

## HOW TO HAVE A SUCCESSFUL PROGRAM

### ADVERTISE MEETING

- Target parents of students in classroom driver education.
- Send home letter to parents and use all available opportunities to advertise the program.
- Place notices in monthly school newsletter and provide informational articles.
- Create a flyer for “Back to School” nights.
- Establish the number parent resource packets and certificates.

### IDENTIFY PERSONNEL AND PRESENTERS

- Name and phone number for all presenters: school resource officer, parent, insurance agent, etc.
- Administrator for the Welcome and Comments.
- Staff to help with all the duties of the evening: registration sign in, hand out parent packets, certificates distributed, direct parents to the site, and return evaluations and sign-in sheets to supervisor.
- Establish a technology assistant for set-up and running the AV equipment. Proper execution of the AV equipment is vital.

### CHECKLIST OF MEETING NEEDS

- Signs at front entrance to direct parents to meeting area.
- Well planned system for parent/guardian to sign in – separate sheet for parent participants from another school.
- Large tables for parent check-in with more than one station to move people along located conveniently away from actual meeting place.
- Microphone system and podium for guests.
- Video projector for the PowerPoint for a large audience with good sound.
- Know how to work the lights – should be able to dim during power point and video.
- Set up a laptop and projector with sound connected to the laptop for the presentation. Be sure you have the CD and its backup.
- Testing of equipment before that evening – who can help with the technology?
- Magnetic signs for loan to parents and a Check out system if you provide them.
- Sample or copies of *45-Hour Parent/Teen Driving Guide*.
- Parent packets – one per family.
- Assigned duties for the participating staff.
- Signed and dated certificates for parent participation.
- Means to collect evaluation at the end of the program.
- Digital camera.
- Bottled water for guest speakers.
- Separate meeting location for large Spanish speaking audience with video.
- Advertise specific Spanish meeting.
- Assign responsibility for returning sign-in sheets and evaluation packets.

## **KEY POINTS FOR THE PRESENTATION**

### **SETUP and PRE-PREPARATION**

- Create nametags for identifying yourself and staff as school staff members.
- Get certificates pre-signed by principal – date stamp; signature stamp.
- Place a table out front to identify location for the parent meeting.
- Have 45-hour driving logs available for parents to take home.
- Display signs – 4 x 6 table cover; 3 x 6 outdoor sign.
- Set-up a podium and PowerPoint for presenters.
- Set-up sign in table and arranged clipboards with each school's sign in sheets - one clipboard for each school.
- Assemble an appropriate number of parent information folders.
- If you are a Spanish-designated school, stuff folders for Spanish parents and arrange a second smaller location for them to meet.
- Contact and arrange for lighting, technology/electronics person.
- Test the PowerPoint on your laptop with the projector before the meeting.
- (Note: If the videos are playing on your laptop but not on the screen, press “FUNCTION, F8” this will switch the video to the projector only, pressing “FUNCTION, F8” again will bring the video back to your laptop.)

### **PRESENTATION**

- Be prepared. START ON TIME and END ON TIME!
- This presentation should last about 90 minutes.
- Prepare to distribute folders inside of the auditorium.
- It would be good to have two staff members and involve the school administration.
- Driver education teacher from school should be the MC.
- Dress professionally!
- Hand out evaluations at end of program.

### **END OF PROGRAM**

- Collect evaluations and return to Supervisor of Driver Education.
- If not in the folders, hand out Certificates of Completion.
- Send all sign in sheets except your school to the Supervisor of Driver Education.