



Shaull Elementary School
PTO Guide for Room Parents
2019 - 2020

Dear Room Parents,

Thank you for volunteering to be a room parent! This packet will help to facilitate your job as your child's room parent. You will find the following in this packet:

- Head Parent volunteer responsibilities
- Room parent volunteer responsibilities
- Reminders
- Resources

The Head Room Parent will be the contact person for the class and communicate all necessary information between the teacher, room parent volunteers, and the PTO board. The PTO has decided to contribute funds to each class for the parties again this year. Funds will be distributed as follows: \$5.00 per student in the room.

Note: the total is \$5 per student for the entire school year.

In order to receive this reimbursement, the Head Room Parent will need to download the reimbursement form from the Shaul PTO web site (under forms and publications) and return the completed form and receipts to treasurer. Only the Head Room Parent should submit receipts for payment. If your parties exceed the allotted donation amount, you are expected to raise the funds from your parents or have items donated.

If you should choose to send individualized letters home to your classroom parents, please use the letter attached to your Head Room Parent email. This communication has been approved by the principal.

Please review this information & feel free to contact us with any questions or suggestions you may have. Again, on behalf of the PTO board, we thank you for volunteering. The PTO appreciates all of your time and talents, and we know that our children will benefit from it!

Sincerely,
PTO Board (shaulpto@gmail.com)

Head Room Parent Responsibilities:

- Organize Room parent volunteers for your child's classroom. Use the letter template approved by the PTO; make copies and send to the teacher via backpack mail. The letter requests that parents provide you with their email address.
- Organize list of room parent volunteers/phone numbers/e-mails and distribute that information to all room parent volunteers in your class.
- Communicate between teacher, room parent volunteers, and PTO for parties and special events. Communication with teacher should be ongoing.
- Coordinate party planning. Schedule a meeting with the room parent volunteers (lots of classes meet at Wegman's food court) or do the planning via email. Plan with the room parent volunteers to have healthy snacks, age-appropriate games and crafts.
- Check with the teacher/parents to see if there are any special diets or food allergies of which you should be aware. Note that the district has crafted a new policy/suggestion to limit the amount of sweets that are offered at the parties to one item, with the rest being healthier choices.
- You can consult the teacher for suggestions or requests, and it's a good idea to let the teacher know what is planned and ask if s/he has any concerns with the plan.
- Establish a "schedule" with your room parents when a parent has children in different grades. (For example, if you wish to be present at another child's party, it is helpful to coordinate ahead of time when you wish to visit the other classrooms and for how long.) It is important that we have more than two room parents in the classroom during the party!
- If you are going to request donations of supplies from parents, prepare a list of items needed. A Time to Sign Up Sheet (free) is an effective tool to use for party donations and volunteer scheduling. You can create this, or one of the room parent volunteers can do this.
- Submit a list of parent volunteers who will be coming in to help with the party to the office staff at least two days before the party so that badges can be made ahead of time.
- Submit reimbursement form to treasurer with attached receipts for PTO reimbursement of expenditures. **Please remember, only one reimbursement per class, per party. The PTO cannot reimburse for PA state sales tax.** Please make sure to request a copy of the PA

Tax Exemption Certificate from the PTO. (This year the PTO will donate \$5.00 total per child for the school year.)

Room Parent Responsibilities:

Plan & host the Fall Festival party and Holiday Socials. Parent volunteers should arrive 15 minutes prior to the start of the party.

- Fall Festival party
 - All grades, Friday, October 25th
 - 1st through 5th 2:15pm-3:30pm
 - PM Kinder 2:15pm-3:30pm (confirm time with kindergarten teacher)
 - AM and Ext Day Kinder 10:15am-11:30am (confirm time with kindergarten teacher)
- Holiday Social
 - Kindergarten: Thursday, December 19th
 - PM Kinder 2:15pm-3:30pm (confirm time with kindergarten teacher)
 - AM and Ext Day Kinder 10:15am-11:30am (confirm time with kindergarten teacher)
 - 1st through 5th: Friday, December 20th 10:45am-12:00pm. (Check with the teacher for any changes to this information.)

A Few Reminders:

- Room Parents should have completed the required clearances and copies be on file with the school office. These clearances are good for 5 years.
- The teacher will be present at all parties. If a behavior problem arises, ask the teacher to intercede or contact the principal.
- Create a plan for the party so that students are actively engaged the entire time. You can include games, crafts, story time, snack time, etc. One idea is to have stations that the kids move through as they do each activity; another idea is to have activities that are mobile, that can be moved from one table to another and the kids stay stationary. Have back-up activities, such as reading, in case the kids finish their station early. Communicate the plan with the teacher.
- If you cannot attend the party, please arrange for a substitute.
- The district has crafted a new policy/suggestion to limit the amount of sweets that are offered at the parties to one item, with the rest being healthier choices.

- All parent volunteers should be assigned a task if they are in the classroom helping with the party.
- Younger siblings are unfortunately unable to attend the party.

Resources:

Clearances:

https://www.cvschools.org/support_operations/human_resources/clearances/VolunteerClearances/how_to_obtain_clearances/

Shaul Staff Contact Info:

http://sh.cvschools.org/our_school/meet_our_staff

Shaul PTO Forms:

http://sh.cvschools.org/pto/p_t_o_forms_documents

Time to Sign Up:

<https://www.timetosignup.com/info/>

Sign Up:

<https://signup.com/>

Shaul Office Phone Number: 717-732-2460