

# Porch Visit Logistics Guide

A logistical plan for promotion, address collection, route mapping and Porch Visit team organization.

## Promotion

*Consider having a late start work day if Porch Visits will be scheduled in the late afternoon/evening hours when more families may be home.*

- **Staff:** Communicate Porch Visit days and times to staff.
  - **TIP:** Ask staff to wear their school shirts or district name tags.
- **Families:** Advertise the dates and times of Porch Visits with posters and flyers during enrollment. Provide parents with either a Porch Visit Reminder Postcard or flyer.
  - **TIP:** Stagger the time of day you conduct Porch Visits to reach most families. Late afternoon and early evening may increase the number of families you reach.

## Determining what to hand out to families

Porch Visits do not have to be expensive! Some examples of what you can deliver during Porch Visits include:

- “Welcome Back” postcards. Your school could customize the postcard by adding labels on the back with information about upcoming events, a welcome message from the principal, etc.
- Flyers highlighting upcoming events at your school such as Open House, Meet the Teacher, etc.
  - **TIP:** If applicable for your school, ensure that all materials are translated.
- A school pencil or magnet.
- Invite community business partners to support Porch Visits by providing items for families.
- Consider what you will leave if no one is home.

## Address Collection and Route Mapping

- **Option 1: Porch Visits Address Cards**
  - Collect Porch Visit Address Cards during enrollment.
  - Sort the cards by street first and then by house number.
  - Determine how many teams your school will send out (2-3 staff per team works well).
  - Divide houses by number of teams, giving each team approximately the same number of stops.
  - Print generic maps for each team (from websites such as MapQuest) to help staff navigate.
    - **TIP:** You shouldn’t have to do a map for EACH house; just make sure that each group has a map that shows the streets they will be visiting.
- **Option 2: eSIS**
  - After enrollment information has been entered into eSIS, generate a \*\*\*\*\* (FILE NAME).
  - Sort the file by address—street first and then by house number. This requires multiple steps and is best done by somebody experienced in utilizing the Text to Columns and Sorting features in Excel.
  - Determine how many teams your school will send out (2-3 staff per team works well).
  - Divide houses by number of teams, giving each team approximately the same number of stops.
  - Print generic maps for each team (from websites such as MapQuest) to help staff navigate.
    - **TIP:** You shouldn’t have to do a map for EACH house; just make sure that each group has a map that shows the streets they will be visiting.

## Organizing Porch Visit Teams

- Determine which staff members will be involved in Porch Visits—classroom teachers, specials teachers, support and office staff, etc.
- Divide staff up evenly (2-3 per group works well).



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- Remind staff that even if they will not be visiting their own students, they are still serving as an ambassador to welcome all families back to school.
  - **TIP:** Be sure to spend a few minutes before going out on your Porch Visits to conduct the Professional Development (NAME) with staff.

