

**Room Parent
General Responsibilities
2011-2012**

- Meet with your child's teacher to determine needs and make plans for the school year.
- Attend Curriculum Night to introduce yourself to the class and discuss volunteer opportunities with parents. Parents should be asked to sign up for various activities of interest if they've not done so already.
- Plan and coordinate two class parties.
- Responsible for obtaining volunteers for your class's Science Force.
- Collecting items for your classroom for baskets for the silent auction and raffle held during Fall Carnival in October.
- Staff Appreciation Week will be held in February and you will need to coordinate the classroom project for your class. Once a school wide project has been selected you will be notified and can make sure your kids and parents are on board for getting this done. It usually entails a project for the student to do at home, as it is a gift for their teacher.
- Establish a communication system with parents so information is shared to all parents in a timely fashion. The recommended way of doing this is to create an email list of all class families. Please keep in mind there may be families who do not have email access so paper copies to these families are appropriate.
- Solicit volunteer help for school-wide events when the event chairperson is unable to fill their volunteer need. In most cases, the chairperson for these events is able to obtain the number of volunteers needed through school-wide solicitation. However, you may be asked for help when the volunteer count falls short. A complete list of our events can be found on our PTA Calendar and PTA Directory

Varying Responsibilities (Based on Teachers Needs/Interests)

In addition to the common responsibilities listed above, teachers may have more specific and varying needs for their particular classroom. For example, you may be asked to:

- Solicit and order Scholastic Books each month
- Create a Parent Reader Schedule for the classroom
- Solicit parent chaperons for field trips
- Solicit class parents for classroom projects
-and more!

Please feel free to delegate and ask parents for help on any of these items! It is completely appropriate to ask a parent to head up different things like Science Force, the parties, etc. Do not feel like you have to take this on yourself! If you choose to do so than that is okay as well!