

# Realizing the American Dream

## Consider program logistics

**B**efore you kick off the Realizing the American Dream Program, you need to decide when and where you will conduct the weekly parent classes. Selecting a convenient time and location is critical to the success of your program. Consider the following:

### Day of week

The Realizing the American Dream Program is designed to run for 10 consecutive weeks. Having parent meetings and classes on the same day each week will make it easier for parents to remember. In selecting the day of the week, be sure to review your school calendar to avoid interfering with other school programs or events. Also consider events and programs being offered in your community. You don't want to compete for parents' time or attention.

### Time of Day

Each parent class is approximately two hours long. Consider scheduling weekday classes in the evenings to accommodate working parents. Try not to start much later than 6:00 p.m. to avoid interfering with family bedtime routines. If you offer classes on Saturdays, schedule them early in the day.

It's impossible to pick a time that will be perfect for everyone, but you can increase your odds by thinking about some of your past school events and programs. Which ones had the highest levels of participation? What times were those events?



### Location

The perfect location for your parent classes is right at your own school. Classes can be held in a classroom, the cafeteria, the library, etc. The room will need to accommodate a computer and a computer projector, since each class includes a PowerPoint® presentation. Parents should sit at tables or desks in groups of five to eight and should be able to see the screen easily from their seats.

### Childcare

For many parents, childcare may make the difference between attending a school event and staying home. Encourage attendance by offering free on-site childcare for all parent meetings and classes. Check with local service organizations and your parent teacher organization for potential childcare volunteers. Local high school students may also be willing to donate their time in exchange for community service hours.

### Refreshments

Since many parents may come to classes straight from work, think about offering snacks and beverages. Local grocery stores may be willing to donate bottles of water and food items. Check with local deli shops and restaurants, too.

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## Recruit class facilitators over the phone

Sometimes the most effective way to recruit class facilitators is by picking up the phone. Once you have identified potential candidates, simply call them. Here's a SAMPLE script to follow when making your request. On the RAD program website, you'll find a Microsoft Word version of the script which you can download, personalize and adapt to your needs.



### Telephone Script for Class Facilitator Recruitment

Hello, this is [name] and I'm calling from [name of school]. How are you today?

Our school is getting ready to launch a new family engagement program called *Realizing the American Dream*. We are really excited about this new program and believe it will have an incredible impact on our school community. I am calling you today because I am hoping that you will want to be a part of it.

We are in search of volunteers who would like to serve as class facilitators for the program and you are exactly the type of person we have been looking for. I would love to tell you more about the program and how you can get involved if you have a few minutes.

#### Realizing the American Dream Program

*Realizing the American Dream* is a curriculum of free parent classes to help parents make sure their children are on the pathway to success. The classes provide tips on how to help children with schoolwork at home, motivate children, build reading skills, work as partners with teachers, the principal and other school staff—and much more. The goal of the 10-week program is to teach parents how to make and carry out a step-by-step plan to help their children succeed academically and graduate from high school ready to go to college.

#### Class facilitator responsibilities

This is where you come in. We are looking for class facilitators to lead the weekly parent classes. For each class, there is a Facilitator's Guide that outlines exactly what to do, step-by-step. Each lesson includes a PowerPoint® presentation. You just follow the guide and the class practically runs itself. Everything you need for each class, including all class materials, is provided for you.

As a class facilitator, your most important role is simply to build relationships with parents. You would be a vital link between parents and the information they need to help their children be successful academically.

#### Time commitment

Class facilitators meet with parents once a week, over a period of 10 weeks, to facilitate each class. Each class is designed to run about two hours. You just need to review class content before leading each class, which can be accomplished in less than an hour.

#### Class facilitator qualifications

We identified you as a candidate because we believe that you:

1. Enjoy working with people.
2. Want to inspire others.
3. Are committed to making a difference.

I would love to schedule a brief meeting for you to review the facilitator and class materials and have all your questions answered. How does that sound?

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## Meet with the class facilitator

Once you have selected your class facilitator, schedule a meeting to review the Realizing the American Dream Program. You will want to go over the curriculum, class materials, program schedule and responsibilities.

### Review the curriculum

- Offer a brief overview for each of the classes and meetings the facilitator will lead.
- Give the facilitator the *Class Facilitator Binder* and the *Parent Binder* to review. Be sure to point out that the Facilitator's Guides for each lesson and meeting outline exactly what the facilitator needs to do, step-by-step.
- Share the PowerPoint® slides for Class 1. You can either show them during your meeting or give the facilitator a copy of the presentation on a thumb drive to review at home. Point out that the Facilitator's Guides clearly indicate when each slide should be displayed during each class lesson.

### Discuss the class facilitator's responsibilities

The class facilitator will be expected to:

- Attend the Parent Information & Registration Meeting. The class facilitator will be introduced during this meeting.
- Place personal phone calls to class participants a few days before each class to encourage attendance.
- Prepare for and lead each of the seven parent classes.
- Contact the program director after each class to discuss any questions or concerns and to arrange material pick-up for the next class.
- Prepare for and lead the Principal's Forum.
- Attend the Graduation Ceremony and share a few remarks about the overall experience of leading the parent classes.

### Discuss the program director's responsibilities

The program director will offer support and guidance to the class facilitator and will:

- Provide class location, equipment and prepare all class materials (i.e. name tags, copies of parent lesson books, incentives). Share the **Program Director's Checklist** pages in Section 6 of this binder to give the facilitator a general idea of what you will provide for each class.
- Meet with the class facilitator after each class to answer questions, collect forms and deliver class materials for the next class.