

SMILE FAMILY SCIENCE NIGHT CHECKLIST

Who is Responsible?	1 Month Ahead	Done?
	Reserve cafeteria, decide which club will bring drinks, paper goods, help set up	
3 Weeks Ahead		
	Choose activities with students and practice	
	For 20 students, divide students into 4 groups of 5	
	Select 3 activities that the students have done in club this year, and have one group present their Annual Challenge activity from the previous year – EOSA or Engineering Challenge (get pictures from teachers, materials)	
	Each group practices/sets up a hands-on activity that they will do with parents and family to last no more than 5 minutes, write a script, ask questions, assemble materials, make a sign to go on the table so parents know what the activity is about, and practice. Annual event group tells parents about last year's activities, what they did, and learned, fun they had.	
2 Weeks Ahead		
	Send flyer to parents – ask them to bring potluck dish to serve 8 (appetizer, main dish, or dessert)	
	Send reminder to school principal and janitorial staff	
	Send e-mail invitation to school administrator, principals, school committee, and other teachers	
	Call your local newspaper to advertise it	
1 Week Ahead		
	Prepare activity schedule- number each activity El #1-5 MS #6-10, HS 11-15	
	Email reminder to administrators, principals, school committee, and teachers	
	Designate two students to help greet families, hand out activity sheet	
	Purchase drinks (water) and paper goods (plates, napkins, cups, forks, knives)	
	Prepare door signs, collect name tags for students in your club (used weekly)	
	Call newspaper to remind about Family Science Night event	
	Find microphone & sound equipment and check that it works Ask janitor to set up extra tables for food, projects as needed, garbage cans	
At Family Science Night		
	Post signs, set up table for SMILE Students Going to College materials	
	All SMILE students wear their name tags	
	Instruct student greeters to welcome all.	
	Distribute programs and pencils to parents (SMILE staff bring these)	
	Designate a teacher to be a master of ceremony	
	Welcome participants, keep activities on time	
	Introduce URI SMILE staff	
	Invite participants to the potluck- parents and students go together (45 minutes) SMILE staff talks to parents during dinner – What is SMILE?	
	Instruct parents to rotate through all activities (get checkmark after each activity). Collect activity sheet before parents leave. Encourage them to be active participants (45 minutes) Most check marks and info wins a prize. Be enthusiastic!! Take photos	
	Everyone cleans up – Remind parents to take home dishes	