


RESOURCE

Planning Checklist and Resources

FOR LOCAL PTHV WEEK CELEBRATIONS

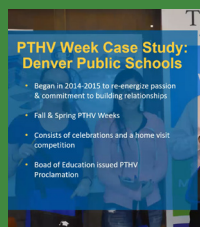


Parent Teacher
Home Visits

We are headed into the final countdown to our inaugural National PTHV Week celebration, which will be held the week of September 19 – 24, 2022! In the remaining weeks, we encourage you to consider and prioritize planning activities that will have the greatest impact on the overall success of your local celebration.

To assist in these efforts, PTHV is providing robust planning support to partnering schools and districts. In addition to a series of preparation webinars, PTHV will provide virtual office hours, as well as curated guidance and tools on related topics spanning communications, advocacy, evaluation, and more. This document is the final in a three-part checklist resource that you may use as you think about your plan and to check off key tasks as they are completed.

Resources



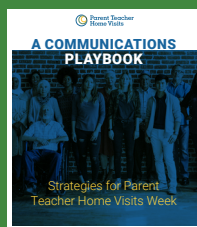
**PTHV Week
Preparation
Session 1
Recording**



**PTHV Week
Preparation
Session 2
Recording**



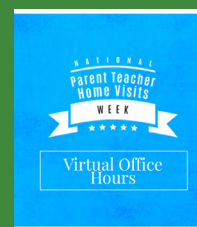
**PTHV Week
Advocacy Tools**



**PTHV Week
Communications
Playbook**



**PTHV Week
Evaluation
Toolkit**



**PTHV Week
Virtual Office
Hours**

To learn more about PTHV Week, register for upcoming PTHV Week-related events, access these resources, and more, visit: <https://pthvp.org/pthv-silver-anniversary/national-pthv-week/>

Questions to Consider

1. What steps do we need to take to finalize preparations for PTHV Week? Which action steps are the highest priority for our success? Which school/district personnel or departments can support final planning and implementation? How will we engage them?
2. What types of PTHV Week data will we collect, and how? How will these procedures and processes be communicated to school-level staff?
3. What and with whom do we want to communicate about PTHV Week? Who are our target audiences for PTHV Week communications, and what do we want them to do? What are the key messages that we want to share that will inspire them to engage and act? What strategies and tactics will we use?
4. Which stakeholders, outside of your school or district, need to be engaged in PTHV Week? What do you need or want from them? How will you influence their support?
5. What will **our** role be during PTHV Week? What actions will we take during PTHV Week to help us achieve our overall celebration goals?
6. What do we want or need our leaders to do during PTHV Week? What steps will we take to engage them?
7. How will we recognize and share the stories and impact of PTHV Week, in real-time?
8. How can we amplify the stories and impact that emerge from our PTHV Week celebration?
9. Who will be responsible for submitting data to the National PTHV Office following PTHV Week? How will we share the impact of PTHV Week with our local stakeholders? What information will be shared, with whom, and how?
10. What remaining questions do we have about PTHV Week?

Action Steps

My local school or district has:

- Created a detailed action plan and is making progress toward meeting key planning milestones
- Engaged key leaders and other stakeholders in preparing for PTHV Week with a clear plan in place for how they will participate during the celebration
- Drafted and submitted local Board of Education agenda documents to recognize PTHV Week, if applicable
- Crafted or adapted promotional materials and resources found in the Communications Playbook and shared with key stakeholders and media outlets
- Followed PTHV on social media in preparation for sharing posts to amplify local communications efforts
- Read PTHV Week data submission guidelines in the Evaluation Toolkit and developed a clear plan for collecting/submitted data
- Attended PTHV Week Virtual Office Hours when questions or support needs emerged

Contact Us

For questions about PTHV Week or to request additional support, please reach out to:

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Parent Teacher Home Visits

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