



National Parents Union Meeting Organization Worksheet

GOAL: Organize yourself / you and your colleague(s) and assign meeting roles

Meeting Date & Time:

Office / Staffer Info:

Meeting Platform / Details:

KEY MEETING ROLES

(could be same or different for each meeting based on whether there are constituents of the member that we want to give a particular role)

WELCOME/INTRODUCTIONS

Welcome/Group Introduction (*note: introductions of individuals should include name, organization/role in education, city, state*):

Overall group introduction:

[*Example introduction: Hello and thank you for your time today. We are here on behalf of National Parents Union. **NPU unites parents of color, low-income parents, special needs parents, single mothers and fathers, grandparents, formerly incarcerated parents and parents in recovery with traditionally represented parent voices to join a vibrant coalition that disrupts the traditional role of parent voice in policy space. It develops a new narrative that is inclusive of families from a wide variety of perspectives.** We would like to share our education priorities with you – in particular that of ensuring education is a civil right – and to share the great work our organization is doing to advance and support students and families. First, we will each introduce ourselves*)]

Order of others to introduce themselves:

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THE ISSUE, NEED AND IMPACT:

Topic A:

Topic B:

Topic C:

MAKE THE ASK:

CLOSING AND FOLLOW UP INFORMATION:

NOTE-TAKER: