

Math Night Coordinator Checklist

\*\*Your job is not to do everything, but to oversee that things get done!\*\*

\*\*\*When in doubt, contact the MAPS Foundation\*\*\*

See Coordinator’s Corner for forms and spreadsheets at www.mapsfoundation.com/coordinators-corner

1. Meet with principal and provide the MAPS Foundation with the date(s), time, and location of your event for the online registration that will be set up for you.
2. Compile your math night team. Include at least one administrator. Meet to brainstorm and decide tasks for other teachers, administrators, parapros, and volunteers. Fill in names below. Many hands make light work!
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Facilitator(s)
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Registration (ie. School secretary to collect paper flyers from teachers). Enter paper registrations into the online form on the MAPS Foundation website.
	3. Attendance-
		1. Keep updated attendance record in google sheet. At first session, make sure all information is present for each person: name, address, email, phone, adult/child, age/grade(s) of children. This information is important for reminders to come to the next event.
		2. Provide information to MAPS Foundation within two days following the math night.
		3. Weekly print new sign-in sheet with updated info
		4. Collect consent for posting pictures on the attendance sign-in form.
	4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Refreshments- Coordinate with the school cafeteria or solicit meal donations (ie restaurants, money from banks, churches, and businesses). If ordering Little Caesar’s pizza, ask them to throw in cookies.
	5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Promotions \*A big job for everyone to help with\*
		1. Recruit families-a personal invitation is worth many flyers. Collect registrations in car rider line, from after-school families, and at other school events such as sports games. Don’t just announce it. Collect registrations on the spot.
		2. Utilize the recruiting planning form on [www.mapsfoundation.com/coordinators](http://www.mapsfoundation.com/coordinators) corner. \*\*Return completed form to MAPS Foundation two weeks prior to the event.\*\*
		3. Consider incentives such as ice cream passes for kids that attend or a pizza party for the class that has the most students who attend.
		4. Communicate recruiting plan to team. Create a google doc, and share with volunteers and personnel so that tasks do not get doubled up.
		5. Weekly provide eblast to school media specialist to send home to all students in school(s).
	6. Social Media-
		1. Promote on school’s facebook page, school calendar. School newsletters, etc.
		2. Take and post pictures, avoiding “no consents” (be sure to look through)
	7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Handouts-
		1. Create flyer from template at [www.mapsfoundation.com/coordinators-corner](http://www.mapsfoundation.com/coordinators-corner)
		2. Send home 3 waves of flyers at 7 weeks out, 3 weeks out, and 1 week out.
		3. Develop evaluation form (See [www.mapsfoundation.com/coordinators-corner](http://www.mapsfoundation.com/coordinators-corner) .) Compile results and share with the team and the MAPS Foundation.
	8. \_\_\_\_\_\_\_\_\_\_\_\_Materials
		1. Double check that all materials are available a week in advance.
		2. Set up materials a half hour before the event (See Setup Checklist at [www.mapsfoundation.com/coordinators-corner](http://www.mapsfoundation.com/coordinators-corner)
		3. Look over facilitator notes weekly to make sure all materials are collected and to be prepared in case the facilitator needs assistance with instruction.
		4. Weekly provide facilitator with next week’s manipulatives for practice.
		5. Fill out and hang weekly Setup/Cleanup list for volunteers, and set out all materials needed for setup list. Inserting names for various jobs can help. Set out clean-up bins. Hang list of cleanup tasks. Enlist assistance of participants, volunteers, Math Night team in putting all materials, chairs, trash etc away.
	9. \_\_\_\_\_\_\_\_\_\_\_\_Volunteers-solicit volunteers such as local college students or PTA parents. Find out schools policy on any background checks needed. Ask volunteers to help with promotions,etc.
	10. \_\_\_\_\_\_\_\_\_\_\_\_\_Reminders-
		1. Two days before the event, send 1) reminder texts to those registered, 2) emails, and 3)phone calls. Do not underestimate this task. It is critical to attendance.
		2. Weekly send reminder to participants with website link and homework.
	11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Door Prizes-
		1. Solicit door prizes. Some should be small (e.g. stickers for all children, cleaning supplies, school supplies) and one big item. Manipulatives matching the lesson are good door prizes.
		2. Keep list in google docs so your work is not duplicated with volunteers helping you. .
		3. Create and print Sponsor list to hang at the math night.
		4. Hand out door prizes with fanfare--ie when someone presents; gets a correct answer, prizes for people who completed homework, give prizes to families who bring a guest+the guest, someone who posted to facebook, don’t take a lot of time, but use it as a way to keep things light, fun, and to encourage them to come back the next week.
		5. Administer the evaluation during door prize time.
	12. \_\_\_\_\_\_\_\_\_\_\_\_\_Technology set up: laptop, projector, internet, document camera
3. See Coordinator’s Corner for forms and spreadsheets that are set up for you to modify: mapsfoundation.com/coordinators-corner
4. Meet with principal and provide an update. Arrange for teacher incentives, professional learning units, and/or stipends if applicable. Get creative with ideas such as door prizes for teachers that attend/serve on the team.

5. Hold a team meeting ½ hour before starting time. Give overview of the session and reminders, announcements.

6. Respond to parent comments and debrief with the MAPS Foundation within two days of the event.

7. Assist the facilitator with a well-flowing class. Give the facilitator feedback on what went well, and make suggestions for improvement. Assist as needed.

8. Insist that microphone is used for parent/child explanations, and used by facilitator. This is not a call for the facilitator to make.

9. Build relationships with people. As they leave, “See you next week!”, to encourage them to come back.

10. Thank you notes-write thank you notes to the team.

11. Do not allow children to attend without their parents.

12. Weekly keep track of your time.

13. At end of Math Night(s) provide reporting data to MAPS Founation (attendance, budget, approximate hours, final evaluations)

Items to provide to the MAPS Foundation

1.Date(s), times of math night(s)

2. Recruitment planning form-2 weeks before math night.

3. Attendance records and debriefing phone call or zoom meeting-within 2 days of math night.

4. Evaluation form

5. Expenditures

6. Hours spent

Thank you for making a difference for your families, school, and community!