

TES ROOM REPRESENTATIVE GUIDELINES

Thank you for volunteering your time to serve as your child's room parent (representative). Room parents are a valuable resource for the teachers and the students. It is important that you take this responsibility seriously and abide by all of the guidelines and school rules.

As room representatives, please keep the following in mind;

- if you are serving with one or more co-room parents, jointly divide the responsibilities up for the year. (i.e. one parent be responsible for the Halloween party, another parent do the Scholastic Book Fair)
- as a room parent you are not required to be at every event or do every task, you are responsible for informing parents in your homeroom and arranging volunteers
- you are given a class list, which includes phone numbers, for your use only – please remember this information is CONFIDENTIAL and some people prefer their phone numbers not be given out
- please remember volunteering is just that voluntary, not everyone will participate in all activities
- most importantly include or give everyone an opportunity to be included

Included in this packet is a letter of introduction, which should be filled in, copied, and distributed to the children in your class as well as the teacher. Please include the name(s), phone numbers(s), and email(s) (if available) of each room parent at the bottom of the letter so parents are able to contact you if they have questions.

In addition, included are letters for different activities that can just be filled in with your homeroom's information, copied, and distributed and there are sample letters to give you some ideas for flyers.

Enjoy the time that you spend with your child's class, you can be assured that the teacher and all of the children will appreciate the time and effort you put into being their room parent.

If you have any questions please contact _____, *Room Representative Chair* at _____.

ROOM REPRESENTATIVE RESPONSIBILITIES

Signing In/Out, Recording Volunteer Hours

When you are volunteering your time on the school property, you need to sign in and out in the office. (This is especially important in an emergency situation and allows the school to account for everyone in the building) Please keep track of all hours volunteered at home or at school and log your hours in the volunteer logbook in the office. (The sign in/out book is separate from the volunteer logbook) In addition, please remind volunteers in your homeroom to do the same.

Faculty and Staff Favorites Book

The faculty and staff have filled out a "favorites" sheet and we have put them together in a binder located in the office to offer help for gift ideas. (located on the bookshelf under the PA system) There are original sheets for each member of the faculty and staff and copies available for parents to take. If there are no copies, please make a few extra and put them in the book. Please do not take the original.

Classroom/Grade Activities

- Contact the teacher for party details (give yourself a couple of weeks), arrange and help with parties or arrange for another parent(s) to help. Send home party flyer (teachers usually has specific information for each party) when at all possible send flyers home via email. Sending the flyer home gives anyone that would like to participate, a chance without leaving anyone out. It is easy to call the parents you know but we need to include everyone and give them the opportunity to participate.
- In some cases the whole grade may be involved (ie end of the year party) again each grade is different, please contact your grade's teacher (teachers usually have specific plans) and work with room parents in the other homerooms when ever there is a grade activity or party.
- Assist the teacher with any special classroom activities as requested or arrange volunteers to help.

Flyers/Copying

To keep your homeroom class informed, there will be many times you will need to send home a flyer. To save printing and paper we ask that you email flyers when at all possible. There will be times that a flyer needs to be sent home, for example, the Winter Festival (to ask for donations). All flyers regarding PTA events need to be approved by the president (email or leave a copy of your flyer in the PTA mailbox for approval). Flyers regarding School events need to be approved by the administration.

Copy machines and duplicating machines cannot be used in the office workroom between 11:00am–1:30pm. There is a copier and duplicating machine in the 3rd hallway (in the book room) and a copier in the conference room (in the main hallway on the right past the cafeteria) The conference room is used for meetings with parents and for student help, copying has to give way to meetings and students.

Also, be mindful of how much paper you are using. If the information for your flyer can fit on a half sheet of paper, please use a half sheet. Also, if it is not essential that all students receive a flyer (ie Winter Festival) send them home with carriers ONLY. There is a classroom list hanging next to the teacher's mailboxes that will have the number of students in each class as well as the number of carriers.

Spring Fling

This year our Winter Festival will be on Saturday, March____ from 10:00am – 2:00pm. The festival is a fun family event with game booths, crafts, food, silent auction, and prizes. The festival takes a lot of planning time, organization, and volunteers.

One or more booths will be assigned to your classroom. It is the responsibility of the room parents to coordinate volunteers for your booth(s), which means sending home a flyer (emailing) to inform your homeroom. The booth information will be provided to you in the weeks before the festival.

At least one room parent from each class will need to be available on the Friday morning before the festival to count tickets for your homeroom for the pre-ticket sales. You will also need to be available Friday night to set up your booth(s).

On _____ a meeting will be held for room parents, at which point you will be assigned a booth(s) and given instructions. If you would like more information about the festival, please contact _____ at _____ or _____ at _____.

Collecting Money

Money may be collected for parties and for teacher gifts but it does not mean it has to be collected. Donating party supplies is a great way families to be involved and contribute. Donations or contributions just like volunteering are always voluntary. All class gifts must be from the whole class regardless of who contributes.

