

Prospect Open House Directions

PTSA RESPONSIBILITIES:

1. Pick a date with the principal. We usually try to do around the first week in November since that's when prospective students are touring the private schools.
2. Have a flyer made and make sure it gets to the feeder schools, EDS, Moreland Middle and Discovery Charter. Talk to the school secretaries or find a parent that has a link to the feeder school who can take care of this. Sometimes we need to make copies for them.
3. Get the new date put on the sign that hangs under the marquee and then hang the sign. Be protective of this sign. Make sure it's returned to Kathe Sears.
4. Arrange for parent volunteers. One person to welcome, four or five to tour
5. Ask other booster clubs if they want to participate
6. Arrange for coffee and cookies
7. Thank you letters and gifts to teacher who worked the Open House
8. Make a sign up sheet and volunteer interest sheet

PRINCIPAL AND STAFF RESPONSIBILITIES

1. Arrange to have a variety of teachers come in on Saturday
2. Have activities arrange for student tour guides. Seniors and juniors paired with a younger student. As many students as possible.
3. Put out flyers that parents and students would be interested in
4. Update the tour script

DAY OF RESPONSIBILITIES

1. Place signs out to direct parents to teacher's work room
2. Set up the teacher's work room, a sign in table and refreshment table