

# FAMILY LEADERSHIP TEAM IMPLEMENTATION CHECKLIST

*For use with your school's Family Leadership Team (FLT) throughout the school year.*

## **Prepare and Plan: Before School Starts (June–August)**

- ☐ Identify 8–12 potential parent leaders
- ☐ Conduct personal outreach (calls/texts from admin or current FLT parents)
- ☐ Prepare a “What Is FLT?” packet or flyer
- ☐ Set meeting dates for the fall semester
- ☐ Identify needed resources: childcare, interpreters, meals
- ☐ Set up communication channels (Remind, Facebook group, WhatsApp, email)

## **Launch the School Year FLT Team: Early Fall (August–September)**

- ☐ Hold an FLT welcome meeting
- ☐ Review goals and expectations
- ☐ Identify family strengths, interests, and preferred roles
- ☐ Share school events calendar for co-planning
- ☐ Introduce the K20 QUEST app and resources
- ☐ Check dates for GEAR UP for LIFE Fall 2026 Family Leadership Academy Workshops

## **Build Momentum: Fall (October–December)**

- ☐ Ensure FLT members have meaningful roles
- ☐ Use family listening sessions or surveys to gather broader input
- ☐ Co-plan at least one event for families (could be Spring Family Night in connection with FLA)
- ☐ Spotlight FLT parents (school website, social posts, shout-outs)
- ☐ Check in with members about support needs

## **Leadership Development and Partnership: Early Spring (January–March)**

- ☐ Involve FLT in 10<sup>th</sup>/11<sup>th</sup> grade transition and postsecondary work
- ☐ Recruit additional families through FLT members (e.g. with a “bring-a-friend” initiative)
- ☐ Continue building relationships with administrators and teachers
- ☐ Host GEAR UP for LIFE Spring Family Night focused on Oklahoma’s Promise

## **Celebrate and Sustain: Late Spring (April–May)**

- ☐ Celebrate accomplishments (certificates, recognition, photos)
- ☐ Gather feedback on the year
- ☐ Identify returning members
- ☐ Identify new families to recruit for next year
- ☐ Create a preliminary FLT calendar for the new school year