

# Take an Elected Official to School Day

Dear PTA Presidents and Legislative Chairs,

Below is an idea to generate advocacy excitement at your school! Elected officials want to interact and to learn about their constituents. "Take an Elected Official to School Day" is your opportunity to invite elected officials to visit, observe and participate in activities of Ohio Public Schools. From members of local boards of education to local and state legislators, this is a great way for them to see the daily routine at your school and showcase the schools' needs. Hopefully, our elected officials will better understand the conditions and the educational environment by interacting in various aspects of your school. It is your choice to plan one day for all officials to visit.

## **PLANNING THE DAY**

- Form committee (or subcommittee) to handle the day's events.
- Brainstorm activities for elected officials' visit at your school (ideas listed later).
- Prepare and send invitations to elected officials (sample enclosed in this packet). If inviting state officials, it may be better to email them instead of mailing it.
- Follow-up with a phone call and send confirmation on the date and time via email or written (ask when you call which medium is preferred).
- Send any materials the elected official(s) will need such as directions, school's fact sheets, and link to school's website, Facebook page, etc.

## **VISITING DIGNITARY DAY**

- Be ready to arrive early, greet the visitors, make appropriate introductions and escort officials to various stops throughout the day.
- Encourage officials to interact with students and share in activities.
- Invite elected officials to have lunch in the school cafeteria.
- Before the official leaves, thank the official for taking time to be there. Ask them to fill out the response card about their visit (sample included below). Make sure they experience a typical day.
- Remember to send a thank you letter from your PTA on behalf of your school and students. If possible, ask students to create or to sign it.

*You Are Cordially Invited*

DEAR \_\_\_\_\_ (ELECTED OFFICIAL  
NAME AND TITLE)

OHIO PTA HAS A LONG HISTORY OF SERVING CHILDREN.  
PUBLIC EDUCATION IS AT THE HEART OF HELPING ALL  
CHILDREN OBTAIN TOOLS TO BECOME PRODUCTIVE  
ADULTS. YOU ARE INVITED TO \_\_\_\_\_  
(NAME OF SCHOOL) AS OUR GUEST TO PARTICIPATE IN THE  
DAILY ACTIVITIES OF AN OHIO PUBLIC SCHOOL.

PLEASE JOIN US AT: (LIST SCHOOL'S NAME, ADDRESS, PHONE  
NUMBER)

---

---

---

---

WE WOULD LIKE YOU TO JOIN US ON \_\_\_\_\_ .

PLEASE RSVP BY \_\_\_\_\_ TO

\_\_\_\_\_ (PRINCIPAL/PTA REP)

AT \_\_\_\_\_ (EMAIL AND/OR  
PHONE).

# Elected Official's School Visit Response Form

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

Name: \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email address \_\_\_\_\_  
School Visited: \_\_\_\_\_ Grade Level \_\_\_\_\_  
County \_\_\_\_\_

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

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

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

**Please return to:** Ohio PTA  
40 Northwoods Blvd., Suite A  
Columbus, OH 43235  
Phone: 614-781-6344 or  
1-800-699-6628

## **List of Possible Activities for Visit**

- After school activity
- Assist in a ISS Class (In School Suspension)
- Assist in school offices
- Assist with playground supervision
- Attend a PTA meeting/activity
- Attend a School Improvement Team meeting
- Bathroom duty
- Bus duty
- Carry books from class to class
- Chaperone a Field Trip
- Class changes with students
- Computer Lab
- Eat lunch with children and/or staff
- Fire Drill
- Grade papers
- Hall monitor
- Lesson plan with team teachers
- Lunch duty
- Read to a child or group
- Ride the bus
- Tutor a Child
- Visit and explore the Media Center
- Visit Guidance Counselor
- Visit School Nurse
- Visit special education classes (behavioral, ESL, gifted, etc.)