

# Spring Room Parent Duties

Thank you so much for volunteering to be a Room Parent for your child's class. This is a very important job because you are a vital link between the PTA and the teachers working with our children.

As a Spring Room Parent, your responsibilities are as follows:

## **Valentine's Day – Thursday, February 14 (early release)**

Room Parents in **grades K-2** will be on hand to lead the class in a simple game or read a book, pass out a sweet treat, and assist students in passing out their valentine cards (if needed) Please communicate with your teachers on the proposed planned game/book and the best time for their classroom celebration.

Room Parents in **grades 3-5** will not need to attend any grade level festivities as the teachers in 3<sup>rd</sup>-5<sup>th</sup> grades are happy to lead a simple classroom Valentine's celebration on their own.

## **Spring Fling - Friday, April 26nd**

Spring Fling is one of the highlights for the children, as well as a fund-raiser for the PTA. You will be asked to secure volunteers to work your class booth. You will also need volunteers to make cakes/cookies for the cakewalk booth. More information will be given to you as the date approaches.

## **Last Day of School Pizza Party - Friday, May 24**

Parties should be consistent across your grade level. This is school policy. Each grade level will have a "coordinator" that will be a point person for coordinating and communicating all plans. You should also consult with the teachers before plans are finalized.

The PTA provides pizza, paper plates & napkins for all classes. You will need to provide drinks and dessert. Two parents per class are needed to help serve the pizza. Talk with your teacher to see if they would like to plan any games or activities.

- The grade level money can be used for party favors, a craft, refreshments, etc. Your budget is **\$250 per grade level** for the entire semester. Please remember to submit your receipts on or before the day of the party, as the PTA treasurer will be trying to close out the books for the school year soon after school is out.
- There is usually time for a game and/or a craft. Please do not plan activities that use glitter.

## Recognizing special occasions

You are not required to organize anything to recognize special occasions (birthday, marriage, baby, etc.), but it can make the school year more memorable for both the teacher and your child.

- Some suggestions-having the kids' sign a card, placing a banner outside the classroom, having the kids bring a flower to make an arrangement.
- We have an information sheet on the Bunker Hill PTA website filled out by your teacher. On it you will find their birthday, favorite color, hobbies, etc. You can use this information to help personalize things that you do for them throughout the year.
- If you are planning something, please be sure to contact all parents. We don't want anyone to feel left out.

If for any occasion you are planning to do a "Group Gift" be sure to give ample notice to all parents. Many times letters are sent out only a few days before the occasion, and some parents have already shopped for a gift. Also, when asking for contributions, please word your letter like this: *"If you would like to participate in a group gift, please send a gift card or cash in the amount of your choice"*. You can decide whether you want to ask for gift cards or if you are asking for cash to buy a gift, just let the parents know that any amount is fine. When added together this will make a substantial gift, and no one family has been asked to contribute what might be out of their financial comfort zone. We want everyone to feel like they can participate.

**Thank you again for volunteering for this position. If you have any questions, please feel free to contact one of us.**

### 2018-2019 Room Parent Advisors:

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**All information that you will need is on the [bunkerhillpta.com](http://bunkerhillpta.com) website.** Go to "PTA info" tab at the top of the page, it will have a drop down box, at the bottom of the list is "Room Parent Info", from there you will find the following;

- Spring Room Parent Duties
- Sample Letter to send to parents to collect for teacher gifts
- Reimbursement Form
- Teacher "wish list" for gifts
- Sales Tax Form (located right above Room Parent Info-in PTA forms)

