

# International Alliance for Invitational Education

## IAIE

### INVITING SCHOOL

#### *APPLICATION PROCEDURES*

Thank you for your interest in the International Alliance for Invitational Education and the *Inviting School Award* program. We appreciate your interest and encourage you to participate.

In an effort to ensure that schools intending to apply have sufficient time to complete the required

work, it is requested that the Application form be signed and returned by December 31st. The Inviting School Award Program is provided annually and requires sufficient time to work with all stakeholders. Each school choosing to apply for the award will need to submit the supporting documentation to the Inviting School Award Chair by the following no later than May 15<sup>th</sup>.

#### **All Inviting School applicants are required to:**

- Hold a current IAIE Institutional Membership (\$175 USD). This provides 5 designated members of your organization with full IAIE member benefits. Join IAIE online at: [IAIE Membership](#). Hong Kong and Mainland China schools please apply through the IAIE HK Center.
- Administer the ISS-R survey and complete the school demographic information form. The fee for the ISS-R Survey is \$150 USD and may be purchased online with a credit card, or by bank draft, check, or purchase order. A minimum of 100 responses is recommended, including teachers, administrators, staff, students, and parents. The more participants you involve, the more helpful the information you receive will be. You will receive a fully disaggregated report of your survey results, which will help guide your choice of inviting initiatives for this year.
- Prepare an Inviting School Portfolio with supporting documentation as described below. Your portfolio is due by April 15<sup>th</sup>.
- Schedule and host an assessment visit by IAIE representatives. This may be arranged through the chair of the committee.

#### **HOW TO PREPARE THE INVITING SCHOOL PORTFOLIO:**

Please display the portfolio contents in a power point presentation format, delivered through a Dropbox link, Google doc, or on a CD or Flash drive (no more than 50 slides). The portfolio should contain, but is not limited to the following information:

- 1. COVER PAGE:** Name of school/district/university  
Type of School (Elementary, Middle, High School, Technical, Junior College, etc.),  
Contact name, Principal's name, address, phone number, and email address
- 2. LETTER BY THE APPLICANTS:** Statement of why your school/district/university is deserving of The Inviting School Award.
- 4. A ONE PAGE SHEET OF INTRODUCTION TO YOUR SCHOOL:** If a person has never seen or heard of it, what would they see, hear, taste, smell, and feel?
- 5. MINIMUM OF FIVE SECTIONS:** Within the portfolio, please label sections for the Five P's

of Invitational practice...PEOPLE, PLACES, POLICIES, PROGRAMS, and PROCESSES. Within each of these categories, the award applicant will compile samples and descriptions of strategies used within each category to tell its story of the intentional plans implemented to make its organization more inviting.

**6. RESULTS OF THE INVITING SCHOOL SURVEY:** Following completion of your survey responses, you will receive a comprehensive analysis of your survey results. Please include reflections about the report in your portfolio and submit a copy of the full report with your portfolio.

**7. LETTER OF RECOMMENDATION** from a current member of IAIE.

**NOTE:** Use your creativity and imagination to tell your story. You may wish to provide additional

items for consideration including:

- Your school/district/university's written inviting plan
- Special recognitions
- Awards received
- Training received in invitational Theory and Practice

### **IMPORTANT INFORMATION FOR THE INVITING SCHOOL AWARDS**

The following guidelines are provided to assist your school in the process of working toward this award:

- Review the results of the Inviting School Survey (ISSR-R) to gain information about your school's current inviting school practices.
- Document initial findings from the survey and other sources of information and determine a baseline of where your school is on your invitational journey.
- Provide stakeholders with copies of introductory IE articles available on the IAIE website or purchase copies of *Fundamentals of Invitational Education 2<sup>nd</sup> Edition* for staff to read. The new *Invitational Education Toolkit* is a helpful professional development tool that will guide you and your school through 12 steps of the Inviting School process over multiple years, to create and sustain your inviting school. Phase I of the Toolkit is most helpful for schools new to IE.
- Provide a statement of invitational goals, objectives and strategies based on your initial findings.
- Explain your plan of action based on your established goals and objectives.
- Provide a timeline outlining an action plan to continue Invitational Education growth.
- Provide a Reflective Statement about insights you may have gained during your process.
- Include site visit(s) and/or training from a specialist in Invitational Education, your state/regional coordinator, member of the IAIE Advisory Board, and/or an IAIE Trustee.
- IAIE recommends working with an IAIE leader to guide you through your Inviting School Award journey. We are available to assist you with the Inviting School Award process upon request.

### **One Year Follow-Up**

An important component to the Inviting School Award is the One Year Follow-Up.

Developing this reflective statement with your staff is a tool for sustaining and maintaining the concepts of

Invitational Education in your school. This statement should focus on three areas:

1. Where are we currently as an “Inviting School”?
2. How we have met our Goals and Objectives?
3. What is our vision for the future of IE at our school?

This process should follow the Helix of Invitational Education as a continuing effort to sustain and maintain your school as an “Inviting School.” Please send your Follow Up statement to the Committee Chair.

**OR...** Apply for [IAIE Inviting School Fidelity Award](#) in place of the “One Year Follow-Up.”

The complete Inviting School Award Program includes the initial Inviting School Award, followed by 5 additional Fidelity Awards, which may be earned every two years, beginning the year following the Inviting School Award. This 10-year commitment to inviting practices culminates in the Gold Fidelity Award.

We encourage you to continue your inviting school initiatives and reflective practice beyond the first Inviting School Award. The benefits of a multi-year commitment are many. Stay involved and watch your staff and student potential grow!

**Thank you for your interest in The Inviting School Award.**