

Room Parent/Teacher Meeting Checklist

Please discuss the following topics during your teacher/team meeting at the start of the year:

- ___ **Review the class list with the Teacher for any changes**
- ___ **Field trip schedule and need for volunteers**
- ___ **Class party schedule and need for volunteers**
When are the parties? Do parent volunteers organize activities/attend parties? Are birthday celebrations allowed?
- ___ **Food/fund donations**
Will parents donate food for parties? Should you collect money for pizza/food at any parties? Are there any food allergy/restrictions in the room/team?
- ___ **Discuss any other volunteer needs for the classroom**
- ___ **Confirm party/field trip/volunteer communications**
You will send occasional notices via email from the PTO typically via a template. Confirm that the teacher would also like you to send info about parties, field trips, and volunteer opportunities. Confirm any allergies.

Please feel free to discuss any other requests with your room parent coordinator.

