



 Community School Director Checklist
for
Planning Your Community Schools Forum



Before you begin planning consider these factors:

- ☐ What do families most need to discuss right now?
- ☐ Which families are not represented, and how will we reach them?
- ☐ What barriers might prevent participation?
- ☐ How will we ensure the forum is welcoming and culturally responsive?
- ☐ How will families see that their input led to action?

 Community School Director Checklist for Planning Family Forums.docx



6–8 Weeks Before the Forum

- ☐ Define the purpose and goals of the forum
 - ☐ Gather family feedback
 - ☐ Share school/community updates
 - ☐ Discuss priorities, needs, or upcoming programming
 - ☐ Strengthen family engagement and trust
- ☐ Determine main topics and desired outcomes
- ☐ Select a family-friendly date and time
 - ☐ Evening
 - ☐ Weekend
 - ☐ After dismissal
 - ☐ Other
- ☐ Reserve an accessible, welcoming space
- ☐ Decide format
 - ☐ In-person
 - ☐ Hybrid
- ☐ Build a planning team
 - ☐ Parent leaders (PTA, SLT, volunteers)
 - ☐ School staff
 - ☐ Community partners
 - ☐ Students (if appropriate)
- ☐ Coordinate with principal and key staff
- ☐ Create a budget
 - ☐ Food/snacks
 - ☐ Childcare (activities for siblings who attend)

- ☐ Translation/interpretation ☐ Materials
- ☐ Incentives/raffles ☐ Activities throughout the day

4–6 Weeks Before the Forum

- ☐ Finalize agenda and discussion topics
- ☐ Decide what data/information will be shared
- ☐ Prepare family-friendly discussion questions
- ☐ Arrange interpretation and translated materials
- ☐ Secure logistics
 - ☐ Childcare
 - ☐ Food/refreshments
 - ☐ Technology support
 - ☐ Transportation assistance (if available)
 - ☐ Volunteers
- ☐ Invite guest speakers/community partners (if needed)
- ☐ Develop communication plan
 - ☐ Flyer
 - ☐ Backpack letters
 - ☐ Text messages
 - ☐ Robocalls
 - ☐ Email
 - ☐ Social media
 - ☐ Direct outreach
- ☐ Ensure all communications are translated



2–3 Weeks Before the Forum

- ☐ Send invitations and begin outreach
- ☐ Personally contact key and hard-to-reach families
- ☐ Track RSVPs and identify barriers
- ☐ Prepare sign-in sheets and contact forms
- ☐ Finalize materials
 - ☐ Agenda
 - ☐ Handouts (information sheets, surveys, feedback forms)
 - ☐ Slides
 - ☐ Discussion protocols ☐ Assign staff roles
 - ☐ Facilitator
 - ☐ Greeter
 - ☐ Interpreter
 - ☐ Childcare support
 - ☐ Note taker
 - ☐ Tech support
- ☐ Prepare supplies
 - ☐ Pens/pencils
 - ☐ Chart paper/ note paper
 - ☐ Markers
 - ☐ Name tags

- ☐ Copies



1 Week Before the Forum

- ☐ Confirm all logistics
- ☐ Reconfirm
 - ☐ Room reservation
 - ☐ Technology
 - ☐ Food delivery
 - ☐ Childcare
 - ☐ Interpretation
- ☐ Send reminder messages
- ☐ Review agenda with staff
- ☐ Prepare discussion norms
 - ☐ Respect
 - ☐ Shared voice
 - ☐ Inclusion
 - ☐ Confidentiality
- ☐ Plan how to document feedback and next steps



Day of the Forum

- ☐ Arrive early and set up
- ☐ Ensure signage is welcoming and visible
- ☐ Set up spaces
 - ☐ Registration/sign-in
 - ☐ Refreshments
 - ☐ Childcare
 - ☐ Seating for discussion
- ☐ Test technology and microphones
- ☐ Greet families warmly
- ☐ Review with participants
 - ☐ Purpose
 - ☐ Agenda
 - ☐ Norms
- ☐ Facilitate inclusive discussion
- ☐ Capture feedback
 - ☐ Notes
 - ☐ Chart paper
 - ☐ Surveys
 - ☐ Sticky notes

After the Forum

- ☐ Send thank-you messages (within 1–3 days)
- ☐ Review and summarize key themes
- ☐ Share follow-up with families
 - ☐ What was heard
 - ☐ Actions/decisions
 - ☐ Timeline for next steps
- ☐ Record attendance and feedback
- ☐ Meet with planning team to reflect
 - ☐ What worked well
 - ☐ Areas for improvement
 - ☐ Recommendations
- ☐ Develop action plan and communicate progress
- ☐ Share pictures with OCS PM, and Social Media
- ☐ Complete the OCS [Forum Summary](#)
- ****this form certifies that you have held and completed your Community School Forum**

