

APPENDIX B.

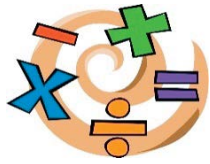
COMMUNITY MATH NIGHT PARENT HANDOUT TEMPLATE

The parent handout includes key takeaways from the Community Math Night related to math, mindset, and family engagement—specifically, what families should keep in mind and ideas to implement to maximize the impact of the event beyond one night.

You might also decide to send home the infographic [Supporting Your Child in Developing Math Skills for Future Success](#), which was shared as part of the [Mindsets and Math presentation](#), along with a customized version of the [Community Math Night Key Takeaways Handout template](#). Staff and volunteers can distribute the handouts at the end of the evening, as families complete their exit tickets.

To update the [Community Math Night Key Takeaways Handout template](#), consider:

- Listing community resources, including enrichment opportunities in math such as science, technology, engineering, and math (STEM) camps and classes.
- Focusing the handout and resources on areas in need of improvement based on benchmark data or developing grade level–specific handouts with tailored recommendations and resources.
- Providing links to a TED talk on growth mindset [for adults](#) and [for students](#).
- Sharing a shortened link to a family survey if you are interested in collecting more information about perceptions or impacts of the math night after the event.
- Providing contact information for a math leader in the school in case families want to follow up.



[SCHOOL NAME]

Community Math Night Key Takeaways

THANK YOU for taking time to come to our Community Math Night and support your child's math learning journey. We enjoyed the chance to connect with you and share our love of math!

Big ideas to remember

- A strong foundation in math is important for students' future success in school and life.
- Families are natural role models and can help children develop positive attitudes toward math.
- Communicate confidence in your children as math learners. With proper support, everyone can learn math.
- Develop and promote a growth mindset. Recognize and praise effort and hard work, and remember the power of "yet" ("I have not met this goal yet, but I will!").

How you can support at home

[Share tips for encouraging interest in math and supporting learning outside of school. A few examples are provided below.]

- Count objects around the house and ask, "How many in all?"
- Talk about and compare shapes of everyday objects.
- Use spatial language (under, over, higher, lower, closer, farther).
- Play card games and board games that require math, including ones you make yourself.
- Involve children in everyday measurement activities, such as baking.
- Read books about math or ask math questions when reading books.
- Talk about jobs that use math.

Resources you'll love

[Share a few websites, podcasts, and videos, with shortened URLs if this is printed.]

Next steps at school

[Share the next opportunity for community engagement. Have a science fair coming up? Be prepared to provide details, and ask families to save the date. Talk about how families can continue to engage in math learning at the school, for example, by volunteering in the classroom.]

APPENDIX C.

COMMUNITY MATH NIGHT

ACTION PLANNING TEMPLATE

Use this template to outline and develop a comprehensive plan for the Community Math Night (CMN) at your school. See [Exhibit 12](#) in the toolkit for sample goals and strategies.

CMN date	Day [MM/DD/YYYY]
CMN start and end times	Start: End:
CMN goals (specific benchmarks for measuring the success of the event)	Goal: Goal:
CMN strategies (specific ideas for accomplishing CMN goals)	Strategy: Strategy:

Appendix C. Community Math Night Action Planning Template

Task	Personnel	Notes	Status (pending/ completed; date)
<i>Example: Plan and coordinate dinner</i>	<i>Ms. Fernandez, lead 6 volunteers</i>	<i>Coordinate with the Parent–Teacher Association president to have volunteers serve hot dogs, hamburgers, chips, fruit salad, and drinks. Coordinate food order with facility manager by 2/21.</i>	<i>Completed, 2/15/21</i>
Lay the foundation—8 weeks out			
Form your Community Math Night core planning team (at least four teachers/leaders)			
Complete the Community Math Night Professional Learning Workbook			
Practice the math night activities			
Determine goals and strategies			
Select and confirm event logistics (date, time, location)			
Address possible barriers to participation			
Develop the initial budget			
Plan and coordinate refreshments			
<i>Additional task</i>			
<i>Additional task</i>			
Coordinate personnel and resources—6 weeks out			
Confirm the event location, and begin to plan the event space			
Develop agenda, and organize station activities			
Assess available materials for math station activities			
Identify strategies to help overcome barriers to family participation (for example, help with transportation or childcare)			

Appendix C. Community Math Night Action Planning Template

Task	Personnel	Notes	Status (pending/ completed; date)
Plan for translation needs			
Recruit additional volunteers, as needed (to support setup/dinner/cleanup)			
Set up event registration			
Begin promoting event			
<i>Additional task</i>			
<i>Additional task</i>			
Promote enthusiasm and participation—4 weeks out			
Develop and revisit your communications plan			
Create outreach materials (flyers, newsletter, others)			
Plan for inclusion and diversity in communication and outreach (for example, translating materials, sharing with trusted community messengers)			
Develop digital and social media posts/content			
Consider ways to involve students			
<i>Additional task</i>			
<i>Additional task</i>			
Bring it all together—2 weeks out through day of event			
Finalize your plan for the event space			
Sort and prepare materials for each math station			

Appendix C. Community Math Night Action Planning Template

Task	Personnel	Notes	Status (pending/ completed; date)
Print handouts, station prompts and exit tickets (or prepare another plan for collecting feedback)			
Develop list of materials and printing needs			
Develop list of equipment and technology needs (for example, projector, screen, extension cords)			
Train facilitator team members on math station activities, and practice activities			
Confirm volunteer assignments, and provide final instructions			
Prep checklist for day of the event			
Consider purchasing thank you gifts for volunteers			
Set up, and provide volunteers with instructions			
Kick off and implement			
Tear down			
<i>Additional task</i>			
<i>Additional task</i>			
Build on your success—within 1 week after the event			
Reflect as a team			
Develop family engagement follow-up based on feedback			
Engage with teachers to connect math night activities to classroom practice			
<i>Additional task</i>			

APPENDIX D.

