



## **Boost Meeting Attendance**

- **Vary the meeting time** – you will make yourself available to a variety of attendees
- **Vary the meeting place** – some schools have meetings at local restaurants or coffee shops to improve attendance
- **Encourage Attendance as a Responsibility** – parents who volunteer as general board members, room/grade parents are required to attend meetings as a responsibility of their position which helps keep an informed volunteer base
- **Make Meetings More Fun** – have student groups perform, have a social period prior to the meetings, or have dynamic speakers
- **Give Prizes** – sometimes door prizes will help improve attendance
- **Offer Baby-sitting or Other Services** – having a translator available may improve non-English speaking parents to attend meetings
- **Make Meetings Shorter** – stick to your timeline so that parents do not feel trapped in long meetings
- **Hold Fewer Meetings** – limit meetings and add family activities at the school to support parental involvement
- **Combine meetings with Other School Events** – have short meetings during back to school night or open houses when parents will be in the school already
- **Publicize** – give parents an adequate lead time regarding meetings and use various forms of communication to inform parents of meeting dates and time

*Paraphrased from PTO Today*