SAMPLE AGENDA FOR PLANNING MEETING

Union, Parent and Community Member Planning Committee

Total time: 60-90 minutes

**Introductions (5 min.)**

* Have each attendee share their name and connection to the school

**Purpose and Goals of Walk-Ins (5 min.)**

* Examples might include:
  + To show lawmakers we will protect our schools and out communities
  + To make it clear we won't allow anyone to disrupt our classrooms by dismantling the Department of Education and robbing our families of opportunities.
  + To highlight that we won’t stand for tax cuts for billionaires at the expense of our students; and/or
  + To highlight our support for schools that serve lower income families through Title I, support for students with disabilities, etc.

**Group Discussion on Message (15 min.)**

* What are the things we love about our school?
* How do we highlight the important role schools play in our community?
* Does anyone have any stories about how public schools positively shaped the lives of their students?

**Ideas for Turnout for the Walk-In (20 min.)**

* What are our turnout goals?
* How can we get other educators, parents, students and community members to turn out?
* Select days for leafleting and making presentations to different groups, and make assignments for one-on-one conversations with members at the school.
* How and when will we follow up with people who say “yes” or “maybe”?

**What’s Next? (15 min.)**

* Are there some things we want to highlight about our school? What are they?
* What would we like to see in the program for March 19? How can the walk-in become more newsworthy?
* Which presentations can help make the day a success
* Additional needs and roles
* Next time to check in
* Materials needed: