

## **Room Parent Duties:**

**1-Cub Run-**The room parents will need to solicit 2 or 3 parents from each classroom to help pass out water and mark the shirts for laps completed.

The Cub Run is run by the parents and teachers so we need as much support as possible. Also, each classroom will be designing and making their own classroom sign and class name in which room moms may need to assist. Finally, room moms will need to bring bottled water and popsicles for after the Cub Run for each student in their class.

Please see Sheri Lawton for more information and volunteer opportunities for Cub Run. [S.lawton@ivycreekpta.org](mailto:S.lawton@ivycreekpta.org) The date for Cub Run is October 30, 2009.

**2-Classroom Celebrations-**There will be 2 classroom celebrations this year, one in the winter prior to winter break and one at the end of the year.

-The administration will determine the dates and times of the celebrations and we will get this information to you as soon as we get it.

-The PTA will give you \$ 25.00 for each celebration; you will need to turn in any receipts for the expenses the PTA funds covered. You will need to fill out the expense report form, attach the receipt to it and turn in to the PTA mailbox the day of the celebration.

-Any additional needs for the celebrations should be supplied through donations from parents. Please be careful in asking for money from parents, it is better to ask them to send in specific items (plates, napkins, etc). If a parent offers to send in money to assist with the purchasing of items for the celebration, you may accept it and use it expressly for this purpose.

-The fifth grade celebration will take the place at the end of the year, the End of the year \$25.00 per classroom will go toward the fifth grade celebration. There is a Fifth Grade Celebration committee, which will plan this event.

**3-Spring Fling-**The room parent must organize and coordinate parent volunteers to fulfill your classroom's Spring Fling obligations. Spring Fling is being changed this year. Please stay tuned for more information. The date of the Spring Fling is April 24 with set-up on April 23rd. Please see Julie Garanyi for more information [j.garanyi@ivycreekpta.org](mailto:j.garanyi@ivycreekpta.org) There will also be more in depth emails regarding Spring Fling.

**4-Teacher Appreciation Week-**Teacher Appreciation Week does not have a set date as of yet. We are in the process of setting guidelines for teacher appreciation week and figuring out the best time for our parents and teachers, as we know the end of the year can be very hectic. The goal is to let our teachers/parapros know how much we really do appreciate them. Once we have determined our guidelines, I will get each room parent an addendum to the handbook.

**5-Field Day-**The room parent will be responsible for organizing volunteers to assist in working stations at the field day as well as soliciting donations of water and popsicles for the classroom. Remind your parents this is also a fun day for not only the students but for them!

## Other areas:

**Teacher/ Parapro Birthdays:** We encourage you, as the room parents, to plan some way to celebrate the teacher's/parapro's birthday. We can't plan a party, but you may want to find a small way to celebrate (ex- a card/ gift from the class/or making the parents aware of the date and the teacher's favorites list so they can send in a gift if they so choose. (Please 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. Remember 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 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 then to share these with the yearbook committee. The perfect situation would be to have a "classroom photographer" in each class, so if you see a parent taking lots of pictures, ask them if they would like to be the "classroom photographer". Let them contact Jodi Monaghan at [j.monaghan@ivycreekpta.org](mailto:j.monaghan@ivycreekpta.org) to get more information.

Here are some "guidelines" for yearbook pictures:

- digital only, please! If pictures are from a film camera, they need to be put on a CD.
- small group pictures are preferable (3-5 kids).
- the closer the better.
- don't chop off heads, get faces and smiles. Ask them to look at you.
- if you are taking pictures, make sure your child is not in every picture (I know ... that's hard!)
- we need vertical and horizontal pictures.
- try to get pictures of teachers too.
- don't just take pictures of big events - every day activities are great too.

The best way to get these pictures to the yearbook team is to burn them to a CD, put this CD in an envelope and either send it to school with your child or leave the envelope with the CD at the front desk. Please make sure, that you write "for yearbook" on the envelope and include the grade and the teacher's name on it. We need the full-sized picture files. Please do not compress or resize the pictures.

## **General Guidelines:**

**Gift Giving-**For birthdays, holidays, celebrations, etc; it is okay to request monetary donations from parents to put toward a large gift from the entire class. However, you can not ask for a specific amount but can give a suggested range (ex \$3-\$5). If you do receive money from parents let them know what you plan to buy with that money and also you need to keep track of all money sent to you. Money should be sent as a check made out to you in a sealed envelope with your name on it. All money received should be recorded on the “Money Received” form. 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 the students make something for the teacher (ex-card), or request small items be sent in to create a gift basket for the teacher. Remember: No child should feel left out. All gifts presented to the teacher from the class should be from the **entire class**.

**Soliciting gifts/donations:** This is for all situations- teacher gifts, celebration donations, Spring Fling basket donations, field day donations, etc. **MAKE SURE THE PARENTS UNDERSTAND THAT PARTICIPATION/CONTRIBUTING IS OPTIONAL-NEVER A REQUIREMENT!** You can encourage participation and try to explain that increased participation will make the donation needs as nominal as possible.

**Activities-**again all students get to participate. For example, you plan to do a craft at your winter celebration and you need each student to send in a hand towel for the craft. There may be some students, who don’t or can’t bring in the hand towel, they will still need to be able to make the craft. So, you will need to ask 1 or 2 parents to send in extra hand towels. The guideline would be the same if the children were asked to send in money to cover the cost of the craft. **NO CHILD WILL BE LEFT OUT OF PARTICIPATING IN ANY ACTIVITY**, because they can’t contribute either money or items toward the activity.

**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. Glausier for approval: [Tammy.Glausier@gwinnett.k12.ga.us](mailto:Tammy.Glausier@gwinnett.k12.ga.us). Remember to allow her plenty of time to review and approve.

**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 (ex-cupcakes, cookies) per student and then the remainder of the snacks from things found on the healthy snack list, which was included in each student’s orientation packet. Make sure 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 the PTA are for the purpose of soliciting help/volunteers only and are not to be used for private matters and are not for 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 photocopying 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. Teachers are on a very tight schedule and need to be able to return to the classroom room as soon as possible. Thank you for your consideration. 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 using email as a communication tool. Remember if it is information that the entire class needs to be aware of, make sure everyone has access to email and send your emails with a read receipt request so you will be sure that everyone has received the 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 you solicit to assist you. To decrease distractions and assure everyone's safety, it is especially important not to bring your child's younger sibling/s to the classroom when you volunteer or come to a class party.

Please see the PTA website 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

[www.ivycreekpta.org](http://www.ivycreekpta.org)

**HAVE A GREAT YEAR AND PLEASE CONTACT ME WITH ANY QUESTIONS!**