

Parent Leader Literacy Workshop Preparation

**Fax this form to the Center for Urban Education, 773-325-4321,
on the first day you are at the school to plan the workshop.**

Parent Leader: _____

Parent Leader Contact Phone Number: _____

School where workshop will take place: _____

Co-Presenter:

Name: _____

Position: _____

Date of Workshop: _____

Time of Workshop: _____

How will you assist the school in recruiting participants?

___ make phone calls to parents

___ assist with preparation of flyers

___ meet with LSC or other group to preview the workshop

How will you work with the school to help prepare for the workshop itself?

___ meet with co-presenter to plan session and prepare materials

___ assist with preparation of materials

Additional notes:

Give a copy of this form to the Co-Presenter.