

## **Room Parent Guidelines 2023-2024**

### **Teacher Meeting:**

Set up a meeting with your teacher ASAP to discuss the year. You'll want to discuss the following:

- **Expectations and classroom needs.**
- **Number of parties, dates, times, venues, and themes.**
- **Teacher Birthday Party.** Please ask them how they would like to celebrate. Some enjoy celebrating it with their class while others like to keep it low-key.
- **Request class list.** This will help you in planning parties and when reaching out to parents. Also, confirm if any student is on the 'do not photograph' list.

### **Communications with Parents:**

- **Introduction Letter and Classroom Donation Request.** This is likely the first communication you will have with your class as room parent. All of the information you need to get started is in the attached template "Room Parent Introduction Letter". Please customize it for your class and then send it out to your class through (1) Membership Toolkit and (2) an email from your teacher. It is in this first email that you will encourage the families in your class to sign up for Membership Toolkit. After this initial email to your class, room parents should send all communications through the Message Board in Membership Toolkit.

### **Classroom Donations**

- **Request classroom donations.** You will be the primary encouragement to generate classroom donations from the families in your class. Classroom donations are OPTIONAL, but it is your responsibility to explain the uses for classroom donations.
- **Donated funds are broken into three categories.** (1) parties (2) gifts and (3) other. The party funds can only be used for class parties, gift funds can only be used for teacher gifts, but the "other" funds can be used for parties, gifts, and other classroom needs.

- **Keep track of spending.** You should be able to show how money has been spent upon request by parents.
- **Updated class budget emailed to you quarterly.** The Room Parent Treasurer will email you an updated class budget each quarter (Oct, Jan, Apr). This is very helpful so that you can plan to spend your whole budget by the end of the year. Money does not roll over. You are welcome to contact the Room Parent Treasurer at any time to check on the balances in your classroom accounts.
- **Do not solicit businesses for classroom donations.** If a business wants to make a donation to the school, it must go through proper channels. Please contact the PTO President or Vice President.
- **Monthly Classroom Communications.** You will be expected to send out a monthly email to your class during the first week of the month. This communication will include school updates/events for that month and information specific to your classroom (i.e. class parties, class needs). Families will also receive school updates and event information through eNews, Mr. Hubbell's weekly newsletter, the PTO website, social media, plus paper flyers. Your classroom communications should serve to create a feeling of community in your classroom and will help the families in your class to feel connected to the school.

### **Coordinate Volunteers:**

Room parents are in charge of getting volunteers from their class to fill various positions. Examples are: class party helpers, class photographer (take pictures of the students to send to the PTO Yearbook Coordinator), and some school events like Grayhawk Fall Fair and Lynx Laps.

Every Room Parent and volunteer must complete the PVUSD Site Volunteer Application. This is for any volunteer working with students on-site. Please attach a copy to your first classroom communication. Forms must be returned to the front office staff only with a photo ID present. Form attached.

Room parents are not responsible to keep track of these forms. You are only giving the volunteers access to the form.

### **Parties:**

- **Your teacher will decide the number of parties, dates, venue and duration.** Please find out this information from them at your initial meeting. The FLEX Room is

available for parties. Reserve a date and time with the Room Parent Coordinator or front office.

- **Parties are typically Fall, Winter, Valentine's and End-of-Year.**
- **Communicate all party information to parents**, including whether parents are allowed to attend. Siblings are never allowed to attend per district policy.
- **All food must be store-bought** with labels, no homemade items. Gloves must be worn for serving.
- **No latex balloons.**
- **Barros Pizza.** Grayhawk gets special pricing for pizza. Ask for the "Grayhawk School Pricing" when placing your order.

### **Gifts:**

- **Budget now for Holiday, Birthday, Teacher Appreciation, and End-of-Year.** You may want to combine the gift for Teacher Appreciation and End-of-Year.
- **Teacher's Favorites Lists.** They are found on the PTO Website under the teacher's name. Hard copies are kept in a blue binder labeled 'Staff Favorite Things' at the front office. This will give you a lot of helpful information about the teacher.
- **Teacher Birthday.** Mark their birthdate in your calendar now so you don't forget their special day! If they have a summer birthday, you can discuss celebrating a half-birthday instead. Some enjoy celebrating their birthday with their class but others like to keep it low-key. Please discuss plans with them beforehand.
- **Other events:** baby shower, wedding, etc.

→ Keep all receipts and attach them to the Reimbursement Form, placing them in the PTO Box at the front office or in the PTO Room Parent Treasure's mailbox located in the workroom off the front lobby. (form attached)

### **Teacher Appreciation Week (TAW) is May 6-10, 2024**

- **Please attend the Room Parent meeting in April** to receive information and to plan for TAW. More information will be shared after the first of the year.
- **Past TAW activities include:** Decorating the school, organizing activities with the class and coordinating lunches, drinks and a class gift.

**Contact Information:**

Room Parent Coordinator: Abby Nguyen

[roomparent@grayhawkpto.com](mailto:roomparent@grayhawkpto.com)

Room Parent Treasurer: Courtney Streelman

[rptreasurer@grayhawkpto.com](mailto:rptreasurer@grayhawkpto.com)

PTO President: Bill Baer

[president@grayhawkpto.com](mailto:president@grayhawkpto.com)

Yearbook Coordinator: Cori Matheson

[yearbook@grayhawkpto.com](mailto:yearbook@grayhawkpto.com)

Volunteer Coordinator: Jill Achacoso

[volunteer@grayhawkpto.com](mailto:volunteer@grayhawkpto.com)