

Monthly Schedule of Room Parent Responsibilities

Month	Responsibilities
September	<p>Attend Room Parent Orientation - Tuesday, August 28 @ 8:15 am</p> <p>Meet with your teacher before Back-to-School Night (BTSN)</p> <ul style="list-style-type: none"> ● Usually 30-45 minutes after school ● Refer to “Teacher/Room Parent Meeting” form (in folder) ● Identify location of Emergency Preparedness Kit so you can point it out during BTSN ● After meeting with teacher, divide responsibilities between room parents ● Email teacher with summary of responsibilities <p>Review PTO/MPAEF fundraising campaign info</p> <ul style="list-style-type: none"> ● Be prepared to answer parent questions or direct them to someone who can ● See letter from PTO President Jenny Buddin (in folder) ● Please note: You do NOT need to campaign or solicit donations <p>Prepare for Back-to-School Night</p> <ul style="list-style-type: none"> ● Refer to BTSN Checklist (in folder) ● Prepare 3-5 minute presentation - refer to “Agenda & Talking Points for Back to School Night” (in folder) ● Write dates/times on volunteer sign-up forms ● Get tape and pens for sign-up forms <p>Attend Back-to-School Night - Thursday, September 6</p> <ul style="list-style-type: none"> ● Set up sign-up forms & pens at 5:30pm ● Circulate Family Contact Sheet during teacher presentation ● Give 3-5 minute presentation ● Collect sign-up forms <p>Copy sign-up forms</p> <ul style="list-style-type: none"> ● Keep originals ● Give teacher copies of the sign-ups for class-specific activities (eg, classroom volunteers, field trip chaperones, party volunteers, etc.) ● Put other sign-up forms (eg, Noteworthy Art, Library, Hot Lunch, etc.) in appropriate folders in the gray PTO file box in the office ● Library sign-up form due by Monday, Sept. 10 ● All other sign-up forms due by Friday, Sept. 14 <p>Send room parent outreach emails</p> <ul style="list-style-type: none"> ● One email per week for five weeks to provide information regarding how to get involved, class social event, school programs, etc. ● Coordinators will provide email text/template <p>Email Family Contact Sheet to parents by Friday, Sept. 14</p>

	<p>Take inventory of classroom plasticware by Friday, Sept. 14</p> <ul style="list-style-type: none"> ● Keep complete set for students + teacher ● Report missing / give extras to room parent coordinators <p>Email classroom volunteers & field trip chaperones</p> <ul style="list-style-type: none"> ● Include information about their scheduled volunteer shifts (dates, activities, etc.) ● Remind volunteers to check in at the office before their shifts
October	<p>Plan Halloween Party (if applicable)</p> <ul style="list-style-type: none"> ● Email/organize Halloween Party volunteers ● Oversee party planning, per teacher's party preferences ● Help with party set up, execution, and clean up as necessary
November	<p>Help with Cultural Day - Kindergarten (if applicable)</p> <ul style="list-style-type: none"> ● Recruit/organize Cultural Day volunteers ● Oversee planning, per teacher's preferences ● Help with set up, execution, and clean up as necessary
December	<p>Plan Winter Party (if applicable)</p> <ul style="list-style-type: none"> ● Email/organize Winter Party volunteers ● Oversee party planning, per teacher's party preferences ● Help with party set up, execution, and clean up as necessary <p>Reminder: You may not solicit funds for a class/group holiday gift</p>
January	<p>Check-in with teacher</p> <ul style="list-style-type: none"> ● How is it going with volunteers? ● Anything to do differently during the second half of the year?
February	<p>Plan Valentine's Day Party (if applicable)</p> <ul style="list-style-type: none"> ● Email/organize Valentine's Day Party volunteers ● Oversee party planning, per teacher's party preferences ● Help with party set up, execution, and clean up as necessary <p>Recruit/organize 100th Day Celebration volunteers (if applicable)</p>
March	<p>Attend Teacher Appreciation Week meeting - Date TBD</p> <p>Prepare for Teacher Appreciation Week (April 8-12)</p> <ul style="list-style-type: none"> ● Ask teacher if he/she would like volunteer help on Tuesday of Teacher Appreciation Week ● Email parents regarding schedule for the week ● Recruit/organize parent volunteers for specific activities (eg, bring treat for teacher/aide, arrange flowers, help in classroom, etc.) ● Remember to recognize your classroom aide (if applicable)
April	<p>Execute Teacher Appreciation Week activities (April 8-12)</p> <ul style="list-style-type: none"> ● Send email reminders regarding activities for students (eg, bring a flower or card) ● Send email reminders to parent volunteers

	<p>Reminder: You may not solicit funds for a class/group appreciation gift</p> <p>Prepare for SBAC support (May 15-23) - Grades 3-5</p> <ul style="list-style-type: none"> ● Ask teacher what you can do to help during SBAC testing ● Recruit/organize volunteers, if necessary
<p>May</p>	<p>Prepare for Portfolio Night - Date TBD</p> <ul style="list-style-type: none"> ● Ask teacher what you can do to help with Portfolio Night ● Recruit/organize volunteers, if necessary <p>Prepare end-of-year teacher gift</p> <ul style="list-style-type: none"> ● Brainstorm gift ideas for teacher and classroom aide ● Email parents soliciting voluntary contributions ● Purchase gift/s <p>Plan End-of-Year Party / Field Day (if applicable)</p> <ul style="list-style-type: none"> ● Email/organize End-of-Year Party / Field Day volunteers ● Oversee party/event planning, per teacher's preferences <p>Execute SBAC support (May 15-23) - Grades 3-5 (if applicable)</p> <ul style="list-style-type: none"> ● Send email reminders to parent volunteers <p>Complete Room Parent Program survey</p> <p>Sign up to be a room parent next year :)</p>
<p>June</p>	<p>Oversee End-of-Year Party / Field Day (if applicable)</p> <ul style="list-style-type: none"> ● Oversee party/event planning, per teacher's preferences ● Help with set up, execution, and clean up as necessary <p>Present teacher/aide gifts</p>