



HOSPITALITY

NEWCOMERS WELCOME

PURPOSE: TO WELCOME NEW FAMILIES TO THE AHS COMMUNITY

Newcomers Welcome committee members are responsible to help the new family acclimate to the AHS community and coordinate with student groups to help new students assimilate with and be comfortable at Alpharetta High.

Newcomer Packets: One responsibility of this committee is to make sure that each new family to AHS has a packet that includes general school information as well as PTSA information. The chair should coordinate with Karen Bolt, Counseling department, to determine the exact contents of the package and who is responsible for providing them. From the PTSA side, possible items to include are:

- Grocery scan cards
- Membership form
- Welcome letter from co-presidents; board contact list on reverse side

New Parents Phone Call: Another responsibility is to arrange a system whereby all new families receive a welcoming phone call. The counseling office will provide you with a new student's home phone number. Call the parents as soon as possible, welcome them to the school, and tell them a little about the PTSA. In addition, mention that their child will be invited to a newcomer's activity.

New Student Events: You may choose to hold weekly, bi-weekly, or monthly activities. You might want to recruit some volunteers to help you with this if it is frequent. At the beginning of the year, you might want to have an opening social where the students get out of class the end of the first month of school. Throughout the school year, you may want to have activities such as playing cards. At the end of the year you might want to have a pizza party.

- Set a schedule.
- Arrange for facilities with the secretary at the front office. (You may need to use the *Facilities Use* form.)
- Get a copy of all new students' schedules from the counseling office.
- Work with counseling to write up passes inviting students to come during their lunch hour to a designated room. Write the invite on one side of the pass and the name and room number to be delivered to on the other side. The counseling office has student volunteers who deliver the passes.
- Invite some established students to the activity so they can meet friends that will be helpful. You might want to include students who were new the previous year as student helpers.

On a monthly basis, the chair should communicate with Ms. Bolt or her designee to ensure that copies of the newcomer package are sufficient and to ensure that all new parents have been identified and contacted.