present them with a response card asking them to let NCPTA know about their visit. (sample enclosed)
- Complete and return the enclosed Report Card to NCPTA
- Follow up by sending a thank you letter from your PTA, school and/or the students

An Invitation

To: _____
(elected official)

*You are invited to participate in
NCPTA's
Elected Officials Go To School Program
and participate in the daily activities of a NC public school*

Where: _____
(School Name)

Address _____

When: _____

RSVP by: _____

To: _____
(Principal/PTA President)

Address _____

Phone _____



Suggested Activities for Elected Official's Visit

- Speak to class about being an elected official
 - Attend a PTA meeting/activity
 - Attend a School Improvement Team meeting
 - Tutor a child
 - Tutor hearing or visually impaired student
 - Read to a child or group of students
 - Eat lunch with students and staff
 - Assist with playground supervision
 - Lunch duty
 - Bus duty
 - Bathroom duty
 - Hall monitor
 - Computer Lab
 - Chaperone a Field Trip
 - After school activity
 - Ride the bus
- Visit special education classes
 - Visit ESL classes (English as a Second Language)
 - Assist in a ISS Class (In School Suspension)
 - Alternative Education
 - Class changes with students
 - Homeroom attendance
 - Fire Drill
 - Assist in school offices
 - Check papers
 - Lesson plan with team teachers
 - Visit Guidance Counselor
 - Visit School Nurse
 - Accompany a teacher on a student home visit
 - Check out a favorite book from the Media Center
 - Carry books from class to class
 - **Add your own creative activities**

ELECTED OFFICIALS GOES TO SCHOOL REPORT CARD

Elected Official Name _____

Address _____

Elected Position _____

School Attended _____ County _____

Date Attended _____ Time in _____ Time out _____

How did elected official participate? _____

Arrived on Time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ate lunch with students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Spoke to a class	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Taught a class	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Classes Attended: (please list)

Duties: (please list)

Special Programs (please list)

Remarks:

Please mail or FAX to:

North Carolina PTA
3501 Glenwood Avenue
Raleigh, NC 27612-4934
FAX 919/787-0569



Elected Official's Response to School Visit

Thank you for joining us today! Please let us know about your experience.

Name: _____ Date _____

Address _____

City _____ State _____ Zip _____

E-mail address _____

School Attended: _____ Grade Level _____

County _____

How did you participate? (Please list activities) _____

Most impressive activities _____

Most pressing need observed _____

Please return to:

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