COMMUNITY MATH NIGHT BUDGET CHECKLIST TEMPLATE

Use this template to inventory available resources at your school and to develop an initial budget for your Community Math Night event.

Item	Description	Quantity	Supplies on hand	Secure donation	Needed purchases	Completed
Refreshments						
<i>Example: Meal</i>	<i>Pasta and salad</i>	<i>150 people</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>
Beverages						
Paperware and utensils						
Serving dishes						
Ice						
Materials						
Pattern blocks	Activities 1a, 1b, 1c					
Small mirrors	Activity 1c					
Dice	Activities 1c, 2a, 3a					
Dry-erase markers	Activity 2b					
Index cards	Activity 2b					
Stickers	Activity 2b					
Paper for scorekeeping	Activity 2c					
Base-10 blocks	Activity 3a					
Four-operation calculators (add, subtract, multiply, divide)	Activities 3b, 3c					
Menus from local restaurants	Activity 3c					
2- to 3-inch-wide grosgrain ribbons in different colors	Activity 4					
Scissors	Activity 4					
1-foot rulers	Activity 4					
Meterstick	Activity 4					
Scratch paper	Activity 4					
Zippered plastic bags	Activity 4					
Stamps	All stations					
Raffle prizes	Closing remarks					

APPENDIX E. COMMUNITY MATH NIGHT AGENDA TEMPLATE

The agenda template can help to organize the timing and sequencing of events for your Community Math Night.

Activity	Timeline	Leader	Materials	Logistics
<i>Lobby open for registration (example)</i>	<i>10 minutes</i>	<i>Ms. Jones</i>	<i>Sign-in sheets</i> <i>Math activity station map</i>	<i>Set up sign in table by 5:00 PM</i> <i>Station greeters by main entrance</i>
Dinner	30 minutes			
Welcome and Mindsets and Math presentation	15 minutes			
Math station activities	15 minutes			
Awarding of raffle or door prize Exit ticket and closing remarks	15 minutes			
Cleanup	30 minutes			

APPENDIX F.

COMMUNITY MATH NIGHT

VOLUNTEER INFORMATION TEMPLATE

Use this template to communicate key details to volunteers before the Community Math Night. Create a separate information sheet for each type of volunteer assisting with the math night program. For example, create a sheet for your setup crew and a sheet for your breakdown crew, as the details will vary.

Insert QR code here to direct volunteers to an online registration form

[SCHOOL NAME] Community Math Night Volunteer Information Sheet

Thank you for volunteering at [SCHOOL NAME]'s Community Math Night. Your assistance is essential for a successful event. Please review the information below for additional details on your volunteer role and event logistics.

Community Math Night event date/time:	
Requested volunteer arrival time:	Anticipated task completion time:
Location:	
Parking instructions:	
Task description and key instructions: <i>(Example: Assist with event setup)</i>	
If you have any questions or concerns, please contact:	
Volunteer contact name:	
Volunteer contact telephone number:	

APPENDIX G. COMMUNITY MATH NIGHT REGISTRATION TEMPLATE

Use this template to develop a registration event form for a Community Math Night at your school.

Insert QR code here to direct families to more information or online registration

[SCHOOL NAME] Community Math Night Registration Form

[DAY, MONTH, YEAR, 0:00 a.m. – 0:00 p.m.]

- Preregistration is highly recommended, but registration will be available at the door.
- Complete the registration form below [or register online at: online registration link] by [DAY, MONTH, YEAR].
- We welcome all [SCHOOL NAME] students, their family members, and caregivers at this event. If you have any questions, please call [SCHOOL CONTACT NAME] at [(XXX)-XXX-XXXX].

----- Detach and Return Form -----

Parent or guardian name:		Number of family members attending:
Parent or guardian phone number:		
Student(s) name(s)	Grade	Teacher

APPENDIX H. COMMUNITY MATH NIGHT TEACHER REFLECTION AND ASSESSMENT GUIDE

The *Community Math Night Facilitators' Toolkit* describes evidence-based instructional practices that help students develop their knowledge, skills, and attitudes for learning math. Reflect on your current pedagogy to assess your level of confidence with implementing these practices, and consider next steps for ongoing improvement.

What is my confidence level with implementing these practices consistently and with confidence? Reflect on your practice and indicate which instructional practices are areas of strengths and which are opportunities for ongoing improvement.

Instructional practice	Confidence level	
	An area of strength	An opportunity for ongoing improvement
Explicitly teach students about a growth mindset		
Model positive math attitudes and growth mindset with students		
Model positive math attitudes and growth mindset when interacting with families		
Help students connect their math work to real-world activities		
Intentionally implement the concrete–representational–abstract continuum to help students build conceptual understanding		
Provide engaging activities for students to build fluency with math procedures		

- What supports do you need to build your confidence with these practices?

- What next steps will you take to build your skill set for implementing these practices?