

1. Planning a Great Parent Workshop

Many thanks to NGPF Fellow and rockstar teacher **Stephanie Mills** for this resource!

Tasks for the Teacher

Each task has additional information, which is linked to another section in this document.

1. [Contact principal for approval.](#)
2. [Determine the date, time, and location.](#)
3. [Inform parents/guardians.](#)
4. [Deliver the workshop](#)
5. [Reflect on the workshop.](#)

Contact Principal for Approval (Sample Email)

[PRINCIPAL],

I want to offer a workshop to the parents/guardians whose students will be taking Financial Literacy this year. During the workshop, I'd like to cover the following topics:

- Personal finance statistics in America
- Impact of the curriculum on the students
- Standards that will be taught
- How to be involved as parents/guardians

I believe that the weeks of [] would be best. I will review the school's calendar before determining a date. Please let me know if you have any questions or concerns. Thanks!

[TEACHER]

Determine the Date, Time, and Location

- Which day and time would offer the best attendance?
- Are there conflicts with the date (i.e. school event, church night, community activity, etc.)? Does the school have a master schedule in order to verify?
- Is there an event (i.e. open house, freshman orientation, parent/teacher conferences, etc.) that could be used to promote the workshop?
- Is the location available? What is the school's policy to schedule a specific location?

Inform Parents/Guardians (Sample Email)

Parents/Guardians,

I am excited that your student will be taking Financial Literacy this year. I believe it is a very beneficial course and want to offer a workshop in order for you to learn more about the curriculum and ask any questions about the course. During the workshop, I'd like to cover the following topics:

- Personal finance statistics in America
- Impact of the curriculum on the students
- Standards that will be taught
- How to be involved as parents/guardians

The workshop will be held in **Room [XXX] on [MM/DD/YY]**. Please use the following **[BIT.LY LINK]** to RSVP. I hope to see you at the workshop!

[TEACHER]

Deliver the Workshop

- Use this [customizable template](#) to build a workshop slide deck that is authentic to your classroom, curriculum, and personality.
 - PRO TIP: Games and interactives are your friend - A "Sit & Get" approach tends not to land with students or parents.

Reflect on the Workshop

- How was attendance? If it didn't meet expectations, how could you improve?
- Did the workshop meet its intended purpose? Did the materials support the purpose?
- Did the parents/guardians benefit from the workshop? Was it a good use of time?
- Did I properly prepare for the workshop? Could any challenges have been avoided?
- Was the format organized in a logical manner?
- What went well during the workshop? Be specific.
- What did not work well? How could it be improved for the next workshop?

2. Planning a great ongoing parent newsletter

It can be incredibly helpful to your advocacy goal, not to mention the success of your class, to keep parents engaged with a monthly or unit-by-unit Newsletter!

Your newsletter can take the form of a one-page mass email or printout, personalized by the teacher. More "tech-savvy" educators may choose to use specialized newsletter software (S'More,

PeachJar, ConstantContact, MailChimp, etc.) to deliver their content. Here's [an amazing example](#) in the S'More platform written by educator Leigh Weldin regarding the Paying for College unit.

Here are some more suggestions on topics to be covered in your newsletter:

1. Overview of topics to be covered in the next month.

- PRO TIP: Copy and paste the main points for each topic from the [upcoming Unit page](#) section titled "What Students Must Know". You may want to adapt the language slightly depending on the vocabulary terms used in the descriptions.
- TIME SAVER: Use [NGPF's Parent Newsletter Templates](#) to save yourself some time!

2. Get Parents Involved in the Discussion:

- Discussion Prompts: Parents can talk to their child about their experience with the upcoming topics, how they learned about them, any mistakes they've made with the topics, and why they're important.
- Send links to upcoming games and activities and have parents play in advance. Better yet, have them play the upcoming games with their children at home.
- PRO TIP: Pick a NGPF [Question of the Day](#) and have parents test their knowledge with their students.
- PRO TIP: NGPF's "Best By Unit" (Found in the [Teacher Toolkit](#)) is a great resource for content in this section of your next newsletter.

3. External Content:

- Link articles from newspapers/online about the need for/state of Financial Education
- PRO TIP: NGPF's Weekend Reading List (found on the [blog](#), posted Fridays) is always full of interesting articles, sorted by topic.

4. Past & Upcoming Guest Speakers or notable events:

- Snap photos of your class chatting with your latest guest speaker.
- Include pictures of your class fully engaged in activities and simulations.
- Invite parents who have an interest or talent in personal finance to come in and talk about it in class.

5. Student Shout Outs:

- What parent doesn't want to see their child celebrated in a classroom newsletter (and what student, deep down, doesn't want to be shouted out - but may never admit it)?

6. Myths and Misconceptions:

- PRO TIP: "Brush Up on Content" sections from the [Teacher Toolkit](#) are a great resource for this section.