

# Room Parent 101

University Park Elementary

# Benefits of Being a Room Parent:

- Personal relationship with your child's teacher, classmates, and class parents
- Window into the classroom experience
- Using your unique skills to improve class and school-wide programs (creativity, organization, people skills...)
- Energize volunteer base for entire school

# The Role of Room Parent

- Liaison between your child's teacher and classroom parents
- Liaison between the PTA and classroom parents

# Communication Tools

- Email, face-to-face, notes in conduits
- [signupgenius.com](http://signupgenius.com) - simple online signup sheet (helpful for parties)
- <https://www.shutterfly.com/classroom-share/> - more complex, allows for easy photo sharing of classroom parties, activities and field trips
- <http://www.homeroommom.com> - if you want to go crazy creative

# Examples of Responsibilities:

- Coordinate classroom parties, supplies and volunteers
- Coordinate class gift for teachers and assistants (voluntary)
- Collect money for Spring Carnival silent auction basket
- Encourage parents to volunteer at school-wide events (Jog-a-thon, picture day, book fair, etc.)
- Make it as big or little as you and the teacher want it to be!

# Teacher Kick-Off Meeting

- Classroom contact list and photo permission
- On-going needs: regular classroom volunteers...
- Special dates: parties, field trips...
- Food requirements for parties (healthful/sweets, allergies...)
- Ask if there are any other classroom needs
- Teacher Questionnaire

HELLO

# teacher's FAVORITE THINGS

What is your favorite:

color

snack

drink

flower

Where do you like to:

dine

shop

What are your hobbies/interests outside of school?

What things would make your classroom a better place for you?

What is your favorite teacher supply store?

Is there anything you always have a need for or can never have too much of?

Is there anything you prefer not to receive, or that you have too much of?

Are you allergic to anything, in regards to foods, plants, scents, etc.?

Is there anything else you would like us to know about you?

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# Calendar of UP Events

- Jog-a-thon - November 9
- Holiday Boutique - December 17-21
- Book Fair - March 25-29
- Teacher Appreciation Week - April 22-26
- Family Fun Festival - May 10
- Attend PTA meetings when possible
- PTA website: <http://www.universityparkpta.com/calendar/>

# Jog-a-thon - Nov 9

- Fundraising begins in October
- Rah, rah! emails
- Secure classroom Day of Event  
Volunteers to provide snacks and  
check off laps ran

# Email Samples

- Presentation slides are online: <https://www.universityparkpta.com/room-parent-hub/>
- Room Parent Welcome Letter to Class Parents:
  - Welcome back to school and to Mrs. Rose's 3rd Grade Class! I'm \_\_\_\_\_, your class Room Parent, which means I get to help coordinate parents and parties so Mrs. Rose and our kids have the best possible year. I can't wait to meet you and am happy to answer any questions you have about the class.
- Room Parent Welcome Letter to Class Parents with Shutterfly Invite:
  - Welcome back to school and to Mrs. Rose's 3rd Grade Class! I'm \_\_\_\_\_, your class Room Parent, which means I get to help coordinate parents and parties so Mrs. Rose and our kids have the best possible year. I can't wait to meet you and am happy to answer any questions you have about the class. We have a classroom shutterfly site [link to site] for Mrs. Rose's 3rd grade class, where you can sign up to volunteer and post and see pictures from classroom events. This is a private share site. Information and photos can be viewed only by invited participants (Mrs. Rose and classroom parents only). Please take a moment to visit the site [link to site] and sign up for \_\_\_\_\_. [add upcoming event or ask them to visit and post photos, etc.]
- Room Parent Class Party Invitation (using URL signup link):
  - The class Orange Reading Party is coming up on DATE and we could use your help to set up and/or send food and party supplies! We're using Signup Genius (an online signup sheet tool) to coordinate parent volunteers for the class party. Please click the link below to sign up to help: [add signup genius link]



- Brancky 3rd
- Cox 5th
- Patterson 5th
- Cone 6th
- Tyson 6th

# PTA Volunteers Needed

- Jog-a-thon Committee - contact Brenda [dejasmommy@gmail.com](mailto:dejasmommy@gmail.com)
- Newcomer Language Liaisons - contact Vicky: [vicky@otyeheh.com](mailto:vicky@otyeheh.com)
- Astounding Inventions
- IPSF Ambassador
- Family Fun Festival

Thank you!