

South School PTO
Room Parent Handout

Thank you for volunteering to be a Room Parent. Your support and dedication is greatly appreciated. Being a Room Parent is truly rewarding for you, your child and their classmates. It is people like you who help make South School a great place for students to learn.

Room Parent Duties Include:

1. **Creating a class contact list.** You can send home a paper form with every child in your class and ask for their contact information. Families are invited to provide this information voluntarily so it is not a breach of confidentiality. (We have a sample form if you'd like one to use.)
2. **Organizing Teacher gifts** during the holidays and at the end of the year.
3. Assisting your teacher with whatever they need handled (**Remember it's their room and their rules. They may have different rules from another classroom or even from year to year depending on the individual needs of their students at any given time). Once you have been selected to be Room Parent, **contact your teacher to see what their expectations and specific needs are.** Do they want parent volunteers to come in at different times of the year to help with classroom celebrations or crafts? Do they have crafts planned, or would they like you to plan the craft? How many volunteers would they like in the room at one time? Does your teacher need help photocopying? You do not need to do all these tasks yourself, but the teacher may appreciate your help in scheduling volunteers.
4. **Organizing a themed basket from your classroom** to be displayed and raffled off during the December conferences and Holiday Breakfast.

Some helpful tips:

1. You may want to contact the other Room Parents in your grade to see what they are doing. Perhaps you could plan activities together, or purchase items for crafts in bulk as a way to save money. It's also a way to ensure that each class in that particular grade is having an equivalent experience.
2. **You may incur some expenses while being a Room Parent...**some parents share this expense with their Co-Room Parent (if they have one), others ask for a monetary donation from the families in class either at the beginning of the year to cover the entire year's costs (including teacher gifts) or from event to event since the cost may not be known.

If you have any question feel free to contact Christine Jermyn or Nicole Nial. We are dedicated to working with you to make South School the best it can be.

Thank you again for volunteering!

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