

COURSE OUTLINE

Parent Education 070
The Politics and Practice of Parent Associations

I. Catalog Statement

Parent Education 070 is designed for students who wish to learn about the parent's role in parent/teacher associations. Practical experience is provided in areas of volunteerism, designing school based family enrichment activities, parent association management and participation, as well as organization of school-based newsletters.

Units – 0.0

Lecture- 16.0

Lab/Studio –16.0

Prerequisites: None

Note: This call is for parents only. No children may attend.

II. Course Entry Expectations

Skills Level Ranges: Reading: 4, Writing: 4, Listening/Speaking: 5, Math: 1

III. Course Exit Standards

Upon successful completion of the required coursework the student will be able to:

1. develop a parent support network;
2. identify methods of encouraging parent participation in various school functions;
3. demonstrate proper reimbursement request procedures;
4. demonstrate the use of Robert's Rules of Order;
5. identify, develop, and present a variety of methods of fund-raising for schools;
6. develop and present a variety of school based family enrichment activities;
7. develop and present educational opportunities for parents.

IV. Course Content

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| A. | Introduction the Parent Education Program | 2 hours |
| | 1. Establishment of trust and respect agreement | |
| | 2. Safety issues | |
| | 3. Discussion of goals and concerns | |
| | 4. Student responsibilities | |

- B. Introduction to the Parent/Teacher Organizations 2 hours
 - 1. Purpose of the parents association
 - 2. Goals
 - 3. Organizational bylaws
 - 4. Robert’s Rules of Order
 - 5. Association Meetings
 - a) purpose and content
 - b) procedures
 - c) maximizing participation
- C. Role and Responsibilities of Organization Members 2 hours
 - 1. Officers of the executive board
 - a) President
 - b) Vice President
 - c) Treasurer
 - d) Secretary
 - e) Fundraising Coordinator
 - f) Program Education Coordinator
 - g) Purchasing Coordinator
 - h) Events Coordinator
 - 2. Institutional liaison/advisor
 - 3. Class representatives
 - 4. Newsletter representatives
 - 5. Committee members
 - 6. Association members
 - 7. Community volunteers
- D. Election of Association Officers 2 hours
 - 1. Nominating process
 - 2. Nominating committee
 - 3. Voting procedures
 - 4. Installation
- E. Working with Volunteers 2 hours
 - 1. Motivating volunteerism
 - 2. Coordination of volunteer efforts
 - 3. Acknowledging volunteerism
 - 4. Avoiding volunteer burnout
- F. Budget Management 2 hours
 - 1. Association Budget Overview
 - 2. Individual Budget Categories
 - 3. Working within the budget
 - 4. Auditing procedures
 - 5. Status as a non-profit organization
 - 6. Budget approval

- G. Purchasing Procedures 2 hours
 - 1. Assessing need for purchases
 - 2. Reimbursement procedures
 - 3. Obtaining approval
- H. Fundraising for school programs 10 hours
 - 1. Identification of a fundraising purpose
 - 2. Establishing a fundraising goal
 - 3. Identification of fundraising methods
 - 4. Involving the community
 - 5. Learning to delegate
 - 6. Record keeping
 - 7. Working with donors
 - a) soliciting donations
 - b) acknowledging donors
 - 8. Organizing silent/live auctions and raffles
 - a) organizing donations
 - b) auction procedures
 - c) raffle procedures
 - d) legal issues
 - 9. Organizing a major fundraising event
 - a) choosing a fundraising method
 - b) choosing a theme
 - c) venue arrangements
 - d) entertainment
- I. Program Education and Events 6 hours
 - 1. Assessing need for educational and enrichment events
 - 2. Arranging for guest speakers
 - a) interviewing
 - b) honoraria vs. compensation
 - c) scheduling and time management
 - 3. Venue arrangements
 - 4. Technical and audiovisual issues
 - 5. Involving the community
 - 6. Advertising
- J. Program Newsletter 2 hours
 - 1. Soliciting articles
 - 2. Working with student reporters
 - 3. Editing
 - a) accuracy

- b) clarity
- c) content
- 4. Layout design
- 5. Printing
- 6. Distribution
- 7. Advertising

V. **Methods of Presentation**

The following instructional methodologies may be used in this course:

1. lecture;
2. group discussion;
3. guest speakers;
4. audiovisual instruction;
5. independent study.

VI. **Assignments and Methods of Evaluation**

1. Participation in small group discussion.
2. Participation in large group discussion.
3. Practical demonstration of skills learned.
4. Organization of a parent oriented educational/enrichment event.
5. Organization of a fund raising event.
6. Demonstration of appropriate use of budgeting procedures.
7. Demonstration of appropriate use of purchasing procedures.
8. Production and distribution of a student newsletter.
9. Demonstration of appropriate use of Robert's Rules of Order.

VII. **Textbook(s)**

Handouts.

VIII. **Students Learning Outcomes**

- A student will be able to compare and contrast the issues that led women to challenge the status quo in three different eras in the twentieth century.
- Student will demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology.