

Nonprofit Outreach Fair

Sample Timeline

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- I. August (Beginning of the School Year)
 - A. Seek the proper permissions.
 - B. Block off the days in the library, remember to block off the day before the event to set-up and the day after to put the library back together.
 - C. Create a list of the nonprofits, museums or businesses you are interested in inviting. I recommend you add an additional 25% to account for the no-shows.
 - D. Begin reaching by phone and/or email. I found calling people had the best results.
- II. September:
 - A. Wrap-up the organizations you invited to the event.
 - B. Send confirmation emails to each organization.
 - C. Advertise to classroom teachers via email, flyers, faculty meetings and word-of-mouth.
 - D. Collaborate with classroom teachers and create lessons involving the organizations.
 - E. Attend department meetings with sample lessons.
- III. October:
 - A. Create a presentation or another platform to share the information regarding the organizations. I created a Google Slide Presentation with a slide dedicated to each organization. Each slide also included a direct link to the organizations' websites.
 - B. Generate a variety of mini-lessons on the organizations to teach during library checkout time.
 - C. Construct signs. I hung my signs from the ceiling (used fishing line). Send the organizations emails for the purpose of keeping everyone communicating.
- IV. November:

- A. Teach lessons on Evaluating Online Resources using the upcoming fair nonprofits websites.
 - B. Write and pass out Parent Permission Slips to attend the event, if needed.
 - C. Order lunch items.
 - D. Purchase snacks, drinks and Thank-you bags (I filled with candy and free MBK items).
 - E. Contact the local Television show and invite them to attend.
 - F. Send invitations to your School Board Representative and School Superintendent.
 - G. Send an email to the organizations with instructions on where to park, when to arrive at the school, and other important information.
- V. December: Nonprofit Outreach Fair
- A. Before the date:
 - 1. Design a set schedule for teachers to bring their classes.
 - 2. Prepare a Scavenger Hunt or a Question list for students who arrive without an assignment,
 - 3. Seek student volunteers to hand out pencils and Scavenger Hunts.
 - B. Day before the event:
 - 1. Set-up the space for the organizations.
 - 2. Hang signs.
 - 3. Pick-up food and/or confirm delivery.
 - C. The DAY:
 - 1. Greet the guests when they arrive at the school.
 - 2. Ask a volunteer to check off classes that attend.
 - 3. Take photographs.
 - 4. Have fun!
- VI. January
- A. Write Thank-You notes to the organizations (if you have time, thank the teachers as well).
 - B. Collect and make copies of students' completed assignments.
 - C. Ask students and teachers for feedback.