

HOSTING A STEM + FAMILIES MATH NIGHT FROM START TO FINISH

This guide includes helpful how-to documents and sample templates you can use to make planning a STEM + Families Math Night easy. This information is also included in the online toolkit.

Step 1: Plan Your Event

The first thing you should do is check to see if there is a Mathnasium in your territory to co-host your Math Event. After getting in touch with them, choose a date and start planning!

- [Mathnasium Location Search](#)
- [STEM Talking Points for PTA Leaders \(en español\)](#)
- [Event Planning Checklist \(en español\)](#)
- [Soliciting Donations Template \(en español\)](#)
- [Sample Budget \(en español\)](#)
- [Invitation to Volunteer \(en español\)](#)
- [Volunteer Sign-Up Sheet \(en español\)](#)
- [Hosting Your Math Night: A Step-by-Step Photo Guide \(en español\)](#)

(Hosting events like this is also a great way to recruit new PTA members! Consider having recruitment flyers like [this one](#) at your event.)

Step 2: Promote Your Event

Utilize as many platforms as possible for promoting your event. Translate documents into languages your school community speaks.

- [Tips for Promoting Your Event \(en español\)](#)
- [Authorized STEM + Families Logo](#)
- Authorized Mathnasium Logos: [in white](#) and [in black](#)
- [Invitation Letter to Parents \(en español\)](#)
- [Invitation Letter to Elected Officials \(en español\)](#)
- Sample Flyers: [Forest Heights STEM Academy](#), [Bevis](#), [Hollin Meadows](#) and [Academy for Enriched Sciences](#)
- Sample RSVP: [Riverside](#), [Chloe Clark](#)
- [Flyer Template \(en español\)](#)
- [Promo Video](#)
- [Morning Announcement Template \(en español\)](#)
- [Media Advisory Template \(en español\)](#)
- [Press Release Template \(en español\)](#)
- [Social Media Messages \(en español\)](#)
- [Social Media Image](#)
- Sample Promotion: [Chloe Clark Elementary School](#)

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Step 3: Host Your Event

Ensure that everything goes smoothly at your Math Event! Offer take-aways to parents who attend to help them retain and build on what they learned. Take pictures at the event and submit at least five photos of families engaging in the different activities. Your PTA should ensure that anyone depicted in the photos has signed a photo release permitting use of their photos in all National PTA and Mathnasium marketing and promotion efforts.

- [Hosting Your Math Night: A Step-by-Step Photo Guide \(en español\)](#)
- [Hosting Your Math Night](#) webinar recording
- [Event Day Checklist \(en español\)](#)
- Sample Room Organization: [Hollin Meadows](#), [Bevis](#) and [Mathnasium](#)
- [Math Night General Overview \(en español\)](#)
- Sample Program: [Marshall Road](#)
- [Parent Engagement Reminder Posters \(en español\)](#)
- [National PTA Photo Release Form \(en español\)](#)
- [STEM: Today & Tomorrow \(en español\)](#)
- STEM Resources: [Activities \(en español\)](#), [Events \(en español\)](#), [by State \(en español\)](#), [Careers](#), [Girls in STEM](#), [Research](#)

Step 4: Wrap Up

Be sure to thank your PTA, Mathnasium, school staff, community partners and parent volunteers with the thank you letter below. National PTA recommends offering an incentive for completing the survey (e.g. enter names into a drawing for a \$50 gift card donated by a local merchant) and having a volunteer available to assist students in completing the form.

- [Sample Thank You Letter for Volunteers \(en español\)](#)
- [Online Parent and Student Surveys \(en español\)](#)
- [Flyer with link to Online Parent and Student Surveys \(en español\)](#)

You also must submit your Program Leader Feedback Form along with event photos in your [grants portal](#).

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