HOW TO SET UP VOLUNTARY GROUP MEETINGS/BRIEF ANNOUNCEMENT WITH PRINCIPAL

OVERVIEW: DO THIS ONLY AFTER ASKING FOR A STAFF MEETING

(Know beforehand what type of situation you are looking for to fit your weekly schedule).

The main objective when meeting the principal is to establish the best possible working conditions -keep in mind you will obviously want to visit with teachers one-on-one or speak to them in a voluntary meeting. These can be just as effective with proper planning and set-up. Most principals will allow you to do a voluntary meeting if it is presented properly. The following are guidelines when setting up an "effective" group:

1. To the principal you may say "here's what we've been doing in other schools and it's working very well" (quickly flip through several principal letters and use inference of other schools you or your team members are currently working in the area). (Dr.) "Mr. /Mrs. Principal all we do is place a note in the teacher's boxes informing them of a brief voluntary meeting either before or after school for those who are interested.

2. Establish the following from the principal:
   - bell times (first and last)
   - when teachers leave/arrive and when children leave/arrive
   - where he/she normally holds their faculty meetings (libraries, etc.)
   - is morning or afternoon best for the meeting?
   - total number of employees in school
   - tell principal you will need to get a letter upon completion. WHAT LETTER?

3. Establish follow-up working conditions: (Dr.) “Mr. /Mrs. Principal we will give out survey form at the end of the meeting. The teachers will indicate their interest and the best time to see them, usually their break or non-instructional time” (show survey form and make sure they understand). Let them know we will only be seeing those who are interested, confirm the time and location and thank them for their time. **Note:** always try to give a third-party presentation with the principal. (See training manual)

4. Visit with the secretary/clerk. Let them know about the meeting and that you have permission to be there and will be delivering notes to the teacher’s boxes. (Make a friend, this person can help you more than anyone in the school.)
5. **Never** rely on anyone else to distribute your notes. (Secretary, clerk, office worker, etc.)
6. Have a standard announcement sheet typed (don't wait until you get to the school to write it) for the principal or secretary to read with the morning and afternoon announcements.

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Example: Teachers and staff, please be reminded of the brief meeting with United School Associates this morning/afternoon in the_____ at_____ o'clock. This meeting will only last a few minutes and may be of considerable interest to you and your families. So please make plans to attend. ***E.g., each staff member will receive a gift card for a free lunch. (***For additional information see guidelines for a voluntary group meeting.)

USA TEAM MEMBER NOTES SECTION