

## ROOM PARENT DUTIES

### 2018-2019 SCHOOL YEAR

Here is a description of your responsibilities. You may divide up responsibilities and recruit extra help from other parents as needed. Feel free to let me know if you have any questions:  
Leslie Kohlmeyer ezl101@hotmail.com

#### **Room Parents**

- Organize a system for contacting the parents in your classroom. – Email usually works well. You can also create private Facebook groups for your class.
- Organize parties. There are typically 3; October (Fall Party), December (Winter Party), and February (Valentine’s Day Party).
- Generally support any needs your teacher may have. (field trips, class projects, extra supplies etc.) Ask teachers how you can best help.
- Mixers/Playdates for your classroom or your grade outside of school, at a park for example. (encouraged but not required)
- Collect donations for and purchase gifts for the teacher for special occasions. These might include holidays, teacher birthday and/or Teacher Appreciation Day, end of the school year, etc. (This should be done at the discretion of the classroom parents.)

#### **Snack Leader:**

- Develop a rotational snack calendar monthly and distribute (if your class doesn’t request students to bring their own snacks).
- If needed, provide recommendations of snacks that meet the school’s Snack Policy and communicate allergies.

#### **Evening In Paris Basket OR Art Project Coordinator(s):**

*Evening in Paris is a huge party complete with food, drinks, and dancing all in a fun event space. It’s one of the largest fundraisers of the year!*

- Begin planning EiP Baskets 2-3 months prior to the event (April 2019)
- Develop a theme for your basket and solicit donations from parents in your classroom. Do not solicit donations from businesses as this can cause conflict with the larger EIP structure.
- Gather ideas for an art project to be auctioned off at the event.
- Work with your child’s teacher to set aside time to work on your project during class.
- Turn in your basket and art project on time to the event chairpersons.

Thank you so much for your willingness to volunteer your time!!