

## Presentation Request Protocol for Organizations

### Background of Project:

The Rhode Island Department of Education (RIDE) received a grant from the GE Foundation to help parents and the community to understand what the Common Core State Standards (CCSS) mean for our students and our classrooms and how the CCSS prepares our students for college and for challenging careers. As part of this grant, throughout the 2013-2014 school year, RIDE will be conducting outreach to help promote increased understanding of the CCSS throughout the state. We are developing materials and CCSS videos and coordinating outreach events throughout the state with the aid of a consultant, PCG Education. Through informational outreach events, members of Rhode Island's Common Core Ambassadors team, a group of experienced local educators, will visit your communities and offer their expertise as to how the CCSS will impact teachers and students in Rhode Island schools.

We welcome you to join RIDE in helping Rhode Island to successfully transition to the Common Core! We thank you in advance for your support in planning these events and helping to spread the word about the CCSS. If you have any questions or would like to schedule an outreach event for parents and the community in your area, please contact our Common Core RI Outreach Team from PCG Education at [CommonCoreRI@pcgus.com](mailto:CommonCoreRI@pcgus.com).

### Requesting a Presentation:

Presentations for organizations and communities may take place between October 2013 and June 2014. Please note that the Ambassadors are current education professionals and therefore their availability is limited to evenings or (possibly) weekends. We appreciate your interest in supporting the Common Core through this project and will do our best to accommodate your request according to Ambassadors' availability. There is no charge for the Ambassadors' presentation, and we recommend the presentation be free to attendees.

**If you are interested in requesting a presentation on the Common Core** as your own event, or as part of a previously scheduled event, please be sure to include the following event information/logistics in an email sent to the PCG Common Core RI Outreach Team at [CommonCoreRI@pcgus.com](mailto:CommonCoreRI@pcgus.com) *CC/copying* [RI.CommonCore@ride.ri.gov](mailto:RI.CommonCore@ride.ri.gov).

- Date, time (start-end of full event and, if applicable, of window for presentation). If this request is not for an already scheduled event, we recommend listing several possible dates.
- Host organization name, contact person name, contact person email, contact person phone number
- Purpose of event / content requested (e.g., Our organization would like to learn about the CCSS: what it is and what it means for Rhode Island)
- Location (building/organization name, address, room number – as applicable)
  - o Confirmation that technology (laptop, projector) and technology support will be provided
  - o Audience type (parents, teachers, general, etc.) and number of attendees (expected/estimated)
- Once Ambassadors have confirmed an event, PCG will email your organization contact back with the confirmed date and CC/copy the Ambassadors in case of last minute update emails between the hosts and the Ambassadors.

