***PhD Science***® **Family Night Templates**

*\*For best formatting results, please download this template and open in the desktop version of Microsoft Word.*

**Invitation Templates** **Page**

Email invitation………………………………………………………………………………………2
*(Customize before sending)*

Printable invitation…………………………………………………………………………………3

*(Customize before printing)*

**Follow-up Templates**  **Page**

Follow-up email sample………………………………………………………………………….4

*(Customize before sending)*

Follow-up hard copy letter sample.…………………………………………..……………..5

*(Customize before printing)*

Sample *PhD Science* family night evaluation.………………………………………….6

*(We recommend distributing this after your science family night event and collecting responses before families leave)*

[COPY/PASTE EMAIL INVITATION TEMPLATE – CUSTOMIZE BEFORE SENDING]

Suggested subject line: “You’re Invited: Science Family Night”

Dear Parent or Guardian,

On **<DATE>** from **<TIME>**, we’ll be hosting a Family Night to showcase what your child’s science curriculum will be this year and experience some of the activities that *PhD Science*® has to offer. You’ll walk away knowing how you can support your child’s learning outside of the classroom with *PhD Science* Family Tip Sheets and additional resources.

Please return the RSVP with the following information by **<DATE>** via email to **<NAME>** at **<EMAIL ADDRESS>** so we can be prepared with the necessary supplies for the evening.

• Attending? Yes or No

• Student Name(s)

• Grade(s)

• Number of Guests (adults/children)

I look forward to seeing you at our Family Night.

Sincerely,

**<YOUR NAME>**

P.S. If you’re interested in learning more about *PhD Science* before our science night or if you are unable to attend, visit the blog: <https://greatminds.org/science/blog/phd-science/science-family-night>

Dear Parent or Guardian,

You’re invited! On **<DATE>** from **<TIME>**, we’ll be hosting a Family Night to showcase what your child’s science curriculum will be this year and experience some of the activities that *PhD Science*® has to offer. You’ll walk away knowing how you can support your child’s learning outside of the classroom with *PhD Science* Family Tip Sheets and additional resources.

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* Attending? Yes or No
* Student Name(s) and Grade(s)
* Number of Guests (adults/children)

I look forward to seeing you at our Family Night.

Sincerely,

**<YOUR NAME>**

P.S. If you’re interested in learning more about *PhD Science* before our science night please visit the blog: <https://greatminds.org/science/blog/phd-science/science-family-night>.

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***PhD Science* FAMILY NIGHT RSVP**

Student Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade(s): \_\_\_\_

Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Check one:**

\_\_\_\_ **Yes**, I/we will attend *PhD Science* Family Night.

Number of people attending:  Adults \_\_\_\_\_     Children \_\_\_\_\_

\_\_\_\_ **No**, I am unable to attend *PhD Science* Family Night, but please send me resources to help me support my child with science.

[COPY/PASTE EMAIL FOLLOW-UP TEMPLATE – CUSTOMIZE BEFORE SENDING]

Dear Parent or Guardian,

Thank you to all the parents who attended our Family Night on **<DATE>.** It was great to see so many of you experiencing science with your students and learning more about our curriculum, *PhD Science*®.

If you have any questions or suggestions for our next Family Night, please contact me via email.

I look forward to an inspiring and exciting school year.

Sincerely,

**<TEACHER NAME>**

P.S. There is also a *PhD Science* [support for families page](https://greatminds.org/science/families).

Dear Parent or Guardian,

Thank you to all the parents who attended our Family Night on **<DATE>.** It was great to see so many of you experiencing science with your students and learning more about our curriculum, *PhD Science*®.

If you have any questions or suggestions for our next Family Night, please contact me via email at **<YOUR EMAIL>.**

I look forward to an inspiring and exciting school year.

Sincerely,

**<TEACHER NAME>**

P.S. Scan the QR code to visit the *PhD Science* Support for Families page, or visit greatminds.org/science/families.



***PhD Science***® **Family Night | EVALUATION**

Thank you for attending our *PhD Science* Family Night. Please take a moment to provide your feedback on tonight’s event so we can improve our next event.

1. What part of Family Night did you find to be most helpful?

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1. What would you like to learn about or see at the next Family Night?

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*Please circle your answer to indicate whether you agree or disagree with the following statements.*

1. I feel more knowledgeable about what my child will learn in science class this school year.

[AGREE] [DISAGREE]

1. Family Night provided me with useful information and resources to help my child with their homework.

[AGREE] [DISAGREE]

1. I am interested in attending another Family Night.

 [AGREE] [DISAGREE]

1. Do you have any other suggestions or feedback you’d like to share?

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