

Enhancing Your Relationship with the SRAE Program Host

TIP SHEET | June 7, 2022

The hosting classroom teacher is a vital component to successfully reaching students. A deep appreciation for the host should be demonstrated and a strong, authentic relationship cultivated. Supporting the host of your program by offering as many benefits as possible will help enhance the desire for a continued partnership.

- Proactively invest in a personal relationship with your host by getting to know him/her on a personal level. Share about family, pets, hobbies, etc., and make notes of personal details if necessary (For example: remember names of spouse and/or children, trips taken, etc.).
- Offer to exchange cell phone numbers with the host for communication about any last-minute schedule changes or emergencies that may arise unexpectedly. Effective, timely communication can help build the foundation for a good relationship.
- Provide a detailed schedule of daily topics.
- Offer a parent opt-in/opt-out letter template (though this may be the school's responsibility to write/collect).
- Offer to dialogue with parents/trusted adults about the curriculum if desired.
- Email a confirmation reminder at least two weeks prior to the start date of the program.
- Provide a bio to give host direction regarding how the presenter should be introduced.
- Well in advance, secure all necessary information so you are fully prepared with materials and the visit is well-planned. Ask for:
 - Classroom location
 - All hosting teachers' names and contact information
 - Approximate class size
 - Class times

- Confirmation that the host will remain in the room while you are teaching
- Confirmation of any required parental consent forms
- Confirmation of the necessary equipment provided by the host:
 - Are equipment/devices compatible?
 - Is projector adequately bright?
 - Are speakers/mic necessary/provided?
- Confirmation that the layout of room is conducive to your presentation:
 - If using a projector, is there wall-space on which to project?
 - Is there ample space for the presenter to move about/interact?
 - Is classroom seating facing forward to maintain student attention throughout presentation?
- Potential calendar conflicts to be identified and rectified:
 - Are there scheduled convocations/rallies?
 - Are there scheduled field trips in other classes that will impact student attendance in your class?
 - Are there any scheduled tests, school pictures, or other conflicts?
- After the program:
 - Give teacher/front office staff a thank you note/card of appreciation.
 - Send a follow-up email to the host teacher and key school personnel thanking them for their valued partnership and, if desired, attach meaningful data of pre- and post-program survey results.
 - Ask for feedback on the program and the presenter and, if possible, respond to any feedback concerns that need to be addressed.

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