

Tips for the Parent Organizer

- ▶ In making the schedule of parent events, identify times and days that work well for parents and pass the information on to the community education and health services personnel.
- ▶ Be aware that scheduling the different parent sessions for the school year takes time. Start with a small number of activities and build from there.
- ▶ In September, send parents and guardians an overview of *Eat Well & Keep Moving*, and include a list of parent activities that will be offered the first semester.
- ▶ September may be a very busy time for everyone in the school (yourself included). Therefore, consider starting parent activities sometime in October.
- ▶ Make sure workshops are held in a space that is clean, comfortable, and well lit. It is preferable that parents do not have to sit at tight desks or in chairs designed for children.
- ▶ Begin each session with an overview of the agenda. Knowing the agenda may help parents and guardians relax and prepare for the session.
- ▶ Stress to the parents and guardians that it is important for them to attend the workshops that they have requested. Attendance can be taken at each parent activity session. This helps keep track of the amount and kind of participation at a school and will enable central administrators to identify parent programs that are successful and encourage other schools to adopt them.
- ▶ Parents should be encouraged to come to sessions on time. Start all meetings promptly and end meetings at the stated time. Let parents and guardians know that many personnel from health service organizations are volunteering their time.
- ▶ Be realistic about estimating the number of parents who will be participating in a program. Certain organizations that deliver programs may have a minimum number of clients they need to serve.
- ▶ Ideally, determine the activity schedules for the coming year by the end of the current school year. This enables health service organizations and colleges to prepare for workshops that will be delivered during the upcoming school year. This strategy makes it easier to enlist parents and guardians in *Eat Well & Keep Moving* when fourth- and fifth-grade students begin school in the fall.

From L.W.Y. Cheung, H. Dart, S. Kalin, B. Otis, and S.L. Gortmaker, 2016, *Eat Well & Keep Moving*, 3rd ed. (Champaign, IL: Human Kinetics).