

Room Parent Responsibilities by Month 2021 - 2022

Month	Responsibilities
September	<p>Attend Room Parent Orientation - Tuesday, August 24 @ 9am</p> <p>Meet with your teacher before Back to School Night</p> <ul style="list-style-type: none"> ● Usually 30-45 minutes after school or via Zoom ● Refer to the “Teacher/Room Parent Meeting” sheet. ● Identify location of Emergency Preparedness Kit so you can point it out during Back to School Night. ● After meeting with the teacher, divide responsibilities between room parents. ● Email teacher with summary of responsibilities. <p>Organize class social event</p> <ul style="list-style-type: none"> ● Plan a casual social event with or without students. Choose a restaurant, park, or someone’s house for an outdoor picnic or potluck. Ideally this event will be in October. Use masks and distancing as necessary. <p>Review One Community Campaign (fundraising) info</p> <ul style="list-style-type: none"> ● Be prepared to answer parent questions or direct them to someone who can. ● 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 Preparation & Presentation” sheet. ● Prepare 3-5 minute presentation. ● Draft ParentSquare posts for volunteer sign-ups. Schedule posts to send at 10am on Friday, September 3. <p>Attend Back to School Night (Zoom) - Thursday, September 2</p> <ul style="list-style-type: none"> ● Give 3-5 minute presentation. ● Remind parents that they will receive an email with volunteer sign-ups on at 10am on Friday, September 3. ● Explain that parents can access the class directory and contact the teacher and room parents through ParentSquare. <p>Double check Parent Square “reminders”</p> <ul style="list-style-type: none"> ● Confirm that “reminders” are clicked on for all ParentSquare volunteer posts. This will ensure that parents receive timely reminders before their volunteer shifts.
October	<p>Plan Halloween Party (if applicable)</p> <ul style="list-style-type: none"> ● Use ParentSquare to recruit/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"> ● Use ParentSquare to 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"> ● Use ParentSquare to recruit/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 should 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"> ● Use ParentSquare to recruit/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> <p>Prepare for Teacher Appreciation Week (March 21-25)</p> <ul style="list-style-type: none"> ● Ask teacher if he/she would like volunteer help during Teacher Appreciation Week. ● Message parents regarding schedule for the week. ● Use ParentSquare to recruit/organize parent volunteers for specific activities (e.g., bring treat for teacher/aide, arrange flowers, help in classroom, etc.). ● Remember to recognize your classroom aide (if applicable).
March	<p>Execute Teacher Appreciation Week activities (March 21-25)</p> <ul style="list-style-type: none"> ● Send reminders regarding student activities (e.g., bring a flower or card). ● Send reminders to parent volunteers. ● Give a thank you note and gift to one pre-assigned specialist teacher, para-educator, or staff member. <p>Reminder: You should not solicit funds for a class/group appreciation gift.</p>
April	<p>Prepare for SBAC support (May; specific dates TBD) - Grades 3-5</p> <ul style="list-style-type: none"> ● Ask the teacher what you can do to help during SBAC testing. ● Use ParentSquare to recruit/organize volunteers (e.g., to bring snacks), if necessary. <p>Plan Field Day - 5th Grade Only</p> <ul style="list-style-type: none"> ● Work with 5th grade room parents and teachers to plan the event (to be held in June). Brainstorm format, activities, food, etc. ● Reserve venue and organize transportation if necessary. ● Recruit parent volunteers.

<p>May</p>	<p>Prepare for Portfolio Night - Date TBD</p> <ul style="list-style-type: none"> ● Ask the teacher what you can do to help with Portfolio Night. ● Use ParentSquare to recruit/organize volunteers, if necessary. <p>Prepare end-of-year teacher gift/s</p> <ul style="list-style-type: none"> ● Brainstorm gift ideas for teacher and classroom aide. ● Message parents soliciting voluntary contributions. ● Purchase gift/s. <p>Plan End-of-Year Party (if applicable)</p> <ul style="list-style-type: none"> ● Use ParentSquare to recruit/organize End-of-Year Party volunteers. ● Oversee party/event planning, per teacher's preferences. <p>Execute SBAC support - Grades 3-5 (if applicable)</p> <ul style="list-style-type: none"> ● Send reminders to parent volunteers. <p>Finalize Field Day Preparations - 5th Grade Only</p> <ul style="list-style-type: none"> ● Remind parent volunteers and confirm venue/transportation. ● Purchase necessary materials. ● Communicate with parents. <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 (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>Execute Field Day - 5th Grade Only</p> <ul style="list-style-type: none"> ● Oversee operations and parent volunteers. ● Help with set up, execution, and clean up as necessary. <p>Present teacher/aide gifts</p>