

Let's have a ~~Party~~ **ARTICULATION DAY!**



Articulation Day – what's that?

An articulation day is an event that brings together the instructors who will formulate, or who have formulated the articulation agreement. The purpose is to establish or review the curricula and the parameters of the agreement, and then to indicate by signature that they wish to participate in the agreement for the period of one year. The Carl D. Perkins Revised Act of 2006 requires that articulations be reviewed and re-signed yearly.

Some of the benefits include:

- An articulation day allows multiple articulations to be addressed in one time period, rather than randomly throughout the year.
- An articulation day also can provide professional development for the participants.
- An articulation day is an opportunity for collaboration and interpersonal relationship development.

One of the best sources of tips on hosting an articulation day can be found on the Statewide Pathways Project website, and reviewing the [Handbook for Articulating with Secondary Schools and ROCs](#), and the [Supplemental CD](#).



SO WHERE DO I START?

Organizing is what you do before you do something, so that when you do it, it is not all mixed up.” Winnie the Pooh

Planning: Time is crucial to the success of an articulation day event. It can be done with three months head start, but is better if there is at least six to 9 months planning.

A realistic time-line is essential. It is often helpful to work backwards from the date of the event. The following items should be considered:

How many people are going to attend? _____

How many people are going to help? _____

Organize _____

Work on the day of the event _____

What deadlines are involved in terms of reservations?

Rooms _____

Parking _____

Technology _____

Speakers/presenters _____

Catering _____



MEETINGS? We don't need no stinking meetings!

You can't stay in your corner of the Forest waiting for others to come to you. You have to go to them sometimes." Winnie the Pooh

A minimum of four meetings is advised (with pre-meeting review of the former year's plan/evaluations and completion of 3-column planning form). Their purposes are:

Meeting 1 – to introduce the members of the group, hear their ideas, concerns and help them become part of the new plan. The first meeting is also a time to review the last event (if there was one) check off list. Parts of the articulation day can be parceled out and an expectation list made and incorporated into the new plan.

Meeting 2 – basically a progress report. Each member reports out, notes accomplishments and needs; suggests modifications if appropriate. Plan is revised, new assignments made and expectation list revised.

Meeting 3 – last meeting before event. Final check off and plan revision in order to catch missed items. Walk through facility.

Meeting 4 – follow-up after event. Review plan. Note all comments and suggestions for forthcoming year. Review evaluations of participants. Remind everyone about follow-up and thank-you's.

The number of meetings increases according to:

- Number of participants
- Experience. In Year 1, it is advisable to have more meetings than you think you will need.
- Number of activities that are taking place on articulation day
- Length of the event

Final word on meetings: If you think you *might* need more, schedule another – you can always cancel it.

Oh yes, the BUDGET!



Could you spare a small mackerel? Winnie the Pooh

When making a budget, do the following – divide a sheet of paper, lengthwise, into three equal columns. Title them:

Must Have

Should Have

Would be Nice to Have

Give each member of your planning committee a copy of the empty wish list and have them write anything they want in before they attend the first meeting.

This activity will focus them on the needs for the articulation day. At the first meeting start putting together a master list from all the members' paperwork. When it is completed, tell the committee how much money they have to work with.

It is important to share the amount AFTER the wish list has been made. Why? Because there may be some items listed that members would not have thought about if they thought they were too expensive. By listing them, members may try to figure out how to duplicate them for less money, or do without something else, or find more money. The key is that everything will be thought of that possible contribute to making the articulation day a success.

If these items aren't thought of, you might want to bring them up:

- Communicating with participants – it is far less expensive to do it electronically. Mailing packets is also expensive.
- Refreshments, meals and snacks – bottled water is very expensive; big glass water jugs with lots of ice and cut up lemons can be very appealing.
 - green salad is the most inexpensive and filling item you can serve – if you make it yourself.
 - ice cream companies often are willing to donate bars and cones in exchange for the advertising.
- Stipends and release time are very attractive incentives to instructors.
- Many speakers do not require honoraria.
- Put hand-outs on a table and let participants take what they want. If you stuff a packet, often times many items are dumped.

- Post presentation power point and text files on line and you won't have to copy them for everyone.
- Post pictures of your event on line for participants to download as they choose.
- Written thank you notes are especially powerful if you are not paying a presenter or speaker.
- If you take a giant bag of m&m's and scatter them across a table, no one will notice that you don't have a centerpiece.
- Don't empty the "kitty" entirely; save at least \$100 for emergencies.

Finally, remember that the quality of the day is what participants will remember. If they made their articulations, if they learned something from the presenters and if they leave knowing that their students are going to benefit, your day will be a success.