



*Shaull Elementary School
PTO Guide for Room Parents*

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
- Party planning review

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. 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. If your parties exceed the allotted donation amount, you are expected to raise the funds from your parents or have items donated. Only the Head Room Parent should submit receipts for payment.

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.
- 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- consult the teacher for suggestions or requests, plan with the room parent volunteer's healthy snacks, age appropriate games and crafts. Be careful to remember food allergies and other special dietary needs.
- If you are going to request donations of supplies from parents: Prepare a list of items needed. A Time to Sign Up Sheet is an effective tool to use for party donations and volunteer scheduling.
- 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 per child.)

Room Parent Responsibilities:

- Plan & host the Fall Festival party on Friday, October 27th. Parent volunteers should arrive at 2:00 P.M. The party will run from 2:15 until 3:30. AM and Ext Day Kinder will run from 10:15-11:30.
- Plan and host the Winter Social on Thursday, December 21st from 10:15 until 11:30 for AM and Ext. Day Kindergarten and 2:15 until 3:30 for PM kindergarten.
The party for 1st through 5th will be held on Friday, December 22nd from 10:45 until 12:00. (Check with the teacher for any changes to this information.) Plan on allowing open time for games, crafts and snacks.

A few reminders:

- All Room Parents need to have completed the required clearances and copies must 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 an agenda for the party so that students are actively engaged the entire time.
- If you cannot attend the party, please arrange for a substitute.
- Check with the teacher/parents to see if there are any special diets or food allergies of which you should be aware.
- 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! Please communicate this schedule with the teacher.
- All parent volunteers should be assigned a task if they are in the classroom helping with the party.
- A list of parent volunteers who will be coming in to help with the party should be submitted to the office staff at least two days before the party so that badges can be made ahead of time.
- Younger siblings are unfortunately unable to attend the party.