Scholastic Book Fair - American Education Week

During American Education Week each year, the library is transformed into a bookstore. During their regularly scheduled library time, students will have the opportunity to purchase brand new books that have been supplied by Scholastic. The Book Fair will also be open during Carrabba's Night, which is Thursday evening during American Education Week.

Mrs. Picarello asks that the Room Parents schedule volunteers to assist throughout the week.

- Two volunteers are needed to help unpack and set up the materials on the Thursday before American Education Week from 3:00 until about 4:00 or 4:30.
- Three or four volunteers are needed to assist with each class during the regularly scheduled library time. (four volunteers for kindergarten - three for all other classes – no volunteers are needed for CALS or ECLS classes)
- Two volunteers per hour (two for 5:00 - 6:00, two for 6:00 - 7:00 and two for 7:00 - 8:00) are needed during Carrabba's Night.

It is the room parent's responsibility to send out a flyer (email if possible) to your homeroom asking for volunteers. The Room Representative Chair will supply you with the specific information in the weeks before the Book Fair. Mrs. Picarello will need the complete list of volunteers one week before the beginning of American Education Week.

Black-Eyed Susan Book Award - Library Guest Readers

"The purpose of the Black-Eyed Susan Book Awards Program is to promote life-long reading habits by encouraging students to read and enjoy quality, contemporary literature which broadens understanding of the human experience."

Each year the children in all grades read, or have read to them, the books nominated for the award in the picture book category. It has become a much-anticipated event to have guest readers come in to share these books. Guest readers may be parents, grandparents, neighbors, aunts, uncles, etc. After reading at least eight of the fifteen nominated books the children are qualified to vote for the one they consider the best. The guest readers will read some of the books; others will be shared at other times of the year. Only Maryland school children (not even librarians) are eligible to vote.

Having guest readers visit allows children the opportunity to hear different ways of reading and learn that there is no one "right way" to read a story. The exact dates of the program vary slightly depending on when spring break falls, the testing schedule, and when the votes are due. Guest readers are usually scheduled during part of February and March.

Mrs. Picarello asks that the Room Parents schedule guest readers to visit during regularly scheduled library classes. Again, a flyer is sent home (emailed) to inform your homeroom of the information. The Room Representative Chair will supply you with specific information in the weeks before the Black-Eyed Susan Awards Program begins. The complete list of guest readers and the book they are reading will be needed one week before the beginning of the program.

Teacher Appreciation Week

The week of May _____ through May _____ is Teacher Appreciation Week. The principal will provide a lunch for the teachers on Tuesday, May _____. (National Teacher Appreciation Day) Please try to avoid having food sent in on or lunch on this date.

As room parents your responsibility is to send out a flyer reminding your homeroom about teacher appreciation week (via email if possible) and letting your class know about the plans for the week and offer suggestions. You could add gift ideas from the Faculty and Staff "Favorites" book in located in the office.

Here are a few ideas to suggest for your homeroom;

- a card signed by the entire class
- have the students write thank you notes
- bring in or have a volunteer bring in cupcakes, cookies or a snack for the class (make sure the food sent in to the class meets any allergy restrictions)
- small, inexpensive tokens (flower from a garden, snacks, single serving coffee)

Teacher appreciation week is not about the money it is just simple things the students can do to say thank you to the teacher. Asking for money from the parents to pay for something is fine but please do not forget the students, they love to participate and give the teacher something that is from them ie a picture they made. Asking for contributions is always voluntary. If you have a gift idea, please keep in mind you may not receive the amount you need for your idea.

It has also been a tradition that the room parent(s) purchase and bring in lunch for their homeroom teacher. If you choose to do this, please coordinate a day with the other room parents in the same grade, and with the teachers. Some teachers like to eat together. Along with lunch, paper products and a drink are usually provided. This again is voluntary.

Wednesday, May _____ is "Specials" Teachers Day. (art, music, gym, nurse, band, reading specialist, guidance counselor, cafeteria workers, etc.) Since these teachers and staff do not have homerooms, they are recognized with a special day. A flyer will go home to all TES families asking for donations of candy, snacks, flower, and other treats. There will be a collection table in the lobby for donations to be dropped off on Wednesday, May _____ from 8:30am - 9:00am. The "special treats" will be divided, assembled in gifts bags, and delivered to the teachers. If you have any questions, about "Specials" Teachers Day, please contact _____ at _____.

End of the Year Teacher Gift/ Parties

When purchasing a class gift please keep in mind that the gift is to be from the *entire class* regardless of who contributed. Parents and children must be informed that donating to the class gift is optional, not mandatory. A flyer should be sent home (emailed if possible) to let the families know that you will be collecting for the gift. There is a letter included in this packet. Parents can put their donation in an envelope and send it to the classroom to the attention of the room parent. You can get gift ideas from the Faculty and Staff "Favorites" book in the office.

For the end of the year party, each grade is different. More than likely, the party will include the whole grade. The teachers generally have a specific plan for the food, drinks and possibly games. The room parents are typically involved in some manner. Please contact your grades teachers for how they would like you to help. The dates for the parties are often change. This is based on if the last day of school changes.

