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, etc). **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. Any money spent on the classroom should be discussed with your teacher prior to spending.

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! **Don't try to do everything yourself!** Your job is to get the job done--not to do it all. There are tons 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. 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!

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. We will attempt to batch important emails from activity chairs into larger, but less frequent emails. Set up a WhatsApp group/iPhone group text if some parents would like more instant communication. We are not using a class website, instead will have a 3-tab Classroom Google Sheet to share with all parents in the class with Directory/Budget/Sign-Ups tabs.

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)
- 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 ∑" 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
- Create any Sign-Up Genius necessary for your class and insert the link into the bottom portion under "Classroom Sign-Ups"
    - Contact your GLR or Erika Wagner if you need help creating a SUG
    - Templates are available for anyone who needs one
- Add any School-Wide signups and links into their slot as needed. You may need to add more slots if more events are created.
- 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

PHOTO SHARING

There are many options to share photos in your class. One option is to create a Class Google Drive. One user will open the "Google Drives" icon in their google account and under the "My Drive" tab, open the drop down menu and "Create New Folder". From here you can name it as necessary - "Ms. Example's Class Photos". Then you will edit the access on the right hand side. Here is where you can add everyone's information that was provided to you in the white Room Parent Forms from your teacher. You may also create a shared iPhone album if most parents are iPhone/Apple users. You will open your Photos app on your phone and click + to create a New Shared Album. Name the album. Add emails/phone numbers from your white forms and anyone with access can add photos. Both of these options create private albums with only the individuals invited allowed access. Don't forget to include your teacher!