



Welcome to the 2016-2017 Room Parent Meeting

1) Planning classroom parties or activities

- Set up a meeting with your classroom teacher
- Classroom teacher will provide you with dates and party information
- You will be responsible for organizing each classroom party (games, craft, and food)

2) Coordinating parent volunteer efforts

- You will send home an informational letter to parents requesting assistance for parties and a financial donation (not mandatory).
- The informational letter can be found on the PTO webpage.
- The informational letter(s) will be sent via email to customize.
- **All email addresses must be confidential!!!**
- All financial donations will be used to assist with craft supplies and paper goods.
- You will compile a list of party details (date/time), food helpers and parent volunteers.
- You will provide parents with party details after everyone has had a chance to sign up and communicate reminders throughout the year via email.

3) Coordinating classroom gifts

- You will send home a letter with each student requesting a financial contribution for a winter holiday and end of the year gift for your teacher.
- Example letters will be sent via email to customize.
- You will collect funds and purchase a gift for the teacher.
- You will send a thank you to those parents who participated and describe the gift purchased.

4) Coordinating Ladies Night Out classroom basket/PTO Liaison

- In November, you will pick a Class Basket theme from a list provided by Room Parent Coordinator.
- You will send home a letter explaining Ladies Night Out and the importance of parent participation (sample letters will be sent via email to you) for our largest school fundraiser.
- The LNO parent letter can be found on our PTO webpage.
- You will collect funds and purchase class basket items to build your basket.

- An email will be sent regarding building of your basket with basket tags, bow, and cellophane instructions before the end of February.

5) Communication

- You will be a PTO Liaison for communication purposes throughout the year.
- **All emails addresses must be sent confidentially!!**