

Room Parent Duties

First Two Weeks Checklist:

- Attend Room Parent Training
- Send *Introduction Email* to your class from the online template
- Create your *Class Spreadsheet* using the online template
- Collect Class Dues & T-shirt sizes
 - You may want to use a separate spreadsheet for privately tracking this
 - NOTE: If you are missing multiple dues please contact Erika Wagner
- Submit your class t-shirt order using the *T-shirt Google Form*
 - NEW:** Parents may order extra shirts for their kids this year
 - Order 3 extra shirts for your class: PK-1 (YS), 2-3 (YM), 4-5 (YL)
- Prepare a Class Photo Roster
 - Take photos of each child in the class - schedule a time with your teacher to come in. Have them hand you a list of each child and take photos in alphabetical order
 - Use the *Class Photo Roster* template and *Class Photo Roster Instructions* to personalize for your class
 - Make 11 copies for your classroom and ancillary teachers
 - Optional: Make additional copies for all members of class
 - Note: You may use class funds for this. You can decide whether to print in color on regular paper and laminate or use cardstock. Copy Doc is a popular option
- Set up a meeting with your teacher to go over class-specific needs
 - Monday Folders // Friday Reader & Friday Snack // Junior Achievement //
 - Make sure your teacher fills out a *Teacher Questionnaire* form
 - Discuss any ALLERGIES in the classroom
- Subscribe to West U PTO Calendar and encourage families in your class to do the same so they don't miss out

NOTE: Most info will be available to you via the West U PTO website:
www.westupto.org under VOLUNTEER > ROOM PARENTS.

Sample Letters: Sample letters are available on the West U PTO Website for introductions, class dues, teacher gifts and teacher appreciation week. You do not need to use these letters verbatim but it is important to make sure the info covered in these letters is included in your communication with your classes.

GENERAL ROOM PARENT INFO

CLASS FUNDS

You will collect money for each child in the class - Venmo, Paypal or check ONLY. NO CASH. If a family cannot pay the class fund, the PTO can provide assistance. Class funds are to be completely spent throughout the school year. Class funds may ONLY be spent on items that benefit EVERY student in the classroom (class projects/crafts, Field Day spirit items, special lunch day, parties etc). It is encouraged to use class funds for as much as possible to reduce the amount of money left over at the end of the year. **Class funds may not be spent on gifts for the teacher or on classroom supplies!** You *must* keep a record of class fund expenditures and share the budget sheet with your class. Keep all receipts for class funds purchased in case parents have questions.

DELEGATE DELEGATE DELEGATE

Your teachers have designated one or two room parents for their class. It's likely you have other parents who are willing to help out in other ways. You will ease your own workload and make everyone happy if you will use your helper-parents effectively! There are a ton of volunteer opportunities in the school, and you should try to secure people to take on these roles early on. Some options are: Teacher Appreciation Week Rep, Field Day Coordinator, Teacher Gift Collector or Service Project Rep (you will need at least one volunteer for each service project).

TEACHER GIFTS

As a Room Parent you may NOT collect money for teacher gifts. To increase transparency regarding teacher gift collections we are asking room parents to act as third party verification for gift money collected vs money spent. Traditionally the teacher receives a Birthday, Holiday (winter break) and End of Year gift. Participation in this is VOLUNTARY and there is no set amount you can ask for. Making sure your teacher has filled out their Teacher Questionnaire will help your Gift Collecting volunteer know what to get. It's best to share this sheet with all parents in your class. It's also recommended to collect for each gift as it approaches instead of all at once at the beginning of the year. This way you do not have to divide contributions, and your hard-working teachers usually end up with better gifts. Also if you have a long-term substitute you can adjust gifting as needed.

COMMUNICATION 101

Collect all white Room Parent Forms from your teacher at your teacher meeting. All parents' contact information will be on here to create your distribution list and your class directory. Communicate regularly, but do not flood your parents with emails. The goal is to send out one email per week at the most. You may set up a group text or Whats App if parents in the class are interested in another form of communication.

GOOGLE SHEET 101

- Click the *Classroom Spreadsheet* link on the Room Parents Page
 - Download the file
- Open Google Sheets in your Google Account
 - Select File > Import > Upload > Add the file > Import Data (make sure it says "Create New Sheet" > Open Now (this will be written in smaller blue font)
 - OR Copy and Paste
- Change the title to your teacher's name
- After collecting the white info forms from your teacher, create your directory organized by student name. Add parent A/parent B if they gave their contact information.
- To add a new row above/below click the number on the left of the line to highlight it and right click. Select <insert row above> or <insert row below> as needed
- Adjust your margins as needed so all information can be seen in each cell
- Once all funds have been collected, insert your total in the top cell under "Funds" in the Budget tab
- Record every transaction you use with your funds
 - If necessary, highlight the Funds column select "Functions Σ " and click SUM. Press enter. Now everything you enter here will be added or subtracted as needed. Use the (-) when inputting money spent so the funds subtract from the total
- Your Grade Level Rep will give you a link for your individual class website on SignUp.com
 - Add any relevant links on the third tab of your spreadsheet. Some have been filled in already for you
- Share your Classroom Spreadsheet with your class roster
 - Make sure only you (and your co-room parent if necessary) can edit it and everyone else is "Viewer" only
 - This way everyone can see all the information added in real time. Insert your class spreadsheet link and Signup.com link into the body of all your emails so its easier for parents to find.