

## Parent Recruitment and Retention Checklist for Teams

As you are implementing changes remember the 3 basic qualities in Practices/Policies:

- A sense of belonging
- Competence
- Usefulness

Areas to consider:

- Policies and procedures
- Communication
- Inclusiveness
- Training and leadership development

Update Policies/Procedures	
• Definition of member/parent representative	
• Allow parent representative to wear more than one hat on team?	
• Use of technology for participation	
• Separate committee meetings	
• Recruiting policy/process/committee	
Supports offered	
• Times of meetings	
• Reimbursement	
• Childcare (reimbursement/on-site)	
• Orientation meeting	
• Membership binders/materials	
• Interpreters	
• Mentors	
• Trainings	
• Transportation	
• Technology	
Recruiting Process	
• All potential parents	
• Parents of children in preschool/elementary	
• Local parent support groups	
• Parents at local/state trainings	
• Brochures	
• Website/Facebook/Social media	
• Networking with other agencies	
• Maintain up-to-date list of potential parents	
• Open House for potential parents	
• Current Parents	

<b>Climate of the Team</b>	
• Welcoming	
• Relationship building	
• Vocabulary	
• Feeling useful	
• Members understand their role on the team	
<b>Inclusion Opportunities</b>	
• Leadership positions	
• Small/large jobs	
• What activities within the work of the team can parents be part of?	
<b>Work of the Team</b>	
• Telling family story to community	
• Child find	
• Public awareness	
• Co-trainings	
• Identify resources	
• Develop materials/activities	
• Identify gaps and barriers	
• Mentors to new parents	
<b>Orientation</b>	
• Orientation session/materials	
• Structure of the systems your team belongs to.	
• Acronyms	
• State/federal legislative history	
• Member responsibilities	
• How team functions	
<b>Retention</b>	
• Is it important to families	
• Do they have something to contribute	
• Will their voice be heard and contributions respected	
• Will participation make a difference	
• Multiple opportunities for participation	
• Sufficient support to participate	