Room Parent Coordinator To-Do List

Beginning of the School Year

✅ Distribute the **Room Parent Sign-Up Sheet** to teachers (file already exists in PTSA records).

✅ Collect forms **2 weeks into the school year** and compile room parent contacts.

✅ Personally reach out to room parent volunteers to confirm their readiness.

✅ Identify classrooms **without volunteers** and:

- Ask teachers to email parents the Room Parent invitation letter.
- Follow up with key parents to encourage participation.

✅ Create and maintain an **Excel sheet** with contacts for **each class's teacher, room parents, or point-of-contact parents**.

Communication & Engagement

✅ **WhatsApp Group:**

- Start a **WhatsApp chat** for room parents.
- Share updates about class parties, school events, and reminders throughout the year.
- Provide guidance and resources to make their job easier.

✅ **Room Parent Intro Email:**

- Send an introductory email to room parents with all initial instructions, including:
  - Guidelines for reaching out to their teacher.
  - Contact list requests from teachers.
  - WhatsApp group invitation.
  - Sample parent introduction email & budget outline.
  - Fund collection details (PayPal, Zelle, Venmo, checks, cash).
  - Timeline for first class party (usually October).

- Encourage them to **ask questions and seek help** when needed.

Budget & Contributions

✅ Suggested class contribution amount: **$20-$30 per child**.

✅ Ensure teachers do not collect money; parents should use **digital payments or checks**.

✅ Provide a **sample budget breakdown** for room parents.

Event Planning & Volunteering

✅ **Class Parties:**

- Room parents coordinate with teachers to confirm party dates.
- Remind room parents **about upcoming parties** in the WhatsApp chat.

✅ **Teacher & Staff Appreciation:**

- Remind about gifts for the teacher's **birthday** and **end-of-year appreciation (for new teachers you'll need them to fill in favorites. File exists in PTSA reords)**.
- Prepare contributions for **Staff Appreciation Week (May)**.

End of the School Year

✅ Collaborative grade level parties. ✅ Ensure next year's coordinator has all files and contacts to transition smoothly. ✅ Send a **final thank-you** to all room parents and volunteers!