

Sample Schedule and Timeline for Site Visit¹

The following tools are intended to help you plan and coordinate your site visit successfully before and during the site visit.

Schedule – Day of Site Visit

Time	Activity
3:00 PM	Legislator/Staff arrives at the community school and is greeted by Principal, Program Coordinator, or other lead host. Have a fact sheet available to distribute. Don't' forget to have your camera ready to take pictures.
3:05 – 3:15 PM	Lead the Legislator/Staff on a tour of the school. Choose areas that demonstrate the impact of your community school on the academic, social, health and well-being of your students. Walk the tour yourself in advance to make sure everything is in order and that you deliver your intended message.
3:15 – 3:30 PM	Introduce Legislator/Staff to the children/youth in the program. Have them talk about their experience at the community school. Inform participants of the message you are conveying in advance so they can be prepared and supportive.
3:30 – 3:45 PM	Facilitate a discussion between parents and Legislator/Staff. Ask parents to explain how the programs and services housed at the community school helps their families.
3:45 – 4:00 PM	Have the school Principal or Resource Coordinator talk about school-wide improvement attributable to the community school. 4:00 PM - End of site visit. Follow up with a thank you letter.

Timeline

Time Prior to Visit	Activity
1 month	Invite Legislator/Staff to visit your community school. Be prepared to have various dates you can suggest. Follow up with a formal invitation via email, mail, or fax.
3 weeks	Invite parents, community members, school officials, and youth to participate in the site visit.
2 weeks	Develop schedule for the day; identify roles for spokespersons.
1 week	Finalize program agenda. This includes tour of the community school and supporting materials you will be giving the Legislator/Staff. Meet with other people who will participate in the visit (teachers, parents, students) to discuss what role they will play, what they will talk about, what they want to share about your community school work, and what they need to tell their stories.
3 days	Call your Legislator's office to confirm visit.
2 days	Invite media, if applicable.

¹ National Afterschool Alliance <http://www.afterschoolalliance.org/reachPolicySiteVisit.cfm>
Federation for Community Schools
Advocacy Toolkit