



Outline for a Parent Meeting

- Duration:** Approximately one hour
- Introduction:** Present the ISE mission and commitment to language & cultural immersion
Share ISE's status as a non-profit educational organization
Explain ISE's preparatory tools
- Show DVD:** Duration about 15 minutes
- Travel Info:** Program logistics including:
Itinerary
Approximate dates
Approximate price and inclusions
- Other Details:** Enrollment process & deadlines
Payment schedule
Cancellation policy
Suggest developing a financial plan to save for the program
(This is your chance to delegate fundraising to the parents ☺)
- ISE Advantages:** Financial Aid
Code of Conduct
Classroom Study Materials
Health & Cancellation Insurance
ISE Teacher Workshop – teacher training
- Questions:** Allow time for parents to ask questions



Invitation to a Parent Meeting

Dear Parent:

I am holding an informational parent meeting to explore your child's participation in ISE's travel + family stay program to _____. The meeting will last about one hour. We will view the ISE DVD together and I welcome any questions you have.

Date:

Time:

Place:

**Thank you for your prompt response.
I hope to see you there!**

Please return this r.s.v.p. to me by: _____

- ___ Yes, I plan to attend.
___ No, I cannot attend, but I am interested.
Please keep me informed.
___ Sorry, my son/daughter will not participate in the trip.

Parent name: _____

Phone/E-mail: _____