

PRO Grant Parent Information Sessions



Toolkit: 2022 PRO Grant Parent Information Sessions

This toolkit has detailed information about promoting, registering participants, hosting, and moderating these sessions.

HOW TO PROMOTE YOUR SCHOOL'S SESSION?

We understand each school community has established effective communication pathways. Please continue to use the methods and means of communication which you feel are the most effective. Here are a few examples of how you can advertise this session within your school communities:

- Include session details in the principal's weekly communication;
- Send emails to all School Council members and ask them to promote the session;
- Use the school's social media channels to promote the session. (Tag OCDSB channels and we will retweet and share to boost the reach);
- Create a news article on the school website with details about the session and registration. Link to this article on social media and in the principal's communications.
- Consider sharing messaging you want families to receive with teachers, ECEs, EAs, MLOs and community partners who work with your school community. They may be able to support in spreading the message.



Quick Tips

Here are a few additional tips to make your session a success:

- Include speaker bio, links and graphics if available. Will help showcase the speaker and increase interest.
- Ask participants for questions in advance and provide them to the speaker.
- Monitor registration to gauge interest.
- Include guidelines to make it easy for participants to attend the session.



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HOW TO REGISTER PARTICIPANTS?

The easiest way to collect email addresses for the registrants of your information session is using a Google Form. We have created a template (*see link below*) that you can use for this purpose. You can customize this form and share it with your community as part of your promotion campaign. For those schools with upcoming sessions, we encourage you to send these Google Forms at the earliest.



[Using the Google Form Template for the Pro Grant Parent Information Session Registrations](#)

Quick Tips:

- Registration helps you to gauge the number of participants.
- It also ensures that your sessions are limited to your school community/communities.
- It enables pre- and post-event communications, including feedback surveys and also provides a database for future communication and engagement.



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HOW TO HOST/MODERATE A SESSION?

We recommend using Google Meet to host your school's information session. We also recommend that someone with an Enterprise account create the Google Meet (e.g. Principal or Vice Principal). These accounts allow up to 500 participants in a Google Meet.



We understand that hosting the session was a concern for schools last year. OCDSB's *Business & Learning Technologies* department has created a comprehensive guide to support schools in hosting the events.

[Tips for Hosting your Pro Grant Parent Information Session using Google Meet](#)

Quick Tips:

- Make sure you run a test ahead of time, preferably a day before the session. If the host controls are missing, it likely means that you are logged in from a different account than what was used to create the Meet link.
- On the day of the session, the host/s, moderators and presenters should join 30 minutes before the scheduled event start time. Take this opportunity to test your camera, microphone, screen sharing and host controls.
- At the start of the session, take a few moments to discuss housekeeping. Inform participants about video and microphone access and using the chat tool to ask questions.
- Have one or more panelists, moderate the chat to crowdsource questions from attendees during the presentation.



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RESPECTING AND HONOURING INDIGENOUS PEOPLES AND THE LAND

As a sign of respect and recognition of the Algonquin Nation, and a commitment to reconciliation, we encourage you to begin your session with a land acknowledgement. We have included an example below as to how you can acknowledge the land upon which you are hosting this virtual session.

Land Acknowledgement

We acknowledge that our learning is taking place on unceded and unsurrendered Algonquin Territory. We thank the Algonquin Nation for hosting us and recognize their enduring presence on this land.



You might also consider sharing an Indigenous greeting to set a tone of cooperation, friendship and learning.

With gratitude for the work and teachings of Algonquin Elder, [Albert Dumont](#), we share the following:

*A Friend Words that bring peace.
Deeds that bring calm.
Truth that shelters.
Love that thrives sleepless.
They capture my wandering trust.
And are the very reasons I see in you, A friend.*

Follow the links [here](#) and [here](#) to learn more about the importance of land acknowledgement and its role in Truth and Reconciliation.