**6th Grade Night**

Leader: Paul Johnson

Date: Tuesday, Nov. 5, 2013

What: Introductory event for new parents in the MSA community

Time: Volunteers arrived at 5:30 and parents began arriving at 6:00. Teachers and students spoke until 6:50, parents talked and asked individual questions until 7:15, and most families left by 7:25. Cleanup was done by 7:35. (Suggestion: don’t have volunteers show up until 5:50 because there was very little set-up to do.)

Games: Instructions and some materials were provided by Ms. Kurkoski. There should be 2-3 helpers for each game. The games took place in Building A classrooms (with teachers’ approval).

Adult snacks: Pastries, fruit, chocolate, etc. provided by the Parent Team.

Kids snakcs: Had 3 pre-popped bags of popcorn and 25 bags of fruit snacks at the hallway between game stations. One helper is needed.

Attendance: 20 parents, 25 kids, 17 NHS volunteers, and 5 faculty/parent team members. (Suggestion: projected turnout was much high than what we actually got, so we requested far more volunteers than we actually needed. Make sure to get a more accurate estimate from the Parent Team.)

Responsibilities before day of event:

* Get permission from office to hold event
* Ask office if they’ll ask which teachers are willing to share their classrooms
* Ask office to place announcement of event in parent announcements
* Post sign-up sheet
* Get available game supplies and instructions from Mrs. Kurkoski
* Get remaining game supplies from Parent Team
* Ask Parent Team to provide adult snacks
* Ask NHS members to bring in kids snacks.
* Have NHS members show up 10-15 minutes before the event to get supplies in their proper rooms and decide who will work where