

Room Parent Duties:

Boosterthon – October 24th

The Boosterthon is a fun event that is run by our parents and teachers. Much support is needed for this event to be successful. Each room parent will need two or three volunteers from their class to help pass out water and mark the shirts for laps completed. Also, each classroom will be making their own classroom sign in which room parents may need to assist. Room parents will need to provide or have a parent send in bottled water and popsicles for after the Boosterthon for each student in the class.

Please see Pam Kinney (wpsmskinney@windstream.net) or Kimberly Sharp (Kimberly_sharp@gwinnett.k12.ga.us) for volunteer opportunities.

Classroom Celebrations

There will be two classroom celebrations this year. The first one will be prior to Winter Break and the second one will be held at the end of the school year. The administration will determine the dates and times of the celebrations, so we will get this information to you at that time. The PTA will give you \$25.00 for each celebration. You will need to turn in any receipts for the expenses that PTA funds cover. You will also need to fill out the expense report form, attach the receipt to it, and turn it in to the PTA mailbox the day of the celebration. Any additional needs for the celebrations should be supplied through donations from the parents. Please be careful when asking for money from parents. It is better to ask them to send in specific items such as plates, napkins, etc.

A fifth grade celebration will be held at the end of the year. Each 5th grade class will receive \$25.00 to use for this celebration. There is a Fifth Grade Celebration Committee that will be planning this event.

Spring Fling

The room parent must organize and coordinate parent volunteers to fulfill your classroom's Spring Fling obligations. The date of the Spring Fling is April 27th. Set up will be during the day of the 27th. Please see Pam Kinney or Kimberly Sharp for volunteer opportunities. You will receive more information about the Spring Fling as it draws near.

Staff Appreciation Week

Staff Appreciation Week will be held the week of March 5th-9th. The goal for this week is to let our staff know how much we really do appreciate them. We will get each room parent an addendum to the handbook in advance, and/or it will be posted to the website.

Field Day

This is a fun day for the students and parents! The room parent will be responsible for organizing volunteers to assist in working stations on field day as well as asking for parents to send in water and popsicles for the class. Date is to be announced.

Teacher/Parapro Birthdays

We encourage you as the room parents to plan some way to celebrate the teacher's/parapro's birthday. A party cannot be planned, but you may want to find a small way to celebrate such as a card, gift from class, etc. The room parent can make the parents aware of the date and the teacher's favorites list so they can send in a gift if they choose to do so. Please be sure to refer to the general gift giving guidelines.

Class Directory

Many teachers like to send a class directory home to each student and may request your help in creating this. You must obtain permission from each student's parent or guardian before you can include them in a directory. Remember that this information is for the communication among the families of this classroom only and not for public knowledge.

Yearbook Pictures

Get your class in the yearbook! Every year our yearbook committee strives to include as many candid, "fun" pictures as possible. Please encourage parents to take pictures at the activities throughout the year and to share them with the yearbook committee. You may even want to ask for a volunteer to be the "Classroom Photographer". If you would like more information on this, please contact Jodi Monaghan at j.monaghan@ivycreekpta.org .

Here are some guidelines for yearbook pictures:

- Please use digital only. If pictures are from a film camera, they will need to be put on a CD.
- Small group pictures are preferable (3 - 5 kids).
- The closer the picture, the better!
- If you are taking the pictures, try to make sure that your child is not in every picture. (I know... that's hard!)
- Both vertical and horizontal pictures are needed.
- Try to get pictures of teachers as well as the students.

The best way to get these pictures to the yearbook team is to burn them to a CD. The CD should be put in an envelope. Please make sure that you include the grade and teacher's name and write "For Yearbook" on the front of the envelope. We need the full sized picture files. Please do not compress or resize the pictures.

General Guidelines

Gift Giving:

The room parent may ask for monetary donations for birthday, holidays, etc. However, you cannot ask for a specific amount, but may suggest to parents to contribute however they are financially able to. If you do ask for contributions, please let parents know what you plan to buy, and keep track of all money received. The money that you receive should be recorded on the "Money Received" form which is posted on the website. Be sure to keep this form for your records.

Other options are to give each parent a copy of the teacher's favorites list and allow them to send in a gift if they wish, have students make cards, etc. Keep in mind that no child should feel left out. All gifts presented to the teacher from the class should be from the **entire class**.

In all situations always make sure that the parents understand that participation/contributions are optional and never a requirement.

Class Activities:

Please make sure that you or another parent(s) provide extra supplies or items needed for those students who are not able to contribute. Again, no child will be left out of participating in any activity because of an inability to give.

Signing in/out:

Whenever you are at the school to volunteer, you must sign in and out with the front office and wear a volunteer sticker.

Correspondence:

ALL correspondence sent home **MUST** be approved by the teacher. If you have a letter that you don't want your teacher to see, please email it to Ms.Grier for approval ronda_grier@gwinnett.k12.ga.us. Remember to provide ample time for review.

Food:

The school prides itself in being a health conscious school, so we are asking the room parents to bear this in mind when planning classroom celebrations. We are suggesting one sweet item (cupcakes, cookies, etc.) per student and the remainder of the snacks from the healthy snack list. This list was included in each student's orientation packet. Also, please make sure that you are aware of any allergies within the classroom.

Contact Information:

Names, phone numbers, email addresses, and street addresses provided to you by your teacher or PTA are for the purpose of soliciting help/volunteers only and not to be used for private matters or public use.

Office/Copying:

The front office/teacher's lounge is off limits to non-staff members. We are not to go into the lounge to use the vending machines, copiers, etc. This measure is to protect everyone's confidentiality. You will need to discuss copying needs with your teacher. If you are using a copy machine and a teacher comes up to make copies, it is very important that you stop making copies and let the teacher use the copier. Room Moms are allowed to use the media center copier.

As you know, we are trying to conserve as much paper as possible and some suggestions for communicating information to the class are: have the teacher print room parent information/letter on the weekly newsletter or use email as a communication tool. Please remember to communicate by phone or letter with those parents who do not have access to email.

Volunteer Guidelines:

Please review and familiarize yourself with the Volunteer Handbook as the guidelines in this handbook will also apply to you as well as all volunteers that assist you. To decrease distractions and assure everyone's safety, please check with individual teachers regarding bringing siblings to parties.

Please see the PTA website www.ivycreekpta.org and go to the Room Parent Link. There you will find:

-The Expense Form

-The Money Received Form

-Sample Parent Letters

-The Healthy Snack Form

We hope that you have a great year! Please feel free to contact us with any questions!