

Room Parent Checklist & Responsibilities

Thank you for volunteering to be a Room Parent! Your child will love having you fulfill this role for their class, and we appreciate all the time and energy you will spend making this an awesome year for the students, teachers and other parents at THES. We hope you will find the following information helpful and informative in completing your responsibilities for the year ahead.

1. Be certain you have joined PTA, paid your Class Fee for each of your children and completed the Volunteer Background Check.

***** There is a new program (Voly) that you will go through to do your background check. It can take up to 3 weeks to clear. Without this you will not be allowed to help at school, in the classroom or even be a part of field trips. Don't forget to include your spouse in the process as well! If you are not sure if your background check is current, you can email Mrs. Rehfuss and she will let you know. Voly will email you and let you know as well.**

2. Introduce yourself to your teacher! Exchange contact information with them and open the door of communication.

3. Getting parent contact information - If you haven't already done so, please send the email/flyer to your teacher and ask them to forward to their class distribution list. The parents will respond giving you their email so you can form a distribution list. This is very important so you don't have to ask the teacher to forward things for you (especially emails regarding birthday and holiday celebrations).

***** Once you receive the addresses & start emailing make sure to utilize Bcc, we are not allowed to share parent's emails with other parents unless given permission.**

***** If I have let you know there is a template for a letter/party flyer, etc. on our website please use those, they are approved by Mr. Martin. Any and all other emails you send out to parents I must be copied on. When you do copy me, you are not waiting for my approval, send it on, I will just be monitoring them.**

4. Create email distribution list for your Grade Level Team. This includes all Room Parents, Assistant RP's & your Grade Level Coordinator.

5. Assist your teacher whenever you can if asked! They sometimes need help with in-class projects, grade level projects, organizing, etc., etc...

6. Each class will put together a basket for the silent auction to be held at the Fall Festival. Nicole Hughes will be heading up this effort. The due date for your class baskets is October 12th.

7. Mark your calendar with the following events & dates:

- Teacher & assigned staff member's birthdays, or the date you'll be celebrating it (2 birthday recognitions)
- Room Parent Party Planning Meetings (2 of them)
- Classroom Party dates (2 parties for K - 5th)

8. Birthday Recognition Checklist:

- Send out Birthday Celebration flyer/email at appropriate time to parents for your Teacher and your Assigned Staff member's birthdays so that they are aware & may participate in the recognition if they wish.
- For your teacher's birthday also send your parents their 'Favorites' List.
- Arrange lunch of their choice to be provided for your teacher & assigned staff member along with any other recognition from your class (i.e voluntary class gift/gift certificate or individual gift using your teacher's 'favorites' list)
- Let your Grade Level Coordinator know when you have completed each one of these and turn in your Reimbursement Form & receipts. You will be reimbursed for the expenses that are within the amount of available funds for each individual lunch. **You will be reimbursed up to \$12 by PTA.**
- Make sure to THANK everyone that was involved!

***** Make sure to copy me on all emails that do not have templates.**

***** If your class chooses to do a gift card, please do NOT ask for a specific \$\$ amount, you may say you are trying to reach a certain goal, but let everyone decide their own amount.**

9. Winter Party & Valentine Party Checklist:

- Attend the party planning meetings
- Assist in gathering all supplies needed
- Send out Party flyer/email to your class parents telling them about party & also requesting volunteers.
- Turn in Reimbursement Form & receipts to your Grade Level Coordinator. You will be reimbursed for expenses that are within the amount of available funds for each party. All receipts need to be turned in at one time.
- Grade level Coordinator needs to put all reimbursements in my box for approval.

***** All class in your grade level must do the same craft, snack, game and use the same party favors. We don't want any feelings to get hurt.**

10. Send out flyer/email to your class parents regarding appreciation for your teacher a couple of weeks before winter break. Include the teacher's 'Favorites' List. You can do a voluntary class gift, gift certificate or individual gifts.

***** Again, if your class chooses to do a gift card, please do not ask for a certain \$\$ amount, you may say you are trying to reach a certain goal, but let everyone decide their own amount.**

All forms are available on the Hicks PTA website

<http://thes.my-pta.org/>

If you have any questions or concerns don't hesitate to contact me:

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Help me make this an awesome year for our students & teachers!!!!
Thanks in advance for your time & dedication!!