



PRIME TIME PALM BEACH COUNTY
LIGHTS ON AFTERSCHOOL
TOOLKIT



Dedicated to Quality Out-of-School Time

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CELEBRATE *LIGHTS ON AFTERSCHOOL* WITH PRIME TIME

Prime Time Palm Beach County will celebrate its *13th Annual Lights On Afterschool Palm Beach County* event with family-friendly activities at various afterschool programs. We are requesting that programs submit an event invitation (page 3) outlining your program's planned event for Lights On Afterschool. Three programs will be selected to be highlighted for *Prime Time's 13th Annual Lights On Afterschool Palm Beach County* celebration on Prime Time's social media channels from 3:00 p.m. until 5:00 p.m. Children, practitioners and families are encouraged to participate and bring awareness of the nationally recognized day.

Event Invitations are due by September 30, 2017

Sites will be selected by October 6, 2017

Lights On Afterschool is on Thursday, October 26, 2017

If you have any additional questions, please contact Paola Cedeno,
Event and Data Management Specialist at 561-600-9539 or pcedeno@primetimepbc.org.



ABOUT LIGHTS ON AFTERSCHOOL

(Copy the text to use on your social media pages.)

Lights On Afterschool is celebrated nationwide to call attention to the importance of afterschool programs for America's children, families and communities.

Lights On Afterschool was launched in October 2000 with celebrations in more than 1,200 communities nationwide. The event grew in 2001 to more than 3,600 events, and more than 9,000 in 2012. This October, more than one million people will celebrate Lights On Afterschool!

In America today, 11.3 million children are alone and unsupervised after school. Afterschool programs keep children safe, help working families and inspire learning. They provide opportunities to help young people develop into successful adults.

Lights On Afterschool is a project of the Afterschool Alliance, a nonprofit organization dedicated to ensuring that all children have access to quality, affordable afterschool programs.



EVENT IDEAS

Petition, Poetry & Art for Lights On Afterschool

Planning Time: 1 Week

1. Petition - Print the [We Love Afterschool Programs for America's Kids!](#) petition (page 6) and have parents and event participants sign to show support for afterschool programs.
2. Poetry – Encourage children to write poetry about their favorite activities during afterschool.
3. Light Bulb Art - Decorate *Lights On Afterschool* light bulb artwork (see page 7) during afterschool.

Audiences: Parents, Media

Resources: Print & Email Invites Sample Invitation for Policy Makers Sample Letter to Potential Sponsors



Celebrations Across State Unite on Social Media

Planning Time: 3 Weeks

Celebrate your Lights On Afterschool event by creating and scheduling social media posts using hashtag #LOA2017FLORIDA. Tweets will allow those who could not attend an event to see what is happening at afterschool programs in their state. This will give your afterschool program an opportunity to acknowledge leaders in Palm Beach County, and to thank them for attending events, helping increase the visibility of leaders who support afterschool.

Audiences: Policy Makers, Parents, Media, Social Network

Resources: Print & Email Invites Sample Invitation for Policy Makers Sample Letter to Potential Sponsors



EVENT INVITE TEMPLATE

You're Invited to a Lights On Afterschool Celebration!

Ask the youth in your program to participate in the planning of your *Lights On Afterschool* event by creating their own custom invitations.

Join [organization/program name], Prime Time Palm Beach County and the Afterschool Alliance to celebrate the importance of afterschool programs on [date]!

In communities across the nation today, 11.3 million children take care of themselves after the school day ends. Afterschool programs keep children safe, help working families and inspire learning. Join us, along with 7,500 afterschool programs nationwide in celebrating the benefits of quality afterschool.

Who: [Lucky Kids Afterschool Program]

What: [An open house event with food, fun and entertainment]

When: [Thursday, Oct. XX – 3:00 p.m. until 5:00 p.m.]

Where: [Johnson Elementary School, 1234 Main Street]

Why: [Come and experience first hand what fantastic activities the Lucky Kids Afterschool program is providing the youth of Johnson Elementary. The children will showcase their talents for art, dance and reading by providing participants with an art show of recent projects completed in the afterschool program; provide a talent show featuring African dance and ballroom dance; and read original stories entitled “What Lucky Kids Has Done for Me”.]

RSVP: [If you want people to RSVP for the event, be sure to tell them how and by what deadline]

[Lucky Kids] would like to thank the following for making this event a great success!



SHARE THE PLANNING PHASE

Prime Time Palm Beach County and Afterschool Alliance are so excited to see the participating afterschool programs celebrating Lights On Afterschool! Take this opportunity to take pictures or film the planning of your local event to share with Prime Time and to use on your social media channels.



When your event date, time, and location are confirmed, create a [Facebook event](#), Eventbrite page, or other [webpage](#) with all the details about your celebration in one place. Share that link on social media so that people can RSVP and stay updated with any emerging details about the event.

- Share photos to build excitement for this year's celebration.
- Tweet or post to announce the date, time and location of your event and let their audience know they'll be in attendance.
- Tag Prime Time in your social media posts and use [#LightsOnAfterschool2017](#) or [#LOA2017FLORIDA](#).
- Remember to email Paola Ceden, Event and Data Management Specialist, with the details of your event: pcedeno@primetimepbc.org.



I am celebrating
#LOA2017 with
@PrimeTimePBC and
@Afterschool4all



PETITION CONTEST

Help Prime Time Palm Beach County and the Afterschool Alliance reach 19,400 signatures. Each name represents 1,000 children who would be engaged and safe during the hours after school, if a program were available. In an effort to receive as many signatures as possible, Prime Time will offer a \$50.00 gift card to the program that receives the most signatures. Please make copies of the form as needed.



1. Collect signatures of parents and adults for [We Love Afterschool Programs for America's Kids!](#) petition from now until October 26, 2017.
2. Submit forms to Prime Time Palm Beach County on October 27, 2017, before 12:00 p.m. via:

Hand Delivery



Prime Time Palm Beach County
Attn: Paola Cenedo
2300 High Ridge Road, Suite 330
Boynton Beach, FL 33426



Paola Cenedo
Event and Data Management Specialist
pcedeno@primetimepbc.org



MORE INFORMATION

Visit <http://primetimepbcc.org/events/13th-annual-lights-afterschool-palm-beach-county>
to download the following:



Light Bulb Art Activity

Lights On Afterschool Fact Sheet

We Love Afterschool Programs for America's Kids! Petition

Photo Release and Waiver





The Children's Services Council of Palm Beach County provides significant funding for Prime Time's overall operations. The Palm Beach County Youth Services Department provides support for Prime Time's Middle School Out-of-School Time Initiative.

