

Thank you for volunteering to be a Room Parent. This is a great way to make a positive impact on your child's school experience as well as those of their classmates. And it's a LOT of fun! Below are listed four main responsibilities. Each numbered item links to more detailed information below. You will also find other supporting documents highlighted in the text. These are currently all available through the Signup Genius site for Room Parents. Thanks again and have a GREAT year!

Basic Room Parent Responsibilities

1. [Plan and Manage Classroom Fund](#)
2. [Coordinate with teacher and other parents to organize 3 Class Parties](#)
 - Harvest Party – (October) – Costumes, games, snack
 - Valentine's Day Party – (February) – Exchange of cards, games, snack
 - Year-End Party – (June) – Games, snack
3. [Organize Gifts](#) for Teacher Birthday/Appreciation
 - Birthday gift (various)
 - Teacher Appreciation week gift (April)
 - Year-end gift (June)
4. [Help PTSA communicate](#) with parents about membership, events, and volunteer needs.

First.....

1. Talk to teacher about classroom communications.
 - Some teachers want all emails to parents going through them. Some are fine with giving you the email lists. Please respect your teachers' preference for communication.
2. Have teacher fill out Favorite Things Worksheet (most teachers already have it, check the folder in the office).
3. Get Student List from teacher for fund tracking purposes.

Classroom Fund

1. Created a Planned Budget. Use the Example Budget for an idea of what percent should be spent on each item.
2. **Maintain an Actual Budget throughout the year.**
3. Send Letter (print or e-mail) to Parents to introduce yourself and request money for the Classroom Fund. Use the Example Introduction Letter to get you started.
 - You can ask for \$20 or \$25 per student.

- Send your Planned Budget so they can see how the funds will be used.
- You may have to send a few reminder emails.
- Accept that some families may not be able to support the fund.

4. Collect Funds directly

- In order to protect money from being lost or you being accused of bad-bookkeeping, there is a new policy on how money is able to be collected: **kids should NOT be bringing money to school.**
- Encourage parents to sending a check to your home address or meet with you personally at pickup/drop off.
- You could also set up a PayPal account for them to make payments.
- Teachers CANNOT handle Classroom Fund money at all.

Parties

1. Meet with the teacher and discuss classroom party details 3-4 weeks in advance.

- Determine date, time, location, format of party, and desired activities.
- Specifically involve teacher in planning food (see below for more details).
- If the teacher wants to host the Year-End Party at Cimarron Park, teacher will reserve park time.
- Kindergarten teachers may want to host special Graduation events in addition to or in place of a typical Year-End Party.

2. Getting Help

- Contact parents (directly or through teacher) to get volunteers to help you with party planning.
- Assign decorations, food, activities and a photographer.
- Have Photographer send pictures to Yearbook Committee Chairperson. (Keep in mind, some students may be on the No-Photo List.)

3. Decorations

- Keep it simple!
- Consider sharing supplies with another room parent or splitting the costs of a bulk order.

4. Activities

- Keep it simple!
- Consider reading, crafts, simple indoor games
- Talk to other room parents or search Pinterest for party ideas.

5. Food Planning

- Work with the teacher.
- Follow LWSD guidelines for providing healthy food options for party snacks (fruit, cheese and crackers etc). One “sweet treat” like cupcakes etc may be given at these holiday parties but NOT birthdays and as long as there are healthy options too.
- Find out if there are any allergies in class and ask teacher how to handle this issue. Most parents of kids with severe allergies want to bring in their own food for that student.
- Keep it simple! 😊

6. Reimbursement

- Any receipts from party purchases can and should be reimbursed from the Classroom Fund.
- Retain receipts through the end of the school year.

Staff Appreciation

1. Birthdays

- The kids love to celebrate their teacher’s birthday.
- For birthdays in the summer or September, can celebrate teacher’s half birthday.
- Consider asking each student for simple hand-crafted gifts.
- Send Parents the Teacher’s Favorite Things form as soon as possible but clarify that the Classroom Fund will provide for a group gift and that they are not obligated to get individual gifts for the teacher.

2. Monthly luncheons

- The PTSA hosts a monthly luncheon to which anyone can contribute. We may send out a call for contributions through the Room Parent network.

3. Staff Appreciation Week

- Organized by the Staff Appreciation Committee, you will receive an email with specific directions what to do each day of that week.
- Generally, students are asked to bring flowers one day and cards another and we give teachers gift cards at this time.
- Room parents helps assemble flowers.
- If you can have a few spare flowers on hand for kids that forget, it saves some tears 😊

4. End-of-Year Appreciation Gift

- Maximum gift of \$50.

- If there are excess funds at the end of the year, ask teacher about what he/she would like to do. Can't be gifted to her, but can go toward class library, specialist thank you gifts, etc.
- Be sure to communicate to families what is being done with excess money.

PTSA Help

- Remind parents to find information at the PTSA website, newsletter, and Facebook page either verbally or via e-mail (or ask the teacher to forward such an e-mail).
- Periodically forward urgent requests and reminders from PTSA.

School Reminders

- Make sure to sign in and out at office and get a volunteer badge.
- If you need to use the copier and a staff member needs to as well, let the staff member go first.
- Make sure you are only volunteering during school hours.
- Make sure to schedule time with classroom teacher to talk; it is best not to just "pop in" unless they have said that works for them.
- Be respectful of pods or areas near classrooms during instruction times. Keep voices quiet.
- Parking is CRAZY on party days so plan ahead.
 - DO NOT PARK IN FIRE LANES/BUS SHOOT/ETC.
 - Consider dropping off things in the morning and then walking in at the party time.
 - All parties are not at the same time, but they overlap.