

Room Parent Duties

The following is a list of duties traditionally fulfilled by Room Parents at WUES. Your teacher will inform you about specific help he/she needs.

GENERAL RESPONSIBILITIES

- Attend Room Parent training on Wednesday, September 8th, 6:00PM (K–2nd) or Thursday, September 9th, 6:00PM (3rd–5th) at Levy Park (Woodshed - 3728 Wakeforest Ave.).
- Meet with your teacher at the beginning and keep in touch throughout the year.
- Collect and oversee T-Shirt Orders and Class Funds.
- Oversee Open House volunteer sign ups. (Ensure all spots are filled on Sign Up Genius).
- Work with Grade Level Rep on grade level activities including the Grade Level Sociable and Grade Level Program, Grade Level celebrations and attend Grade Level meetings.
- Prepare class photo roster or assign another parent volunteer to complete.
- Oversee the budgeting and record keeping of class funds.
- Turn in requested paperwork.
- Organize and delegate responsibilities among volunteers.
- Communicate with parents about classroom, grade-level and school wide activities that relate to your classroom. Check your e-mail often.
- Attend PTO meetings.

DELEGATE, DELEGATE, DELEGATE

The teachers are designating one or two room parents from each class. There are very likely a number of parents who wanted the job. You will ease your own workload and make everyone happy if you will use your parents effectively. Don't try to do everything yourself. Your job is to get the job done--not to do it all. If someone offered to be a room parent or assistant (see teacher if you don't receive names), use that person in a special position of responsibility. Some possible assistants for you could be chairs for carnival, field day, book fair, grade level program, monthly newsletter or calendar, parties, treasurer, sociable committee, etc. Follow through with them but let them have the jobs.

COMMUNICATE, COMMUNICATE, COMMUNICATE

- Remember parents new to WUES.
- Identify ESL parents that may need special care.
- Make sure you have the correct email addresses for your parents!
- Communicate regularly, but do not flood your parents with emails. We will attempt to batch important emails from activity chairs.
- Set up a class Shutterfly website.
- If you need to make copies (notes to parents, class photo rosters, etc.), use money from the class funds. You may not use the copy machines at school or ask the teacher to make copies.

CLASS FUNDS MANAGEMENT

- You will collect money from each class parent at the beginning of the year.
- If a family cannot afford 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, class crafts, Field Day spirit items)

- Class funds may not be spent on gifts for the teacher
- Class funds may not be spent on classroom supplies (printer ink, etc.)
- You must keep a record of class fund expenditures and email to all class parents at the end of the year.
- You should keep your receipts for class funds expenditures in case parents have questions.
- Class fund expenditures should be discussed with the classroom teacher.
- Possible ways to spend class funds may include:
 - spirit day items for field day
 - pizza, ice cream, treats for the class
 - end of the year gift certificate or small gift for each student in the class
 - movies or games for the class to use during downtime/parties
 - special event for the class
 - using funds to buy supplies for class gift or project (if class makes holiday gifts for family, can use money for supplies)

TEACHER BABY SHOWERS AND WEDDING SHOWERS

- A PTO Representative, such as Room Parent or Grade Level Rep MAY NOT be in charge of arranging these
- The email should contain a phrase such as: "THIS IS NOT AN EVENT SPONSORED BY THE PTO AND IS FULLY SEPARATE AND APART FROM PTO"
- A class MAY NOT use class funds for a baby shower or wedding shower
- Please be respectful of the amount of money asked from the parents and state that this event is totally voluntary

ROOM PARENT AS A REPRESENTATIVE OF PTO

- If a situation arises where there is a problem within a grade or a classroom between parents or between parents and the Room Parent, please refer parties to me (VP – Room Reps) or the teacher. Room Parents are not expected to manage such situations and should refer concerned parents to the appropriate person. If you are ever in doubt, please ask.
- The Room Parent is never to serve as a disciplinarian for other parents in the class. The Room Parent is a representative of the PTO and is in the classroom to facilitate the teacher primarily by organizing classroom and grade level opportunities. It is not within the scope of the Room Parent duties to reprimand other classroom parents or evaluate the volunteer work/contribution of other parents.

COORDINATION OF CLASSROOM VOLUNTEERS

Classroom Activities – Volunteers Vary by Class (Check with Teacher)

THESE SIGN UPS ARE FOR YOUR CLASSROOM USE ONLY – VP Room Rep DOES NOT need a copy.

Monday Folders	Color/Cut/Paste	Book Club orders
Fun Friday Snacks	Hallway Helpers	Field Trip volunteers
Parent Readers	Wednesday Folder Emptying	Field Day
Teacher Auction Ticket		

School Wide Events – All Volunteer Spots MUST BE FILLED

SIGN UPS ARE REQUIRED – Please have volunteers sign up on Sign Up Genius by September 30th, 2021

Boo Bash Carnival Booth Spots	Fantastic Fridays	Book Fair Volunteer
Community Service Projects	Class Auction Item	Junior Achievement

School Wide Events – Volunteers Needed

Please have volunteers sign up on Sign Up Genius by September 30th, 2021

Auction Volunteers	International Festival	Math & Science Night
Auction Wine Pull	Art Night	Boo Bash Sweet Shop

Grade Level Activities – Volunteers Needed (specifics to be determined)

Grade Level Program	Winter Holiday Party	End of the Year Party
Grade Level Sociable		

FINAL WORDS

We appreciate the work of the Room Parent.

It is often not an easy job.

We thank you for volunteering.

You may be the only person volunteering.

You may not like the quality of work/donation of the other volunteers. (Let the teacher intervene if he/she thinks it is necessary)

You may have parents fighting over volunteer spots!

WUES PTO