



## PREPARING FOR A VISIT FROM AN ELECTED OFFICIAL Check List

Name of legislator / elected official: \_\_\_\_\_

District (county) they represent: \_\_\_\_\_

Date & time of visit: \_\_\_\_\_

Time allocated for the visit: \_\_\_\_\_

Contact person in legislator's office: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

First-time visitor to our school? [yes] \_\_\_\_\_ [no] \_\_\_\_\_

What the visitor wants to see / do at your school (according to their staff): \_\_\_\_\_

### **Facility check list:**

- Clean entrance and school
- Name of school prominently displayed – on wall or banner
- Wall of achievement – display awards, certificates from the district / state
- Put up a welcome sign
- Prep class rooms your guest will visit – give faculty notice to prepare their classrooms for the visit (i.e., display work by students)

### **Prep the principal and staff:**

- Be familiar with the visitor's viewpoints on education issues. Has this person supported charter schools or education issues in the past?
- Know your school -- be familiar with your school's successes, academic achievements and challenges, the population served (Title I, minority rate), etc.

### **Invitations to others in the community:**

- Are there any parents you want to invite to meet the visitor?
- Draft press release – let the media know that a legislator/elected official is coming to visit the school. FCPCS can assist with this.

**The tour:**

- Name of person who will greet visitor when he/she arrives & greeting location: \_\_\_\_\_
- Meet-and-greet location with principal: \_\_\_\_\_
- Group who will attend meet-and-greet \_\_\_\_\_
- Refreshments – who will order/bring and set up
- Develop a detailed list of stops on the tour. Include classroom location, teacher's name, subject, number of students, grade level, activity taking place, and role for visitor – i.e., speaking to class, reading to students, etc.

1<sup>st</sup> stop on tour: \_\_\_\_\_

2<sup>ND</sup> stop on tour: \_\_\_\_\_

3<sup>rd</sup> stop on tour: \_\_\_\_\_

- Do a walk thru – take the tour with your Visitor Committee to make sure the tour flows, check hallways for clutter/cleanliness and time the tour.
- Photo op: \_\_\_\_\_  
(suggested location for photographer to meet up with tour)
- Where will tour end: \_\_\_\_\_
- Keepsake for visitor – determine what you will give the visitor and who will present it to him/her.

Contact the Florida Consortium of Public Charter Schools at 850-222-9595 if you have any questions or need assistance.