



Welcome Room Parents!

Thank you, thank you, thank you for taking on this important role!

Getting Started ...

- Schedule Meeting with Teacher
 - Determine what the classroom needs/expectations will be for the year
 - How can you help?
- If you are the only Room Parent, try to find another. Divvy up the responsibilities.
- Create a Class Roster
 - [Class Roster](#) template in softcopy is on website (PTA, Room Parent Corner). Class Roster template hardcopy was handed out by teacher at Back to School Night to be filled out by parents. If you did not receive the filled out roster from the teacher or there are missing names, send home Parent Contact Information form with student (see next step)
 - Collect parent contact information
 - [Request for Parent Contact Info](#) softcopy template is on our school website (PTA, Room Parent Corner) – print on bright paper. This is to be sent home via students for parents who did not attend Back to School Night.
 - Be sure to have parent approval before listing/distributing/sharing contact info
 - Use the Bcc field in e-mails until you have heard back from all parents
 - If a family asks that their contact info be kept private, use the Bcc field for that family (ok to use To field for all others)
- Ask for Volunteers to Help with Classroom, PTA, Cougar Ed Fund (CEF) and Other School Activities.
 - Run for Education (**October 13**): encourage early registration and participation on race day
 - Aparna Kamath (aparna.skamath@gmail.com) Run for Education Chair
 - Inclusion & Diversity Celebration (**October 20**): encourage parents to chair a heritage booth individually or as a group.
 - Christy Glaser – Inclusion & Diversity Celebration Chair
 - Jog-a-Thon (**November**): count laps, tally cards
 - Giving Tree Collection (**December 2-13**): support Giving Tree Chair with class donations
 - Read-a-Thon (**February**): correct tests, calculate pledges
 - Country Club Affair (**March 21**): class liaison(s) to organize/coordinate class basket, and Art project
 - Jerene Bole (<mailto:jerenebole@gmail.com>) CCA class basket coordinator
 - Art Project Chair - OPEN
 - Carnival (**Spring?**): carnival liaison(s) to organize a game/activity for your class booth; coordinate signups for set up/clean up, booth shifts
 - Carnival Chair - OPEN
 - Other
- 3 Forms of Communication: Website, School Newsletter and PTA Newsletter
 - Parents will get most of their information from one of these 3
 - Check the school marquee as well
 - Ok to send occasional class-specific emails
 - Do not want to inundate parent inboxes
 - PTA President will send emails to Room Parents to send out to class families

- Staff Appreciation Day (Wednesday, May 6)
 - Classroom door decorating tradition
 - Decorate *interior hallway/courtyard* door the afternoon/evening before or the morning of Staff Appreciation Day
 - Colored butcher paper is available in the school office
 - Only allowed to use blue painters tape
 - PTA provides/organizes a staff luncheon
- Coordinate Classroom Celebrations.
 - Obtain a list of classroom celebrations from your teacher
 - **Do NOT collect cash donations**
 - Create sign-ups asking parents to volunteer their time or contribute food, drinks, crafts, paper products, etc.
 - Sign Up Genius, Volunteer Spot
 - Check for classroom food allergies
 - Put a box in the room for items being collected
- Teacher's Gifts
 - Have your teacher complete a "favorites" list.
 - [Teachers Favorite Things](#) template is on our school website (PTA, Room Parent Corner)
 - Send teacher's favorites list to classroom families so they have the option of shopping on their own, if they choose to, for any occasion (i.e.; Winter, Year End, etc.)
 - Small Group gifts ok (not through Room Parent)
 - Class gifts ok (through Room Parent) but must be presented as from entire class, such as a basket
 - **Do NOT collect cash donations**
 - In lieu of collecting money, create a sign-up asking for specific items to fill a basket with her/his favorites. Asking for gift cards is ok but do not spend gift cards on specific items. Gift cards must be given to teacher.
 - Resend "favorites" list to parents before holidays, teacher's birthday and Teacher Appreciation Day as a reminder
- SRVUSD Donation Policy – Mrs. Glaser
- General Policies
 - Siblings are not allowed in the classroom ... not even for celebrations. Sorry.
 - **ALL volunteers (in the classroom, on campus, driving/attending field trips, etc.) must be current and cleared through Volunteer Management System.** Link on school website (Quick Links on homepage).

