



## ADOPT A CLASS TEACHER CHECKLIST

Teacher \_\_\_\_\_ Subject Area \_\_\_\_\_ Grade \_\_\_\_\_

### September

\_\_\_\_\_ Teachers attend a staff meeting introducing expectations for the Adopt A Class program.

\_\_\_\_\_ Teachers attend **Meet and Greet Event** by the end of the third week in September.

\_\_\_\_\_ Teachers are required to contact their Adopt A Class sponsor within 72 hours of receiving the information to thank them for their involvement and set up a meeting.

\_\_\_\_\_ Before the meeting be sure to do the following:

- Ensure that students have written introductory letters to the sponsor. Treat this like a class assignment.
- Create a list of your students' first name and last name initial, gender, and race.

\_\_\_\_\_ Teachers meet with Adopt A Class sponsors and discuss the following:

- Introduced themselves and the class they teach.
- Give introductory letters to sponsors.
- Secure a date during the second or third week of December for Holiday Party.
- If sponsors ask about other activities that can be done to help the school, teachers should be sure to share the following areas of concern:
  - One-on-one and small group tutoring
  - Specialized assistance with special curricular topics within the classroom (e.g. science topics, real-life mathematics projects, etc.)
  - Other (will vary by school) \_\_\_\_\_

### October

\_\_\_\_\_ Adopt A Class sponsors will respond to students' introductory letters. Teachers share Adopters' responses with students.

## **November**

\_\_\_\_\_ Students write letters to sponsors in response to the October correspondence.

The letters should include the following information:

- Answers to questions from sponsors' correspondence.
- Holiday wishes (Remind students of the agreed upon price limit, etc.)
- If Adopters wish to spend more see Essential Items listed at website [www.aacfoundation.com](http://www.aacfoundation.com).

## **December**

\_\_\_\_\_ Teacher contacts Adopter to confirm the date for the Holiday Party. At this time, teachers should advise them of any student deletions or additions from the previous list.

\_\_\_\_\_ Teacher confirms with School Adopt A Class Coordinator the date for their Holiday Party.

\_\_\_\_\_ Adopt A Class Holiday Party is held.

## **January**

\_\_\_\_\_ Students write thank you notes to Adopters.

\_\_\_\_\_ Teacher contacts Adopter to schedule a time for thank you notes to be picked up and to discuss activities for balance of the year.

\_\_\_\_\_ Adopters stop by to pick up thank you notes and say hello and discuss the next event.

## **February**

\_\_\_\_\_ Students write letter to Adopters on a topic determined by the Teacher and Adopter.

\_\_\_\_\_ Teacher contacts sponsor to discuss ideas for a Spring Outing. Suggestions include company visit, museum visit, classroom visit, or cookout/picnic.

\_\_\_\_\_ Teacher contacts Adopter to schedule a time to pick up letters.

## **March**

\_\_\_\_\_ Adopters visit class to pick up letters and announce the Spring Outing.

## **April-May**

\_\_\_\_\_ Spring Outing is held.

\_\_\_\_\_ Teachers and students write thank you to Adopter Company.