

Gilbert McNeal Elementary PTO

2014-2015



Room Parent
Handbook

August 18, 2014

To McNeal Room Parents:

Thank you for volunteering to be a room parent for your child's class for the 2014-2015 school year. You are the link between the school/classroom, PTO and the parents. The role of a room parent is vital in organizing the various social functions and classroom obligations throughout this year. The McNeal staff and PTO truly appreciate your commitment to the students, the teachers and the school.

Please take time to review the enclosed information that outlines your responsibilities and includes important dates for the current school year. This will be especially helpful for first time room parents. This room parent handbook should provide a clear outline of the various room parent duties, as well as general guidelines for carrying out these duties. In addition to the handbook, you will receive a copy of your teacher's "favorites list" to help you with ideas for your teacher throughout the year.

If you have not yet done so please schedule a meeting with your teacher to discuss expectations/volunteer needs and ideas for the upcoming year; bearing in mind that your teacher may have other classroom specific activities that require your assistance. After meeting with your teacher it is a good idea to introduce yourself to your parents via a letter or email about your plans for the year. This will be a great way to solicit volunteers for various activities in which their assistance will be needed.

Please try to include all of the parents who are willing to help in as many classroom activities and school wide events as possible. The room parent is not expected to do everything or meet all of the needs of the classroom. It should not be overwhelming or a financial stress. Remember that you are a valuable asset to your teacher and class. Enjoy this year while making lasting memories and new friends!

Please feel free to contact us with any questions or problems.

Sincerely,

2014-2015 PTO BOARD

Room Parent Duties:

Classroom Celebrations

There will be usually two classroom celebrations this year. The teacher will determine the dates and times of the celebrations. You can ask your teacher what she wants or usually does. Most classes do a craft, game and/or eat food. Collect donations from the parents for these events. Please be careful when asking for exact amounts of money from parents. Suggesting specific items such as plates, napkins, etc. can be helpful. Online websites make communication visual for all parties and help with organizing specific needs for events. These websites are free and easy to use:

www.signupgenius.com

www.evite.com

www.volunteerspot.com

<https://www.volunteersignup.org>

Staff Appreciation Week

Staff Appreciation Week will be in _____. The goal for this week is to let our staff know how much we really do appreciate them. More information will be emailed closer to this week. As a class come up with a theme to decorate the classroom door to surprise the teacher that week.

Boosterthon-

The McNeal Walkathon just exploded! This year's Fun Run is a fun event that is going to be awesome! Each classroom will be making their own classroom banner to take pictures with before the run. You will get an email with what is needed.

Class Directory

Many teachers like to send a class directory home to each student and may request your help in creating this. You must obtain permission from each student's parent or guardian before you can include them in a directory.

Parent Names

Emails

Phone Numbers

and Addresses

are sometimes included in these. Please keep an updated copy for yourself so that you can communicate throughout the year with the parents.

Remember that this information is for the communication among the families of this classroom ONLY and not for public knowledge.

General Guidelines Gift Giving:

The room parent may ask for monetary donations for the teacher's birthday, holidays, etc. However, you cannot ask for a specific amount, but may suggest to parents to contribute however they are financially able to. If you do ask for contributions, please let parents know what you plan to buy, and keep track of all money received. The money that you receive should be recorded or kept track of for verification if needed. Be sure to keep receipts for your records.

Other options are to give each parent a copy of the teacher's favorites list and allow them to send in a gift if they wish, have students make cards, etc. Keep in mind that no child should feel left out. All gifts presented to the teacher from the class should be from the ENTIRE class.

In all situations always make sure that the parents understand that participation/contributions are optional and never a requirement.

Dance-50's SockHOP

Room parents encourage classroom parents to volunteer for this event. volunteers to help with decorating, . The date will be announced later. Please see Alexis Morehead for volunteer opportunities. You will receive more information about the Dance as it draws near.

Getting to know your Teacher :“LIKES” List

Full Name: _____

Grade or subject teaching: _____

Birthday: (month/day)

Favorite Fast Food:

Favorite Drink:

Favorite Candy Bar:

Favorite Home Baked Goodie:

Favorite Home Cooked Meal:

Favorite Dessert:

Favorite Color/s:

Favorite Restaurants:

Favorite Snack:

Favorite Hobby:

Favorite Flower/Plant:

Favorite Places to Shop:

Favorite Way to Relax:

Do you like a spa/salon if so, where?

What team do you cheer for?

Do you collect anything?