

2023-2024 ROOM PARENT RESPONSIBILITIES

We are looking for creative and organized people to volunteer to be Room Parents during the 2023-24 School Year. Responsibilities include, but are not limited to

- ★ **PTO Monthly Meetings:** Room Parents are considered PTO Partners. In order to stay well-informed about current school events & activities, attendance is required at the PTO General Meetings throughout the year, including the annual election meeting held in May. Meetings will be held monthly from September through May in person at BAC and via Zoom/Google Meet.
- ★ **PTO Fundraisers:** Communicate to parents, volunteer to help with fundraisers and coordinate donations.
- ★ **Family Fun Night Events:** There will be (4) Family Fun Nights scheduled throughout the school year. The PTO will create a Sign Up looking for individuals to help during the planning stages and during the event. Room Parents (Pre-K through 4th) MUST sign up for one of the events - excludes 5th Grade Room Parents.
- ★ **Liaison** between PTO, teachers and parents in your class. You will be responsible for emailing PTO communication throughout the year - Family Fun Night information, fundraising and other event communications.
- ★ **Assist** the teacher with any classroom needs including Parent Read Alouds and classroom supply donations.
- ★ **Chaperones:** In the event you are unavailable to attend a field trip or participate in field day, you may be asked to recruit volunteers.
- ★ **Classroom Parties:** In addition to attending - Generate theme, ideas, games, activities, crafts, recruit parent volunteers, etc. (This is all with approval from your teacher)
- ★ **Classroom Funds:** Responsible for collecting class funds and budgeting for parties and teacher's gifts. You will have a budget form and some guidelines to follow.
- ★ **Teacher Appreciation Week:** Decorate classroom door or recruit other parents to help out.
- ★ **Teacher Gifts:** Budget for Holiday and Year End gifts for your teacher(s). Celebrate your teacher during Teacher Appreciation Week and their birthday.
- ★ **5th Grade Celebration:** 5th Grade Room Parents will create a committee with other 5th grade parents and plan the annual celebration in June.

The PTO's insurance does not allow you to bring your younger-aged children with you while attending any classroom activities or field trips. In addition, in order to be a Room Parent, insurance requires you to be a member of the PTO. You MUST first complete your registration before filling out the Room Parent Application.

Selection of room parents will be done no later than Mid-September. Many factors go into the selection process. Only members in good standing will be considered. Other factors considered during the selection process: the number of requests per class (some classes get multiple requests, while others get none), volunteer and meeting attendance history, and flexibility. While we do try to grant requests, we also try to make the placement as equitable as possible.

If you have any questions feel free to reach out to:

PTO Room Parent Coordinator - Kelli Pinnola (Kelli.Lakicevic@yahoo.com)

General PTO Mailbox - Contact@CucinellaPTO.com