

Guidelines

Following is a list of general room parent duties. Of course, these may change depending on teacher needs or when new situations come up.

1. When there is more than one homeroom parent volunteer, **please designate one person as a lead**. The lead homeroom parent will serve as the main point of contact. All communication from the PTA and Volunteer Coordinator will be sent to all homeroom parents, but need only be forwarded by one.
2. **Organize a class contact list**, generally email. Please be certain to send a hard copy of correspondence to families without email. This can be done most efficiently by placing in Wednesday folders. Also, please be aware that some parents will not want their email addresses shared, so when sending an email out to all parents, they may prefer to be blind-copied. This is something good to ask when you send your introduction email at the beginning of the year.
3. **Send an introduction email to your teacher and to the other parents**. In this email, introduce yourself and any other room parents and ask about email preferences and photo preferences. Also gather teacher preferences information.
4. **Coordinate with your teacher, and organize volunteers or supplies for class events**, such as testing snacks, Winter and Valentine's parties etc. This includes making sure that your teacher has a "party pack" of reusable dishes for class events. If the party pack is missing or incomplete, please notify the recycle committee at recycling@hillelementary.com.
5. **Coordinate your class "booth" for Carnival**. This involves booth assignments, getting supplies, signing up volunteers to work shifts (including set up and clean up). You will get a folder from the Carnival Chair with details.
6. During **Teacher Appreciation Week in May help share information** about events, activities etc., with class parents. Information will come to you from your grade level chair.

Coordinate class recognition of the teacher. This can be a class project, gift basket or other recognition. The timing of the recognition will be at the discretion of the homeroom parent(s) (Appreciation week, winter break, etc.)