

School Resources

When I arrive all I require from you is a table for my equipment, power to the table and a large screen. I have everything else, LCD, Laptop, sound, mics, etc.. For the small group session all I require is enough chairs for each of the 25 students and adults, four boxes of Kleenex, sticky names tags, sharpies to write their names with and a room large enough to form and unobstructed circle in. It is preferred to have the room isolated from hallway noise, gym noise and other distractions if possible. Also if there are any windows that outsiders can look in through they need to be papered off or blinds pulled.

1. The [Registration Form](#) is to be completed and sent back to me so that I have start times, number of students, etc.. I will arrive approximately 30 – 45 minutes prior to start time for set-up and sound checks.
2. [Parent Permission Form](#) is for the students that are involved in the small group sessions only. Most schools use it but some do not and the reason is the students that really need to hear what I have to say may skip if they hear there will be a presentation and will not show if they know they are in a small group session. I don't think that applies at your school but I advise all schools of this.
3. [Synopsis](#) is just an overview for you and can assist in selection of the students for the small group session. Please call me if you want more direction in the selection process.
4. The [Parent Handout](#) is for you to have on file until the Parent Session. I would suggest that 1/2 way though the parent session you print off the appropriate amount and we can hand them out at the end of the parent session
5. The [Parent Feedback](#) attachment is used by some schools to advertise to the community about the parent session through the media. Some schools also use it in addition to #6 attachment promote the evening to the parents of the school community through a news letter.
6. This [Information Sheet](#) can be altered to fit your school and community better but it is a more personalized invitation to the parent session intended for Parents of students within your school.
7. This is a [letter](#) that was sent out by a teacher in hopes of motivating parents to attend the Parent Session following the assembly and small group Part 2 session. This resulted in over 85 parent attending the parent session.

Please let me know if you have any questions.

Take care and have a great week.