

# PARENT-CHILD STORY CHECKLIST



This checklist will assist you in constructing your Head Start story and guide you through the key points during the delivery of your story.

## The Structure

## The Delivery

### 1. The Intro

- ☐ Salutation with smile
- ☐ Introduction
- ☐ Graciousness: Thank them for the conversation
- ☐ Connection (to legislator & district)

### 2. Challenges: Used specific details about...

- ☐ Health
- ☐ Learning
- ☐ Family stability

### 3. Head Start Services & Culture

- ☐ Names of staff
- ☐ Specific services or interventions
- ☐ How you benefitted

### 4. Results: Used details about...

- ☐ Health
- ☐ Education
- ☐ Employment
- ☐ Significant achievements
- ☐ Ends with a "Head Start works" statement

### Face

- ☐ Eye contact
- ☐ Warm: Smiled often
- ☐ Balanced: Calm and collected

### Voice

- ☐ Clear: Could hear every word
- ☐ Slow: Not rushed
- ☐ Pause: Let silence work for you

### Attire

- ☐ Dress professionally
- ☐ Not visually distracting
- ☐ Comfortable walking shoes

### Politically appropriate: Don't discuss...

- ☐ Candidates
- ☐ Elections
- ☐ Sensitive topics