



## Room Parent Guide

Thank you for volunteering! This guide will provide an overview of the role of a Banyan Room Parent. Many of a Room Parent's responsibilities is dependent on the needs and preferences of your classroom teacher, so it is recommended with your teacher early in the school year and discuss their individual needs and expectations.

### General Responsibilities

- Manage a "Classroom Fund"
- Organize classroom parties and teacher gifts
- Work with Hospitality Chair & Room Parent Coordinator on Teacher Appreciation activities
- Help recruit volunteers to assist with various fundraisers and school-wide events
- Promote PTA sponsored school functions
- Keep classroom families informed of upcoming events
- Coordinate classroom volunteers as needed by your teacher
- Serve as a liaison between teachers, PTA, and parents/guardians

### Resources

Please visit the Banyan PTA website: [www.banyanpta.com](http://www.banyanpta.com) and Room Parent page: <http://www.banyanpta.com/room-parents.html>. Documents and templates pertinent to Room Parents may be found here. The school calendar with Banyan activities, as well as important districtwide events, is also available on the PTA website. Room parents may sync their calendar to be informed of Conejo Valley Unified School District events.

### Room Parent Coordinator

Room Parents may contact the RP Coordinator at: [roomparent@banyanpta.com](mailto:roomparent@banyanpta.com)

### Room Parent Roster

A Banyan Room Parent team roster and email list will be provided by the Room Parent Coordinator.

### Volunteer Spot I [www.volunteerspot.com](http://www.volunteerspot.com)

Room Parents also help their teacher secure volunteers and/or supplies for various events such as PTA fundraisers, holiday parties, end of year celebrations, etc. This website is a useful tool to help organize provisions for your classroom.

### Important Guidelines

- Please be sure to consult with your teacher on communications with classroom families prior to sending them out (with the exception of requests regarding gifts for the teacher). Include teachers on any emails sent to parents.
- ALL communications with families that request monetary contributions MUST be approved by the principal. As a courtesy to the Principal, please use one of the pre-approved letter templates, accessible on the Room Parent web page. The dates, class numbers, etc. may be changed as needed but please do not change the body of the letter. If you need to send an original letter with any donation request, it must be sent to the Banyan Office Manager



Chris Okun at [cokun@conejousd.org](mailto:cokun@conejousd.org) who will forward to Mrs. Kennedy for prior approval. Please include the following language:

***“Of course all donations, monetary or otherwise, are strictly voluntary. No child shall be left out. However, your contribution is important and always greatly appreciated.”***

- Spanish translations are available for classroom communications. Please consult your teacher to see if this is needed. Email your documents to: [roomparent@banyanpta.com](mailto:roomparent@banyanpta.com) (two weeks in advance if possible to ensure sufficient turn around time) and your request will be forwarded to the school translator.
- Check with your teacher regarding student allergies, please avoid nuts and nut products.
- Parents may use the Rizo machine in the copy room (next door to Kinder Room C) for copies but must provide their own paper from the classroom. Prior to making copies on the Rizo, obtain a three-digit “copy code” from your teacher and the copy room keys from the front office. Please do not use the copy machine in the staff lounge without front office approval.
- Always sign in at the front office and remind classroom parent volunteers to do so as well. It is mandatory to know who is at the school, and recording volunteer hours is important.

## **Classroom Fund**

Room parents will coordinate some events that necessitate financial support. Classroom celebrations and teacher gifts (year-end, holiday/birthday, and teacher appreciation, etc.)

- A common way to collect donations as a direct request of \$20 per family at the beginning of each school year. Alternatively, volunteers may request \$10 in the fall and \$10 in the spring. Pre-approved templates for donation requests are available on the website.
- You may choose to coordinate sign-ups via Volunteer Spot for donations of food and/or party supplies for classroom events. Please remember that **all district wellness policy guidelines must be followed. No parties may be held without prior approval from the teacher, or the Principal if the party is for the teacher.**

It is at your discretion, along with your teacher, as to how your classroom funds will be used during the year. The number one thing that the teachers will tell you is that personal notes, cards, pictures, etc. from the kids are the best gifts they can receive. It doesn't take a lot of money to provide wonderful memories for both the teachers and the students!

## **Hints and Tips**

- Plan in advance. This will make easier the job for you and your fellow room parents.
- Introduce yourself to your classroom families. A personal letter or email to let parents know you are available to assist them, their child, and the teacher as needed goes a long way to building our Banyan community.
- Get other parents involved and ask for help with special projects, e.g., teacher gift preparation, classroom parties, etc. Remember, not everyone has the resources to contribute financially, but they may be able to contribute great ideas or a helpful skill!