

Family Engagement Plan or Event Planning Template

Event Title:

Event Date/Time:

Location:

Presenter(s):

Event Description:

How will this event impact families?

Check all that apply.	4 Cs	How will the event focus on each of the 4 Cs?
	Capabilities Knowledge about student learning and school systems. Skills in advocacy.	
	Connections Building relationships between family-school, family-family.	
	Confidence Sense of comfort and self-efficacy related to partnerships.	
	Cognition Families view themselves as partners and understand their role.	

Describe how your event will address the 5 Process Conditions:

Process Conditions	How will you accomplish this condition?
Linked to Learning Alignment with achievement and learning goals.	
Relational Building respectful and trusting relationships between home and school.	
Developmental Building the intellectual, social, and human capital of stakeholders.	
Collaborative Learning conducted in group settings to build learning networks.	
Interactive Participants have opportunities to test out and apply new skills.	

List the activities (by grade level) that will take place during the event:

Grade Level	Activity

Event Evaluation

Number of families in attendance _____ **Good** _____ **Fair** _____ **Poor**
 Time of event: _____ **Good** _____ **Fair** _____ **Poor**
 Location: _____ **Good** _____ **Fair** _____ **Poor**
 Overall Satisfaction Rating of families: _____ **Good** _____ **Fair** _____ **Poor**

 Would you do this event again? _____ **Yes** _____ **No** _____ **Maybe**

How did it go?

4 Cs	What was effective? What could be improved?
<u>Capabilities</u> Knowledge about student learning and school systems. Skills in advocacy.	
<u>Connections</u> Building relationships between family-school, family-family.	
<u>Confidence</u> Sense of comfort and self-efficacy related to partnerships.	
<u>Cognition</u> Families view themselves as partners and understand their role.	

How did it go?

5 Process Conditions	What was effective? What could be improved?
<u>Linked to Learning</u> Alignment with achievement and learning goals.	
<u>Relational</u> Building respectful and trusting relationships between home and school.	
<u>Developmental</u> Building the intellectual, social, and human capital of stakeholders.	
<u>Collaborative</u> Learning conducted in group settings to build learning networks.	
<u>Interactive</u> Participants have opportunities to test out and apply new skills.	