



Room Parent Responsibilities

Thank you for volunteering as a Room Parent, whether you're a first-timer or you're a returning veteran. You are appreciated!

Role and Responsibilities

- Classroom contact for various PTC events
- Work collaboratively with your classroom teacher and staff

Class Parties

- Traditionally, the list below are the classroom parties. Check with your teacher about which of the following parties you might have and to schedule the date and time:
 - Harvest Party
 - Winter Party
 - Valentine's Day Party
 - Last Day of School Party
- Communicate early with your teacher about any party plans. Follow their recommendations.
- Communication can be done through notes in the students' cubbies, electronically through a class distribution list, or through the teacher.
- Keep it simple! Low budget, high fun. When making requests for contributions, offer the option of donating items (plates, snacks) in a sign-up format or making a 'voluntary donation of \$10' at the beginning of the year. Please limit donations to \$10 for the year. Sample letter to parents is attached.
- Be a Team Player, if you are lucky enough to have multiple Room Parent helpers. Would you like to divide up the parties, or share each one? **Identify a lead person.**
- Be aware of allergies in the class.
- It's all been done before! Don't be afraid of the 'oldies but goodies' party options.
- Remember healthy options can be just as fun as the sugary stuff!

Harvest Festival, Monday, October 21

- This event is a really fun family event scheduled for the evening of Monday, October 21 to help kick off the opening of book fair. Book fair will be open during the event.
- Your classroom may have a designated parent signed up to plan and organize the Harvest Festival activity (carnival game, craft, photo booth) for your classroom. If not, you as the room parent will serve as the classroom contact. More information to come.

Staff Appreciation Week (May 4 - May 8)

The first full week in May is designated as Staff Appreciation week. Responsibilities as Room Parent include making a poster for the teacher's door (hang on the inside of the door) and communicating to the classroom parents other special days that are planned. PTC provides recommended "themes" for each day of the week (eg, wear your teacher's favorite color, bring your favorite staff a note/picture of thanks, etc). Additional information regarding Staff Appreciation week will be sent out in April to room parents.

Finances

Please keep a log of donations received from parents (without listing their names) and the expenses you incur over the year. You do not have to turn any of this documentation in. Also, please keep in mind that all money is a 'voluntary donation' and NOT required.

Thank you for volunteering to be your child's room parent. If you have any questions, please feel free to email maiduptc@gmail.com.

Thanks!



***Sample letter to send this home to parents at the beginning of the school year**

Hello Parents of _____'s _____ Grade Class,

My name is _____ and I am [one of] the Room Parents for this class. We will be having the following celebrations this year [*double check these parties and dates with your teacher*]:

Harvest Party	October 31
Winter Party	December 19
Valentine's Party	February 14
End-of-the-Year Party	June 4
Teacher/Staff Appreciation	Week May 4-8

I look forward to a wonderful year of parties, working with _____ [*teacher*] and parent volunteers. We will work to keep each party a low cost, low stress, fun event. You are welcome to contribute in whatever way you wish, or not.

Please take a moment to complete this form and return it to our teacher at your earliest convenience. If you have questions, you may reach me at _____.

Student's Name _____

Parent(s)/Guardian(s) Names _____

Email: _____

Does your child have food sensitivities, allergies or are there religious/cultural needs that you wish to share? _____

Party help? (*please check all that apply*)

_____ I would like to help by donating items or helping during the party. Please include me in planning emails to let me know how how I can help.

_____ I would like to make a one-time, voluntary donation of \$10.00 for parties

Cash or checks payable to me at _____.

Thank you!