

Event Name	Host Families
Event Description	The Host Family Program matches new families with returning families, giving new families a connection and resource over the summer before school begins.
Event Date/Time/Location	Ongoing through spring and summer
# Chairpersons Required	2 people who serve for 2 alternating years so one of the chairs has always had a year's experience with the program
Time Commitment	20-25 hours
# Volunteers Required/Tasks to be performed	30-35 families volunteer to welcome new families; 4 families volunteer to host the New Family/Host Family Gatherings on the afternoon of New Student Orientation (this requirement might be obsolete)
Budget	The families that host the Gatherings may submit receipts for any food/beverages they buy for the party to Lynn Randall
Tasks and Timeline – Event Date minus	
	Contact previous year's chairs if you have any questions after reading the event summary
February	Meet to go over timeline for spring; after Presidents Day weekend start posting requests for Host Family volunteers in Winsor This Week,
March and April	Send out email requests for volunteer host families through the Class Parents if not getting the response from Winsor this Week
April and May	<ul style="list-style-type: none"> • Get information via Lynn Randall from Admission with "new family" contact information • Meet and match new families with host families, this is done geographically, by prior school and by grade level as often as possible
June	<ul style="list-style-type: none"> • Send separate letters, electronically, to new families and host families describing the program and providing contact information for new and host family pairings; Host Family letter asks them to reach out to their new family(ies) • Find hosts for the Orientation Day Gatherings
July(this might be obsolete given the class gatherings at the LOC new for 9/15)	<ul style="list-style-type: none"> • Contact Gathering hosts and ask them how they would like the party to be organized – some like it to be potluck, some have a very set way of planning it, encourage them to set it up the way they'd like to • Follow up with any loose ends (sometimes contact information for new families is incorrect and needs updating) • Send out electronic invitations to Orientation Day Gatherings to both host and new families BY AUGUST
September (this can be redone depending on what will take place for the Fall of 2016)	<ul style="list-style-type: none"> • Gatherings take place • Meet to discuss how the program went for the year • Send thank-you emails to all host families • Send hand-written thank you notes to Gathering hosts • Discuss whether a survey should be conducted (done some years but not all)
Helpful Tips for Chairs to watch out for.....	Typically we do not get enough volunteers from the initial request so additional phone calls/emails to Class Parents, sibling families need to be made in order to get enough volunteers for the program,

