

# Elected Officials Go to School



## Program Guide

North Carolina PTA  
3501 Glenwood Avenue  
Raleigh, NC 27612  
(919) 787-0534 or (800) 255-0417  
Fax (919) 787-0569  
E-mail: [office@ncpta.org](mailto:office@ncpta.org)  
[www.ncpta.org](http://www.ncpta.org)



**Debra J. Horton, President**

3501 Glenwood Avenue, Raleigh, NC 27612-4934

(919) 787-0534 – (800) 255-0417 (NC)

Fax: (919) 787-0569 – [www.ncpta.org](http://www.ncpta.org)

E-mail: [office@ncpta.org](mailto:office@ncpta.org)

January 2007

To: PTA Presidents, and Legislative Chairs

From: Kyle Robertson, Vice President for Legislative Activity  
Debra Horton, President

Re: **Elected Officials Go to School Program**

North Carolina PTA is excited to announce its annual *“Elected Official Go to School”* program. This program provides an opportunity for elected officials to visit, observe and participate in activities of North Carolina Public Schools. We encourage you to invite county commissioners, members of local boards of education, state legislators and other elected officials to participate in the daily routine at your school. Notice of this program has been sent to members of the North Carolina Senate and House Representatives, County Commissioners and Superintendents statewide.

We encourage all PTAs to become involved in the program sometime during the school year. Participating in this program will enlighten elected officials of our school’s needs. Our elected representatives will better understand the conditions in the educational environment of the staff and students in your school. It is important that they see the total spectrum of your school. We believe the survival of effective public education in North Carolina is dependent upon adequate laws and resources that will provide quality education throughout our state. This experience should enhance elected officials’ awareness and support as they make decisions regarding public education North Carolina. We have included a number of suggested activities in the program guide.

Thank you for your advocacy efforts; together we can make a difference in the lives of all children.

## **PLANNING THE PROGRAM**

- Plan activities for elected officials' visit at your school – suggestions included in this packet
- Issue written invitations to elected officials (sample enclosed in this packet)
- Make a call and follow up with written confirmation on the date and time
- Send out press releases with confirmation of time elected official will be at your school and promote the program (newsletters, announcements, etc.)
- Send elected officials materials they need to have prior to school visit – directions, simple fact sheets about your school with your school's successes and needs.

## **THE DAY OF THE VISIT**

- Arrive early to greet visitors and escort them to the classroom and throughout the school
- Elected officials should experience a typical school day.
- Encourage elected officials to have a first-hand experience with students.
- Invite elected officials to have lunch in the school cafeteria.
- At the end of the visit, thank the elected officials and present them with a response card asking them to let the NC PTA know about their visit. (sample enclosed)
- Complete and return the enclosed Report Card to NC PTA
- Follow up by sending a thank you letter from your PTA, school and/or the students

# *An Invitation*

To: \_\_\_\_\_  
(elected official)

*You are invited to participate in  
NC PTA's  
**Elected Officials Go To School Program**  
and participate in the daily activities of a NC public school*

Where: \_\_\_\_\_  
(School Name)

Address \_\_\_\_\_

When: \_\_\_\_\_

RSVP by: \_\_\_\_\_

To: \_\_\_\_\_  
(Principal/PTA President)

Address \_\_\_\_\_

Phone \_\_\_\_\_

**North Carolina**

**PTA<sup>®</sup>**

*everychild.one voice.*

## Suggested Activities for Elected Officials Visit



- Speak to class about being an elected official
- Attend a PTA meeting/activity
- Attend a School Improvement Team meeting
- Tutor a child
- Tutor hearing or visually impaired student
- Read to a child or group of students
- Eat lunch with students and staff
- Assist with playground supervision
- Lunch duty
- Bus duty
- Bathroom duty
- Hall monitor
- Computer Lab
- Chaperone a Field Trip
- After school activity
- Ride the bus

- Visit special education classes
- Visit ESL classes (English as a Second Language)
- Assist in a ISS Class (In School Suspension)
- Alternative Education
- Class changes with students
- Homeroom attendance
- Fire Drill
- Assist in school offices
- Check papers
- Lesson plan with team teachers
- Visit Guidance Counselor
- Visit School Nurse
- Accompany a teacher on a student home visit
- Check out a favorite book from the Media Center
- Carry books from class to class
- **Add your own creative activities**

**ELECTED OFFICIALS GOES TO SCHOOL REPORT CARD**

Elected Official Name \_\_\_\_\_

Address \_\_\_\_\_

Elected Position \_\_\_\_\_

School Attended \_\_\_\_\_ County \_\_\_\_\_

Date Attended \_\_\_\_\_ Time in \_\_\_\_\_ Time out \_\_\_\_\_

How did elected official participate? \_\_\_\_\_

Arrived on Time	___ Yes	___ No
Ate lunch with students	___ Yes	___ No
Spoke to a class	___ Yes	___ No
Taught a class	___ Yes	___ No

**Classes Attended: (please list)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duties: (please list)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Programs (please list)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_

Please mail or FAX to:

North Carolina PTA  
3501 Glenwood Avenue  
Raleigh, NC 27612-4934  
FAX 919/787-0569



# Elected Official's Response to School Visit

**Thank you for joining us today! Please let us know about your experience.**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

School Attended: \_\_\_\_\_ Grade Level \_\_\_\_\_

County \_\_\_\_\_

**How did you participate?** ( Please list activities) \_\_\_\_\_

---

---

---

**Most impressive activities** \_\_\_\_\_

---

---

**Most pressing need observed** \_\_\_\_\_

---

---

**Please return to:**

North Carolina PTA  
3501 Glenwood Avenue  
Raleigh, NC 27612-4934  
FAX (919) 787-0569  
E-mail: [office@ncpta.org](mailto:office@ncpta.org)

**North Carolina**  
**PTA**<sup>®</sup>  
*everychild.one voice.*