

## Room Parent Guidelines

### Specific Responsibilities

- Contact the teacher in the fall to discuss potential activities for the year to determine the teacher's preferences for parties and/or other activities. Find out from the teacher when the parties will be held. Examples: Harvest Party, Winter party, Valentine's Day party, End of year party, Grade-specific Parties (Johnny Appleseed, Egyptian, Immigration/Ellis Island, Roman, Medieval).
- Collect all classroom parent emails from the Room Parent Coordinator so you can communicate with them throughout the year.
- Remember that all donations for class gifts are voluntary. **This must be made very clear in all correspondence with parents.**
- Recruit parent volunteers/supplies donations for planned activities (usually via Sign-Up Genius).
- Assist the teacher with other activities as requested.

### Approved Ways to Earn Volunteer Hours

- Time spent volunteering in the classroom or school
- Time spent chaperoning field trips
- Time spent shopping for and/or delivering supplies to the school
- Time spent preparing supplies at home (making food, preparing crafts, etc.)
- Time spent planning activities for school/class functions
- Attending meetings at school (PTO, Java with Jay, Parent Board, Committee, and/or Town Hall)
- Parents MAY NOT earn volunteer hours based on money spent on supplies

### Sample Donation Letter

Dear parent(s),

Teacher Appreciation Week is coming up starting on May 7<sup>th</sup>. If you would like to contribute to the class gifts, I will be collecting contributions from April 30<sup>th</sup>-May 4<sup>th</sup>. All teacher gifts will be presented as "from your whole class" regardless of donation amount. ALL DONATIONS ARE VOLUNTARY, ANONYMOUS, and greatly appreciated. Please make checks payable to \*Room Parent name\*. PayPal payments can be made to \*room parent personal PayPal email\*. Cash or check may be sent with your child to school in an envelope labelled "Please send home with \*room parent's child's name\*". If you have any questions, please email me at \*Room Parent email\*.

Thank you!

-Room Parent