

ROOM PARENT BTSN PRESENTATION

Back to School Night (BTSN) is your opportunity to introduce the Room Parent Team and provide parents with important information at the beginning of the school year. Please limit your presentation to 3 - 5 minutes, as parents are primarily interested in hearing from the teacher.

Remember to review the BTSN checklist and discuss with your teacher if there is anything specific he/she would like you to address during your presentation.

Sample Agenda

- Introduce the Room Parent Team
 - Explain (briefly) that you will be communicating throughout the year to recruit and coordinate classroom volunteers, deliver teacher requests, and keep families informed on school related topics.
- Get School News!
 - The Otter Weekly is our weekly electronic newsletter of school activities and announcements. It is the main source of communication between the school and parents, so please make sure you are receiving and reviewing it. (Don't miss out on important information!)
- Complete Family Contact Information Sheet (class roster / class email list)
 - Room parents will put together a roster and distribute to class ASAP.
 - Information is for teacher and immediate class use only (does not go into the Oak Knoll/District Directory).
- Get involved!
 - There are parent volunteer opportunities in the classroom, with the Oak Knoll PTO, and with the MPAEF. Please let parents know to contact you with classroom volunteer interest and that you can connect them with PTO / MPAEF representatives.
 - Identify PTO / MPAEF board members in the class (ask them to raise their hands or stand) so other parents know who they are.
- Show Emergency Preparedness Kit
 - Show parents where the classroom Emergency Preparedness Kit is located and what it looks like.

PREPARING FOR BACK TO SCHOOL NIGHT

- ___ Chat with your room parent partner
- ___ Meet with your teacher (both room parents)
- ___ Establish a clear plan for dividing up responsibilities with your room parent partner
- ___ Prepare what you will say for BTSN
- ___ Fill in specific dates and times on volunteer sign-up forms
- ___ At BTSN put the following **parent volunteer sign-up forms** outside the classroom **at 5:30 PM** (ask your teacher for locale). Don't forget tape and pens. These forms are in the Room Parent Team folder:

- ___ **Family Contact Information Sheet**
- ___ Carline
- ___ Class Parties
- ___ In Class Volunteers
- ___ Field Trips
- ___ Hot Lunch
- ___ Library
- ___ Compost
- ___ Coffee cart / Breakfast for teachers
- ___ Garden
- ___ Noteworthy Art
- ___ Yearbook
- ___ Spanish
- ___ Science Fair (2nd/3rd grade and 4th/5th grade)
- ___ Science Olympiad (4th and 5th grade)
- ___ Field Day (5th grade)

- ___ Circulate **Family Contact Information Sheet** for 100% completion

Thanks!