

**COLUMBUS HOME AND SCHOOL ASSOCIATION  
CLASSROOM COORDINATOR/ROOM PARENT VOLUNTEERS**

Dear Parents:

Welcome to the new school year! If you are interested in becoming a Classroom Coordinator or Assistant Room Parent for your child's classroom please fill out the form on the reverse side of this letter and return it by **Monday, September 17<sup>th</sup>**. Descriptions of responsibilities for each role are below. A list of Classroom Coordinators and Assistant Room Parents will be distributed via email after the selection process is completed.

Please note, per the administration food is not allowed at class parties. As a classroom coordinator, you will only be responsible for games and crafts at parties. Additionally, as classroom coordinator, you will not be required to collect any money from students in your classroom. CHAS will provide each classroom coordinator a set amount per party to purchase supplies. We anticipate that this will simplify your role, and hopefully encourage more parents to volunteer to participate in this vital role of our organization. We can't do it without you!!

- I. **Classroom Coordinator** - If you are interested in this position, please check the appropriate box on the form. In the event that more than one parent from a class signs up for Classroom Coordinator, one parent will be selected and the remaining parents will automatically be entered in a drawing for Assistant Room Parent.
  - The Classroom Coordinator works with the teacher and Assistant Room Parents to coordinate classroom parties and field trips; this includes coordinating the activities for each of the parties. Each classroom will have one Classroom Coordinator who is essentially the "head" room parent and attends all parties and field trips. The Classroom Coordinator should involve the Assistant Room Parents in the party planning process.
  - Classroom Coordinators are asked to capture candid photographs during classroom parties for use in the yearbook and forward photographs to the yearbook committee.
  - **All Classroom Coordinators are required to attend the Room Parent Meeting on Wednesday, September 26<sup>th</sup> at 7:30pm.**
  
- II. **Assistant Room Parent** - If you are interested in this position, please check the appropriate box on the form. Assistant Room Parents will be randomly drawn and activities assigned according to the choices indicated on the sign up form. In the event there are more Assistant Room Parents than activities for a class, the remaining names will be drawn and assigned as Alternate Assistant Room Parents.
  - An Assistant Room Parent attends and assists in the planning of at least one classroom function (either a party or field trip). If there is a need, those individuals who sign up for Assistant Room Parent may be able to plan and attend more than one activity - it is dependent upon the number of parents who sign up.
  - Assistant Room Parents may be asked to capture candid photographs during classroom parties for use in the yearbook and forward photographs to the yearbook committee.
  - **Assistant Room Parents are encouraged to attend the Room Parent Meeting on Wednesday, September 26<sup>th</sup> at 7:30pm.**

**IMPORTANT NOTES**

- **Only parents or guardians who are members of Columbus Home and School Association for the 2018 - 2019 school year can be Classroom Coordinator or Assistant Room Parents. Please visit [www.columbushomeandschool.org/membership](http://www.columbushomeandschool.org/membership) to join or renew. Membership dues are \$5.00 per family.**
- **No siblings and/or other family members are permitted to attend school events while you are fulfilling your Classroom Coordinator or Assistant Room Parent responsibilities.** This is school policy and no exceptions are permitted.
- Volunteer time in the classroom outside of class parties and field trips is **NOT** coordinated by CHAS. If you are interested in volunteering in your child's classroom during the school day, please contact their teacher.

If you have any questions please contact Nicole Skwarek @ 609-902-3503 or [nmskwarek@yahoo.com](mailto:nmskwarek@yahoo.com) or Sabrina Petrella @ 609-440-3436 or [spetrella1@gmail.com](mailto:spetrella1@gmail.com).

Sincerely,  
Sabrina Petrella  
CHAS President/Room Parent Coordinator

**COLUMBUS HOME & SCHOOL ASSOCIATION**  
**CLASSROOM COORDINATOR AND ASSISTANT ROOM PARENT VOLUNTEER FORM<sup>1</sup>**

Completed form must be returned to school by Monday, September 17<sup>th</sup>.

\*Please complete a separate form for each student.\*

**Please check one:**     **Classroom Coordinator**     **Assistant Room Parent**

Mother/Guardian Name	
Father/Guardian Name <sup>2</sup>	
Phone Number	
E-Mail Address	
Student's Name	
Teacher	

<b>Activity<sup>3</sup></b>	<b>Date (Tentative)</b>	<b>Please Rank by Choice<sup>4</sup> (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>)</b>
Fall Party	10/31/18 ~ JHES & MTES	
Holiday Party	12/21/18 ~ JHES & MTES	
Year End Party	6/18 ~ Kindergarten, Fifth & Sixth Grade 6/19 ~ First & Third Grade 6/20 ~ Second & Fourth Grade	
Field Trip*	TBA*	

\*If you are unable to accompany the class on the bus, please do not rank the field trip as a choice. Chaperones are expected to assist with the students on the bus on the way to and back from the field trip.

**Sign-up sheets returned after Monday, September 17<sup>th</sup> will not be accepted.**

**Important Notes:**

1. If you have more than one child and would like to participate in activities for both, submit a separate sign-up sheet for each child. If you need additional forms please copy this form, or print another from our website.
2. Dads are always welcome, but each child can only have one chance in the lottery. When the child's name is picked at the lottery one of the parents or guardians listed on this form will have the opportunity to attend an activity.
3. Per school rules, only three room parents will be assigned to attend each party or field trip.
4. Although the Classroom Coordinator can attend all parties and the field trip, those interested in Classroom Coordinator should fill out the ranking of activities in case multiple people sign up for Classroom Coordinator, and you are not selected. You will then automatically be entered into the drawing for Assistant Room Parent