

# Hour of Code Hosting Elected Officials Toolkit

December 3-9, 2018

# HOUR OF CODE



## Host an elected official at your Hour of Code

Together, we can change the face of education. We can ensure every student has the opportunity to learn how to create technology, not just use it. We can give them a foundation for success in any 21st-century career path. It can begin with an Hour of Code.

The Hour of Code aims to introduce computer science early—it sparks students' interest in the CS opportunities you are bringing to their schools. Hosting a local elected official at your Hour of Code event can be a great way to connect with policymakers, promote Computer Science education, and connect officials with the students and teachers they represent. This toolkit will help ensure your event runs smoothly and effectively. If you need assistance inviting an elected official, check out our additional resources.





## Before the event

- Coordinate both the point person from your event (e.g., school administrator) and for the elected official attending (e.g., staffer or scheduler). Ensure both parties have each other's contact information for the day of the event.
- Know who will be responsible for coordinating media invitations. It could be the school, the district, the official's office, or any combination.
- Secure media waivers for any classrooms or events with students the official will attend, per your state/district/school policy.
- Create a specific agenda for the day, and make sure all parties participating (teachers, students, administrators, elected officials and their staff) are aware of what is happening and when. See our resources for sample plans. Things to consider:
  - *What is each participant doing during each part of the event?*
  - *Will the official sit with one student, or rotate between many students during the event? (You may want to coordinate this ahead of time with the official's staffer.)*
  - *Will the official speak to the students as a group?*
  - *Plan flexibility into the agenda. What if the official is running late? What if some students finish their activity before others?*
- Create a briefing document that you can send to the official ahead of time. Include event dress code, who will greet them, which classroom or event they will attend with teacher's name, and agenda for the event.
- Confirm date, time, location, and agenda with official's staff 72 hours prior to the event.
- Review the agenda and test all technology the day before and day of the event to ensure the event runs smoothly.

## During the event

- Greet the elected official at the door of the event to show them to the activity and answer any questions they may have. (It is always great to have a student help greet!)
- Take pictures during the event to commemorate the visit, and to post on your organization's social media networks (within any publicity or privacy policies that may apply).
- Answer any questions the official may have, keeping in mind it's ok to say "I don't know!" Officials are mostly interested in your experience with Computer Science.
- Make sure the agenda is running smoothly, and that it remains on track to end on time so the official may get to any other visits or meetings he/ she may have scheduled.
- Thank the official for their time (especially great for students to do) and offer to answer any follow-up questions they may have.

## After the event

- Thank the official for their time (especially great for students to do) and offer to answer any follow-up questions they may have.
- Post pictures, videos, or notable quotes from the day on social media (within publicity or privacy policies that may apply).
- Send the official a follow-up note of thanks.
- Follow up with the staff point person on each side for feedback on how to make next year's event even better!
- Make sure the agenda is running smoothly, and that it remains on track to end on time so the official may get to any other visits or meetings he/she may have scheduled.