



Room Parent Helpful Hints

CLASS/GRADE LEVEL

- **Initial meeting w teachers/other room moms in your grade level**
 - Get key dates (events, parties, field trips, performances)
 - Find out if there are any food allergies
 - Get your teachers expectations for events/activities throughout the year
 - Get their volunteer needs – e.g., Tuesday folders, lunch helper, art/library, work room, etc.
 - Help to arrange for volunteer coverage as needed – you don't have to do it all! (Sign-Up Genius is great for managing volunteers)
 - Discuss with your teacher if he/she would like class t-shirts
- **Create rough “budget” for year (events, parties, teacher birthdays, teacher appreciation)**
 - It is helpful to work with the other classes in your grade to “pool” money and purchases when possible, also to balance expectations and spending across the grade level so that grade level celebrations are equitable
- **Introductory letter/email to class (sample provided)**
 - Introduce yourself as room parent(s)
 - Share key dates (class parties, performances, field trips, school events)
 - Request class funds from each family (Suggested amount is between \$10 to \$15). Be sure to explain what the class funds will be used for.
 - Solicit volunteers – as needed
 - Request contact info, email addresses
 - Permission to post pics to Shutterfly (optional, sample provided)
NOTE – Many classes struggled with class photo sites, it may be best to encourage the classroom teacher to post photos to FCPS Blackboard, which is covered by the school consent form.
- **Create/distribute class contact list – optional, but very helpful if you will be emailing often**
- **Coordinate plan for parties/SOL events with teachers (typically two during year, plus end of year)**
- **Create a Sign-Up Genius or Bring It account to solicit for volunteers and celebration items, etc. So much easier to keep track of who is bringing/doing what!**
- **Teacher Birthday**
- **Staff Appreciation week – basic plan provided by PTA Staff Relations in May includes luncheon**
- **Portfolios – varies by grade – some don't do portfolios, some want you to create and assemble, some just want you to assemble the blank portfolios. If assembling, start early and be certain grade level requests paper, etc.**
- **Money Matters**
 - Keep a record of all money spent, don't overspend or pay out-of-pocket, please
 - There is a Tax-exempt letter available in the front office
 - PTA - \$100 for Grades K-5 for SOL activities
 - \$100 per grade level (K-5) specifically for enrichment activities that the room parents organize in the classrooms
 - This money cannot be used for the auction item, snacks (unless they are specific to your activity like the Colonial Day food), parties, teacher appreciation or gifts of any kind
 - To seek reimbursement, compile receipts and complete a PTA check request form, helpful to complete one per grade level and then split funds as needed
(Please keep school purchases separate from personal purchases.)
- **Keep eyes/ears open for other opportunities**
 - “Giving Trees” – items can be posted in newsletter or class email in case other families have extras they would like to donate
 - Check in with teacher mid-year or in spring to see if she/he needs any supply reinforcements
- **New Families – if a new family joins your class, contact the New Families committee**

SCHOOL WIDE

- **Assist with PTA-wide volunteer solicitation (i.e., forward emails to your class)**
- **Standard process for getting things “confirmed” at CR**
 - Master Calendar
 - Daytime events through Pam Stevens
 - Cardinal Connection (monthly newsletter email)
 - Email information to PTA: Aileen Heberer (cresnewsletter@gmail.com)
- **Tuesday folders: All flyers go home in “Tuesday folders”**
 - Anything going home in Tuesday folders needs to be approved
 - Have teacher to review accuracy of information
 - Dropped off or emailed to Mr. Bibbee for approval – allow 24+ hours (mebibbee@fcps.edu)
 - Copies need to be provided to teachers by Monday at noon
 - Emails to class parents do not need to be approved by Mr. Bibbee, but copy your teachers as a courtesy (unless it is about appreciation week!)
- **Try to keep flyers to half sheets**
- **Outside visitors/vendors need to be on Fairfax County list of approved vendors**
- **PTA Volunteer Coordinator will collect/distribute...**
 - Room parent roster – we encourage you to coordinate/ share ideas across your grade level... typically items are cheaper if bought in bulk, parties are easier to plan/prep jointly
 - Teachers’ “favorite things” which includes their birthday
- **Staff Relations will “coordinate” Staff Appreciation Week.**
 - Typically do a luncheon on Friday (partially relying on donations)
 - Typically do coordinated school-wide decorations/ posters
 - Typically suggest a list of ideas over which you have discretion/can tailor
 - Typically assign each class a second staff member (e.g., librarian, music teacher) so that staff members without classes/room parents also get some TLC during teacher appreciation week as well
- **Miscellaneous items**
 - Cherry Run’s policy is that if a parent is volunteering in a classroom, younger siblings are not allowed to attend (for safety reasons). However, siblings are typically welcome at class performances, or if a parent is just observing and not volunteering at an event. Please check with the teachers for each event, and make their request clear to the parents in your classroom in advance.