



SAMPLE MATERIAL

Quarterly Parent Celebration Request Form

John C. Diehl Elementary School, Pennsylvania

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Maximize Attendance

The CHAMPS Afterschool program encourages attendance and parental involvement in their child's school by inviting families and community members to participate in special events. To promote program awareness and family inclusion, CHAMPS organizes quarterly celebrations for parents and students engaged in the after-school program. This serves as an opportunity for families and program staff to meet each other, mingle, and address questions. This can ease parents' concerns about the program and strengthen their commitment to it.

Out-of-schoolprogram staff may find this form useful for planning events. The form specifies location, theme, guest speaker, plans for ordering refreshments, and extent to which students are engaged in the event planning.

The School District of the City of Erie, PA
CHAMPS Afterschool Programs



**QUARTERLY PARENT CELEBRATION
REQUEST FORM**

School Parent Meeting Number

Day / Date Start Time End Time

Location(s)

Theme

Parent Educational Piece

Student Activity

Guest Speaker ☐ Yes ☐ No Name

Agency Title Phone

Topic Email

Estimated Number of Students Estimated Number of Guests

Number of Staff Scheduled Estimated Total Attendance

Source(s) of Food

ESD – METZ Food Service ☐ Request for Outside Vendor Submitted ☐

Food Order Will Be Placed by ☐ Site ☐ Facilitator

Menu

How will students participate in the planning, set-up, and implementation of the event?

Email this request to the CHAMPS Office 3 Weeks prior to the scheduled event.