

## COURSE OUTLINE

### **Parent Education 70 The Politics & Practice of Parent Associations**

#### **Catalog Statement**

PARED 70 is designed for students who wish to learn about the parent's role in parent/teacher associations. Practical experience is provided in areas of volunteerism, designing school based family enrichment activities, parent association management and participation, as well as organization of school-based newsletters.

Total Lecture Units: 0.0

Total Lab Units: 0.0

**Total Course Units: 0.0**

Total Lecture Hours: 16.0

Total Lab Hours: 16.0

Total Laboratory Hours To Be arranged: 0.0

**Total Faculty Contact Hours: 32.0**

**Total Student Contact Hours: 32.0**

Prerequisites: None

#### **Course Entry Expectations**

Prior to enrolling in the course, the student should be able to:

N/A

#### **Course Exit Standards**

Upon successful completion of the required coursework, the student will be able to:

- develop a parent support network;
- identify methods of encouraging parent participation in various school functions;
- demonstrate proper reimbursement request procedures;
- demonstrate the use of Robert's Rules of Order;
- identify, develop, and present a variety of methods of fund-raising for schools;
- develop and present educational opportunities for parents;
- develop a group social media presence with an awareness of best practices regarding families and children;
- interact with other students using social media.

**Course Content**

**Total Faculty Contact Hours =32.0**

**Introduction and Orientation: (1 lecture hour, 1 lab hour)**

- Introduction to the Parent Education Program
- Establishment of trust and respect agreement
- Safety issues
- Discussion of goals and concerns
- Student responsibilities
- Class organization
- Use of social media and technology for communication and advertising

**Introduction to the Parent/Teacher Organizations (1 lecture hour, 1 lab hour)**

- Purpose of the parent association
- Goals
- Organizational bylaws
- Robert's Rules of Order
- Association Meetings
  - purpose and content
  - procedures
  - maximizing participation

**Role and Responsibilities of Organization Members (1 lecture hour, 1 lab hour)**

- Officers of the executive board
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Fundraising Coordinator
  - Program Education Coordinator
  - Purchasing Coordinator
  - Events Coordinator
  - Newsletter Coordinator
  - Volunteer Coordinator
  - IT coordinator
  - Alumni Coordinator
  - Historian
  - Co-Chairs
  - Class representatives
  - Association members
  - Community volunteers

**Election of Association Officers (1 lecture hour, 1 lab hour)**

- Nominating process
- Nominating committee
- Voting procedures
- Installation

**Working with Volunteers (1 lecture hour, 1 lab hour)**

- Motivating volunteerism
- Coordination of volunteer efforts
- Acknowledging volunteerism
- Avoiding volunteer burnout

**Budget Management (1 lecture hour, 1 lab hour)**

- Association Budget Overview
- Individual Budget Categories
- Working within the budget
- Auditing procedures
- Status as a non-profit organization
- Budget approval

**Purchasing Procedures (1 lecture hour, 1 lab hour)**

- Assessing need for purchases
- Reimbursement procedures
- Obtaining approval

**Fundraising for School Programs (5 lecture hours, 5 lab hours)**

- Identification of a fundraising purpose
- Establishing a fundraising goal
- Identification of fundraising methods
- Involving the community
- Learning to delegate
- Record keeping
- Working with donors
  - soliciting donations
  - acknowledging donors
- Organizing silent/live auctions and raffles
  - organizing donations
  - auction procedures
  - raffle procedures
  - legal issues
- Organizing a major fundraising event
  - choosing a fundraising method
  - choosing a theme
  - venue arrangements
  - entertainment

**Program Education and Events (3 lecture hour, 3 lab Hour)**

- Assessing need for educational and enrichment events
- Arranging for guest speakers
  - interviewing
  - honoraria vs. compensation
  - scheduling and time management
- Venue arrangements
- Technical and audiovisual issues
- Advertising
- Involving the community

**Program Newsletter (1 lecture hour, 1 lab hour)**

- Soliciting articles
- Use of social media
- Working with student reporters
- Editing
  - accuracy
  - clarity

content  
Layout design  
Printing  
Distribution  
Advertising

### **Methods of Instruction**

The following instructional methodologies may be used in this course:

- lecture;
- group discussion;
- guest speakers;
- independent study;
- educational technologies including audiovisual instruction, group text, group email, internet and other electronic presentations.

### **Methods of Evaluation**

The following methods of evaluation may be used in this course:

- small group discussion;
- large group discussion;
- organization of events (e.g. parent oriented educational/enrichment event or fund-raising event);
- student demonstrations (e.g. demonstration of the appropriate use of budgeting procedures, purchasing procedures, or Robert's Rules of Order);
- production and distribution of a student newsletter.

### **Textbooks**

Instructor or student generated handouts.  
Association By-Laws

### **Student Learning Outcomes**

Upon successful completion of the required coursework, the student will be able to:

- plan and implement school based family enrichment activities;
- describe at least three methods of fund-raising for schools.