



# NCPTA

## Elected Officials

### Go To School Week

#### *Program Guide*



**To: PTA Presidents and Advocacy Chairs**  
**Re: NCPTA Elected Officials Go to School Week**



North Carolina PTA is excited to announce its annual “NCPTA Elected Official Go to School Week” program. This program provides an opportunity for elected officials to visit, observe and participate in activities in 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 routine activities at your school.

We encourage all PTAs to become involved in the program during the week of September 18–22. Participating in this program will enlighten elected officials and help them better understand the experiences of the staff and students in North Carolina schools. We believe that a high-quality public education 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 in 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.

Yours In Advocacy,  
Dr. Shaneeka Moore-Lawrence, NCPTA President  
Aja Purnell-Mitchell, NCPTA Advocacy Chair

## **PLANNING THE PROGRAM**

- **Send invitations to elected officials via mail or email (sample enclosed in this guide)**
- **Make a call and follow up with confirmation via mail or email of the date and time**
- **Plan activities for elected official's visit at your school (suggestions are included in this guide)**
- **Send out press release with confirmation of time the elected official will be at your school and promote the program on social media, newsletters, announcements, etc.**
- **Send your elected official the materials needed prior to the school visit – directions, simple fact sheet about your school, and your school's successes and needs**

## **The Day of the Visit**

- **Arrive early to greet your elected official and provide a tour of the school building**
- **Engage your elected official in typical school activities**
- **Encourage official to enjoy a meal with students in the school cafeteria**
- **Thank the elected official (maybe give some school swag)**
- **Present the elected official with a QR code for them to let NCPTA know about the visit (enclosed in this guide)**
- **A PTA representative should complete the school visit form and send it to NCPTA**
- **Send thank you correspondence from your PTA, school, and/or students to the elected official**

## **Suggested Activities for Your Elected Official to Participate In During the Visit**

- **Assist in morning carpool duty**
- **Distribute breakfast to students**
- **Supervise playground time**
- **Speak to a class about being an elected official**
- **Be a Guest Reader in a class**
- **Participate in a classroom lesson**
- **Attend an assembly**
- **Serve as a Hallway Monitor**
- **Eat lunch with students in the cafeteria**
- **Visit an Exceptional Children's classroom**
- **Visit an English Language Learner Classroom**
- **Visit a Dual Language Classroom**
- **Attend a staff meeting or planning period**
- **Visit with the school Social Worker and/or School Counselor**
- **Assist with afternoon dismissal- carpool or buses**
- **Spend time in the Media Center or Art Department**
- **Participate in a Physical Education class**
- **Attend a PTA meeting or event**
- **Participate in a fire drill**
- **Read morning announcements**
- **Create your own activity**

## Sample Email Invitation

Dear \_\_\_\_\_,

I am writing to you from \_\_\_\_\_ School PTA. Here at \_\_\_\_\_ School, we would like to invite you to join us for NCPTA Elected Officials Go to School Week happening September 18- September 22. We hope you will come and check out our school, meet our wonderful students and staff, and participate in some of our daily school activities. Activities may include shadowing the principal, reading to students, teaching a lesson on how bills become law, lunch duty, or other activities that happen during a typical school day. We are excited about the possibility of you joining us during this week and look forward to you identifying the day that works best. We would love to have you for the full day, but understand with your busy schedule you may only have a few hours. Please let us know your preference on or before \_\_\_\_\_. We look forward to hearing from you soon. Please contact me via phone at \_\_\_\_\_ or via email at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

## Sample Email Thank You

Dear \_\_\_\_\_,

Thank you for joining us at \_\_\_\_\_ School today. We appreciate you taking time out of your schedule to visit and learn more about our school during NCPTA Elected Officials Go to School Week. NCPTA would like to hear about your visit and is asking if you could please fill out the below survey to tell them about your time spent with us. Thank you again for joining us!



[bit.ly/NCPTAElectedOfficials](https://bit.ly/NCPTAElectedOfficials)

Sincerely,

\_\_\_\_\_

# Important Things to Remember

- **While your Elected Official is there, this is the best time to show them your advocacy priorities (NCPTA priorities enclosed in this guide)**
- **Be sure to have a PTA Representative present the day of the event**
- **Be sure to have open communication with your school administration and plan this event with them**
- **Check with your administrator regarding media pictures for students, as the Elected Official may want to take pictures, as may you as the PTA**
- **Highlight events that are taking place in the school and with the PTA for the next few months and invite the Elected Official to attend**
- **Invite the Elected Official to become a member of your PTA**
- **Be sure to fill out the NCPTA Bring Your Elected Officials to School Week Reflection Form (bottom of this page)**
- **If you have any questions, please reach out to NCPTA at [advocacy@ncpta.org](mailto:advocacy@ncpta.org) or [office@ncpta.org](mailto:office@ncpta.org)**

NCPTA Bring Your Elected Officials to School Week Reflection Form can be found at:

<http://bit.ly/NCPTAElectedOfficialsLeaders>



# **NCPTA Advocacy Priorities**

*In keeping with the North Carolina PTA's mission and support of our existing and long-standing policies, the North Carolina 2023 State Legislative Advocacy Priorities, adopted by the Board of Directors on March 13, 2023, are as follows:*

## **1. Support for NCPTA's parent engagement programs**

- Students and schools are more likely to thrive and succeed when parents and caregivers are engaged in their children's education. NCPTA supports legislation and funding to enhance parent and family engagement in schools throughout North Carolina.

## **2. Mental Health & Wellness**

- The COVID pandemic has shown a spotlight on the increased mental health needs of children in our state. NCPTA supports efforts to improve child mental health. NCPTA supports efforts to increase funding for school counselors, school social workers, school psychologists, school nurses, and other school health professionals.

## **3. School Nutrition**

- Healthy meals and nutrition are important for the health and wellbeing of children. NCPTA supports efforts to provide healthy meal choices and universal school breakfast and lunch.

## **4. School Funding**

- NCPTA supports efforts to fully fund school infrastructure and technology needs and increased salaries for certified professionals, classified professionals, and other licensed professionals in our schools. NCPTA also supports funding that effectively enhances school safety in all our schools.