

# Room Parent Overview

## 2018-2019

### Room Parent Teams:

- Parents will form a team and work together. We encourage all members of the room parent team to take charge of some responsibilities and to encourage/recruit other parents to assist with each activity planned for the year. Room parents will support the teacher and the PTA with activities that directly apply to their child's class. The time commitment is spread throughout the year.
- Since classroom activities are generated by the teachers and the PTA, one parent will be asked to serve as "point of contact." This person will also manage any funds that are collected by the room parent team. Another parent is needed to serve as a "recorder" for the team to keep track of feedback from team members (what worked/didn't work) for each task. At the end of the year, the recorder will compile an Exit Report of notes for the team (see Exit Report).
- Meet with your teacher at the beginning of the year to get a clear description of your duties. Be sure to ask for a copy of the "Classroom Volunteer Needs" forms sent in by other parents. This will be your starting point when recruiting volunteers.
- Introduce yourselves to the other parents as soon as possible by sending out a greeting letter (see Welcome Letter sample) and informing them of the preliminary plans for the year. Ask for confirmation of e-mail addresses and phone numbers on the class list you receive at the orientation. E-mail is a very effective way to keep your parents up to date. You may also ask for voluntary contributions to a Room Parent Fund at this time (see Expenses).
- E-mail distributions are encouraged to limit paper use; however, informative flyers (email or paper) which include times, dates, and first notice of event details must be approved prior to distribution (see Approval of Flyers guidelines). Email may be sent without approval for simple requests for volunteers, reminders, and confirmations of previous flyers. Please remember to check your e-mail regularly and notify your parents, your child's teacher, and the office staff should your e-mail address change.

### Responsibilities:

- **Schedule volunteers** as directed by your teacher for classroom help, art class, etc. as needed.
- **Organize class parties** by coordinating with the teacher -- plan, communicate, recruit volunteers, solicit and collect funds/supplies.

- **Coordinate a teacher gift** (Winter and/or year-end) If you wish to save parents time and money, you may collect voluntary donations or items for a group gift for the teacher. To avoid huge discrepancies across classes, we suggest you coordinate this effort with other room parents at the same grade level.
- **Communicate** PTA info to class parents as needed.
- **Manage class funds** collected at the beginning of the year towards a voluntary Room Parent Fund
- **PTA's annual Parents' Night Out Auction** (March) gift baskets are planned and donations are collected by the room parents at each grade level.
- **Teacher Appreciation Week** (May) activities are planned, communicated, and executed following various daily observances set by the PTA.

### **Photo Sharing:**

Once an image is placed on a public server, it can be reused without permission. Some parents do not wish to have their child's image distributed, so please do not share photos of class events on third party servers such as Shutterfly, Facebook, etc.

### **Expenses:**

We suggest that room parents send a letter home to parents at the beginning of the school year asking for a voluntary contribution of \$10.00 to a Room Parent Fund to assist with the costs of class parties/activities. Room parents should request direct donations of food, beverages and party supplies prior to spending class funds, and expenditures should be budgeted carefully to support all activities planned for the year. The teacher's contact parent will be responsible for keeping track of all funds received and all of your expenses. Towards the end of the year, any remaining funds will be used to defray the cost of the end-of-year class activity. All funds collected must be used to benefit this year's students. Requests for voluntary contributions for teacher gifts, t-shirts, class gifts to the school, etc. may be handled separately.

### **Exit Report:**

Exit reports are extremely helpful in passing on activity-related information from one year to the next. An exit report should summarize each activity managed during the school year by the room parents. Decide on a "recorder" to keep track of team members' notes for each activity. At the end of the year, the recorder should compile the notes into an Exit Report. Include as much detail as you can provide—think of a game plan for next year's room parents.

Helpful details to include may be in regard to:

- Volunteers – how you got them, number needed, when you scheduled them
- Supplies – what was needed and quantity, where/how obtained, were funds adequate
- Planning – when you started, how responsibilities were delegated
- Logistics – did you need to reserve activity space, who was contacted, how were activities set up
- Hindsight – things you would change, best practices, advice to pass along

The exit report does not need to be in any specific format – simply provide information you feel could help the next person or what would have helped you. Having the organizer create notes for an exit report right after the activity will best capture all thoughts and ideas. Please email all year-end exit reports to Megan Fay ([megmfay@aol.com](mailto:megmfay@aol.com)) (Samples can be found for each grade level in the PTA section of the WFES website. Select the green Volunteer Corner tab and look for the Room Parent Corner.)

### Approval of Flyers:

- A flyer refers to any informative communication (paper and email) that you are sending to families on behalf of the class. Samples of grade level flyers can be found on the WFES PTA website ([www.wfespta.org](http://www.wfespta.org)) and may be modified to suit your needs. If you are unsure if approval is needed, check with your child's teacher.
- All flyers must state Wakefield Forest Elementary School at the top, your contact information near the bottom and [www.wfespta.org](http://www.wfespta.org) at the bottom. Approved flyers will be placed on the WFES PTA website.
- It is essential that all requests for money are strictly voluntary. **All** requests for money must be approved by the Principal.

Steps for approval:

1. Email your proposed flyer to the classroom teacher for approval first. (Note: The **ONLY EXCEPTION** to step 1 of the approval process is if the activity is intended as a surprise for the teacher. In this case you may skip the teacher approval step.)
2. E-mail your proposed flyer to Julia Ruskin ([JSRuskin@fcps.edu](mailto:JSRuskin@fcps.edu)) (To assure timely distribution, all flyers must be submitted to Julia for the necessary approval by noon on Monday for Thursday Folder distribution in the same week.)
3. Julia will obtain approval from the Principal and will contact you with either an approval or a request to make changes.
4. Forward your **approved** flyer to the appropriate PTA member to determine if it will be posted on the website:
  - **All Room Parent flyers** should be sent to **Megan Fay** ([megmfay@aol.com](mailto:megmfay@aol.com)), the PTA Room Parent Coordinator

-- other flyers pertaining to PTA activities, fundraisers, etc. will be sent to **Katina Scott** ([katina.scott@gmail.com](mailto:katina.scott@gmail.com)), the PTA VP Volunteer Services Chair.

5. Make copies and place them in the teachers' mailbox no later than noon on Wednesday to go out in that week's Thursday Folder distribution.

**Volunteer Contacts:**

Megan M Fay

Katina Scott

Amanda Dyson

PTA Room Parent Coordinator

PTA VP Volunteer Services

Staff Volunteer Coordinator 703-537-

0855

571-643-4486

703-503-2300 [megmfay@aol.com](mailto:megmfay@aol.com)

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