

## Ponca Rental Guide

- Meet The Teacher Night: Each parent gets a handout. One side invites them to join Remind Messaging. The other is the poster for our Parent Meeting.
- 1st Week of School:
  - Parent Meeting Invitation goes home with students in their band folder. The left side of the folder is all for their parents (paperwork to sign, handbook etc) and the right side is resources for the students. The parent meeting invitation goes with the items on the left side. Students are told it is a requirement to have at least one parent on Remind messaging and in attendance at the meeting.
  - Instrument rental invitation goes home in this folder as well, on the left side
  - We talk about instrument rental night each day of this week
  - At the end of the week I call every student's parents to introduce myself and personally invite them to the parent meeting. At the end of the conversation I tell them we are needing to get a count on seats for the parent meeting to make sure there is enough room. I ask how many seats they would like reserved for them and answer any questions they may have about the meeting. I document who I was not able to contact so I know who to reach out to again.
- Instrument Testing:
  - Students are reminded that the only way to get an instrument is to attend instrument rental night, and when that is
  - Once everyone is tested, they receive a personalized certificate with their test results. The certificate invites them to instrument rental night and gives the date/location. Students are told to put the certificate on their refrigerator and to bring with them to instrument rental night. We make a big deal of congratulating each student when we pass these out
- 3 Days Before Meeting
  - Email from directors goes out in the morning inviting parents to parent meeting
  - Remind message at end of day goes out about meeting
- 2 Days Before Meeting
  - Half-sheet handout reminder goes home. This has a map that shows where the meeting will be, where to park, and where to enter.
- Day of Meeting:
  - Email goes out in the morning
  - Students are all given a sticker to wear. The stickers have a QR code that links to the half-sheet sent home the day before.
  - Remind message goes out 45 minutes before the meeting. This also includes a picture of the half-sheet mentioned before
- Parent Meeting:
  - Handout includes instrument rental night poster, instrument rental letter from Palen, and an outline for notes
  - During the meeting we emphasized that it is important to rent an instrument from Palen, that way families can start building equity in their instrument. We also

- reference Palen's options on step-up credit, switching instruments, and returning an instrument if things don't work out. Flexibility and equity are the main ideas
- We let parents know we have a limited number of school instruments available for families in need. We emphasize never wanting a student to have to go without and always say "families in need". This language is really important that it is kept consistent
  - Instrument Rental Night:
    - Same process as before with the parent meeting.
      - Emails, Remind Messages, Handouts with maps, and ending with the QR code sticker
    - Each student receives a form with their instrument recommendation and all of the required supplies
      - Students must present this form to a band director before they can leave. This is the final stop to make sure students have all of the necessary supplies and were able to rent an instrument.
        - \*If a student is in need of a school instrument they must go through all of the steps for rental and are only finally able to get the school instrument card at this table. I still go over the form of supplies with them and do my best to get parents to invest in supplies even if they cannot afford to rent an instrument
  - After Rental Night:
    - I call every parent that did not attend the rental to ask how they will be supplying an instrument.
      - I emphasize the Palen online rental application.
  - Numbers:
    - Before we started this process about 10% of our program rented an instrument. The rest used a school instrument.
    - This year we reversed that number. Roughly 10% use a school instrument and 90% rent/purchase an instrument.
    - About half of the parents I called after the rental were able to rent on the Palen online portal. The other half opted for school instruments.
  - Benefits/Noticable Changes:
    - Students who rent an instrument are more likely to take good care of the instrument
    - Students who rent an instrument are more likely to practice
    - Students who rent an instrument are more likely to begin private lessons
    - Students who rent an instrument are less likely to be behavior problems
    - Students who rent an instrument are more likely to retain
    - Students who rent an instrument are more likely to move up to a step-up instrument since they have started building equity
    - Students who rent an instrument have far less repair problems. This takes work off of my plate and also saves our repair budget

- Checking out school instruments previously took a huge chunk of my time during the busiest time of the year. Since we dropped these numbers, I have had the flexibility to spend that time on more productive things.
  
- General Considerations:
  - I have up to 7 years to educate students in the program. For parents, ultimately I only have 45 minutes. This is the parent meeting of their 6th grade year. The goal of this meeting is to educate our parents, advocate for our program, and empower the parents by letting them know what to expect for being a band parent.
  - I send out the powerpoint slides from the parent meeting and a copy of the handout in an email the day after the meeting
  - This took a significant amount of time and planning at the beginning of the year however so far it has been well worth it, especially when you look at all of the pros to upping the numbers on instrument rental
  - I used the “doctopus” add on for Google Sheets. This easily exports personalized documents with each student’s information that can be used for the certificates and rental night forms.