



RESOURCE

Phase 1

Planning Checklist and Resources

For Local PTHV Week Celebrations

In honor of our rich history and promising future, we are planning to celebrate the inaugural National PTHV Week from September 19-24, 2022. Our overarching PTHV Week goals are to: celebrate PTHV successes and relationships in general; generate awareness and support of PTHV; conduct and record as many home visits as possible during the week; and evaluate and share the impact of PTHV Week activities.

To accomplish these goals, PTHV is providing robust planning support to partnering schools and districts who wish to host their own local PTHV Week celebration. In addition to a series of preparation webinars leading up to the week, PTHV will provide curated guidance and tools on related topics spanning communications, advocacy, evaluation, and more. Use this document as you think about your plans and to check off tasks as they are completed.



Communications
Playbook



Advocacy
Toolkit



Mini-Grant Guidance
and Application

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. How can PTHV Week be leveraged to support our home visit practice? What current challenges or needs can be addressed through strategic use of a local PTHV Week celebration that includes communications, advocacy, and evaluation efforts?
2. What are our PTHV Week goals? How many participating schools and educators? How many home visits completed?
3. What are some of our initial ideas for achieving our local PTHV Week goals? What types of activities will be enthusiastically received and generate the greatest impact?
4. Whose support and approval do we need in order to commit our school/district to hosting our own local PTHV Week that coincides with the national observance, September 19-24, 2022? What steps do we need to take to secure that support?
5. Which school/district personnel or departments need to be a part of planning and implementation? What role will they play? What is their capacity to support?
6. How will educators and families respond to a local PTHV Week observance? What steps can we take during this initial decision-making and planning phase to build their support? How can we engage them in the decision-making, planning, and implementation process?
7. What financial and other resources are needed in order to plan and implement our local PTHV Week? What existing funding and other resources can be used? How will we secure additional resources?
8. What questions do we or others in our school community have about PTHV Week?
9. What are some immediate next steps that we can take to begin planning our local PTHV Week?

Action Steps

My local school or district has:

1. **Explore**
 - Watched PTHV's Preparation Session #1.
 - Visited the PTHV Week webpage and explored the various resources available to support planning and implementation of PTHV Week.
 - Signed up to receive PTHV's monthly newsletter so that we do not miss any updates or additional resources.
2. **Decide**
 - Assessed stakeholder interest in celebrating PTHV Week.
 - Secured approval from key decision-makers to host our own local PTHV Week celebration.
 - Signed our school/district up to participate in the inaugural National PTHV Week.
 - Set our PTHV Week goals.
 - Generated initial ideas on how we would like to celebrate and achieve our goals.
3. **Communicate**
 - Explored the Communications Playbook and identified a few strategies to begin building stakeholder interest in PTHV Week.
 - Registered for PTHV's Preparation Session #2 which will dive deeper into communication and evaluation topics and resources.
 - Initiated engagement with our districts' communications staff to support planning and implementation of PTHV Week communications efforts.
4. **Apply**
 - Drafted an initial PTHV Week budget based on our initial ideas and identified existing funding/resources to support implementation.
 - Reviewed PTHV's Mini-Grant Guidelines and are preparing to submit our application by the May 18, 2022 deadline.

Contact Us

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



Rachel Brice
Program Director
Parent Teacher Home Visits
rachel@pthvp.org