

Room Parent Checklist

This is a general outline. Add any additional teacher needs after meeting with/contacting the homeroom teacher.

What to do:	When to do it:
1. Separate the roles, if 2 room parents , into (a) Communicator - sends all emails and (b) Party/Volunteer Organizer (as needed)- also takes care of the gift pick-up. Highly recommend one room parent attends each PTO meeting (see attached dates)	ASAP
2. 5TH GRADE ONLY : Send an introductory teacher email and request later meeting to assess teacher needs.	Next few days
3. 6TH GRADE ONLY : Email teacher about individual vs. team mtg. Find out if teacher prefers to meet individually or as a team. Coordinate meeting with room parents from other team homerooms as needed.	Next few days
4. Meet teacher/team then split up responsibilities . Use the checklist enclosed to guide your meeting.	2-3 weeks
5. Send introductory email to parents . Include your responsibilities, parent party if scheduled and explain new online teacher gift collection (See Teacher Checklist) Coordinators will email sample text.	After mtg with teacher
7. Organize a parent party : Decide house, team or class party, dessert party (see attached).	4-6wks after school starts
8. Coordinate class parties See attached teacher checklist. Discuss with teacher to understand their needs for year. Touch base prior to each party to confirm.	Now through year end
9. Deliver class gift - you will be notified of the amount allocated by early December. Class gifts will be distributed evenly within grade. This is being done to reduce room parent workload for collecting and to insure all teachers receive consistent gifts. Pick up the gift card from the PTO Exec board member who will be purchasing them and distribute at holiday party or last day of school before break.	Mid year ONLY
10. Send communications as requested by the PTO/teacher/team Signup Genius is a great way to get volunteers as you can ask for volunteers to sign up for specific duties. If you need any assist in setting up a signup genius, feel free to email any of the coordinators or VP Volunteers.	Ongoing

