

A stack of lined notebook paper with a blue and white pen resting on it. The paper is cream-colored with light blue horizontal lines and a vertical red margin line on the left. The pen is blue and white, lying diagonally across the top right corner of the paper. The background is a wooden surface.

# Quick notes on setting up a Family Science Night

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# Step 0:

## Seek Administration Approval

- Secure your site Admin's approval
- Calendar a few date options

# Step 1:

## Form a committee

- Find other interested people
- Try and include PTA/O support
- Schedule Family Science Night on most convenient day and time (scheduling with PTA/O event)

## Step 2:

Decide on target numbers for attendance

- Is this a Family Science Night for a certain grade level only?
- Is this a Family Science Night for the whole school?
- How many would attend?
- Do you have enough volunteers to make it an effective event?

# Step 3:

Finalize how the event will run

- Will this event be a buffet style?
- or organized rotations?
- Will there be a kick off speaker or presentation?
- Event logistics:
  1. Will there be custodial staff?
  2. Will there be bathrooms available?
  3. Have you reviewed emergency protocol?

# Step 4:

## Prepare the content/materials

- Will you build Family Science Night science kits?
- Will you use science materials on hand? How will they be replenished?
- Do you have enough consumables for all attendees?
- Are you using live organisms? Ordering?

# Step 5:

Train all volunteers prior to event

- Train volunteers (teacher or parent) on how to use the science materials.
- Ensure everyone feels comfortable with their job. (i.e. volunteers who feel apprehensive to teach or lead the science investigation)

# Step 6:

## Communicating with your attendees

- Recruit student volunteers to help make posters or fliers.
- Make school announcements or principal announcements.
- Are you making a brochure for the event?

# Step 7:

## Organizing the clean up

- Where will all the science materials be placed after the event?
- Who will refurbish the materials used?
- Where will the materials be stored?

# Tips:

- School district print shop could print reusable banner. (i.e. vinyl or laminated)
- Ask local businesses to donate materials needed.
- Tap into local business expertise for possible speaker. (i.e. local scientist)
- Work with PTA/O to coordinate joint fundraiser event.