

Room Parent 101 for the 2016-2017 School Year

Thank you all for taking on the task of being a room parent this year. This year there are Organizers and Volunteers for each classroom. Organizers are the ones that will lead the planning and the volunteers are available to assist the organizers during the planning of the parties. Please make sure you contact all the individuals that have shown interest in helping so that all can be included.

The main responsibility of the room parent organizers is to plan, organize and run the Halloween and Valentine's Day parties while making effort to include all other parent volunteers. Please make sure to follow these few guidelines as requested by the Meiklejohn staff to ensure successful parties.

1. Contact the teacher at least 3 weeks prior to the party to go over plans.
2. Make sure you keep the wonderful custodians in mind – Please avoid red juice and messy activities (confetti, etc.).
3. Limit party favors to small game prizes and/or crafts.
4. Check with the teacher about when to set up for the party. Supplies like ladders, extension cords, tape, etc. won't be available to use from the school so plan on bringing these with you if you need them. If you need access to the elevator, please contact Michele or Greece in the front office for a key.
5. Send out a Sign-Up Genius link to the teacher 2 weeks before the party with a list of supplies, food and volunteer opportunities. The teacher will send it out to the families for you. Please also keep in mind that when asking for volunteers you may consider asking for volunteers in 15-20 minute increments so that volunteers are able to visit other classroom parties but will still be able to help with yours. Also include spots for set-up and clean-up. If you are unable to fill the volunteer spots, don't hesitate to ask individuals during the party.
6. Make sure that half of the food choices are healthy. Also, please consult your teacher for specific allergy and dietary requirements each year. We appreciate your understanding in keeping the kids safe.
7. Please keep party activities within the classroom. If you would like to use another room like the cafeteria, please discuss this with Nikki Sirko or Carrie Cornejo.
8. If you would like to combine parties with another class, please coordinate this with the teachers.
9. Parties need to be finished by 2:40 to allow bus riders enough time to pack up and get to the bus on time.

PTA has allocated some funding for rooms parents to use for parties only. The amount set aside for each class is a maximum of \$75 for both the Halloween and Valentine's parties combined. This amount is **not** per party but per class, per school year. This money can only be used to supply items for the parties. If you would like to use this funding to provide class supplies, decorations, food, etc. for the parties, please submit the reimbursement form once items are purchased for approval. If you have further questions regarding this, please feel free to ask me.

Another task that room parents have coordinated in the past is organizing and collecting money for gifts for the teachers from the class throughout the year (Winter/Holiday Gift, End of year, etc.). This is **NOT** a requirement for room parents but thought I would offer some guidance and pass some information along. **THIS YEAR** the front office **WILL NOT** be available to collect money for teacher gifts. Collections will be the responsibility of the room parents. Some suggestions for doing this would be setting up a day or two to be available before and/or after school for collecting contributions at the school, have families mail contributions directly to room parents, have kids bring in envelopes with room parent's name on it for the teacher to pass on or use PayPal to collect money. Again, please **do not use the front office as a drop box** for collected money and please don't feel obligated that you need to coordinate a class gift for the teachers.

Please feel free to contact me with any questions. Thank you again for helping the teachers with being a room parent. The kids and the teachers greatly appreciate it.

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