

# 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 – Friday, 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 24th**

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 - Thursday, May 28**

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 if you choose to do so.

Some suggestions for celebrating might be:

\*have the kids sign a card \*place a banner outside the classroom \*have each student bring one flower to make a unique flower arrangement

If you are planning something, it is important to contact ALL parents in your classroom. We want to make sure that everyone has the opportunity to participate if they choose.

We will have useful information about each BHE Staff member available on the website. On it you will find their birthday, favorite color, hobbies, and special ways that you might be able to treat them throughout the year. Feel free to encourage the parents in your classroom to seek out that information as well, so they too might find unique ways to support your teacher.

If, for any reason you are planning to do a "Group Gift" please be sure to give ample notice to all parents. Often 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 feel free to contact one of us.

### 2019 -2020 Room Parent Advisers

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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)