

Pasadena Fundamental Room Representatives:

Thank you for volunteering to be a room representative for your student's class! You will be the link between the teacher, PTA and parents. The role of a room representative is vital in supporting the teacher throughout the 2019 -2020 school year.

Things To Do:

1. Please take time to review the following information that outlines your responsibilities and expectations for the school year. If you have questions please don't hesitate to ask.
2. Please schedule a meeting with your teacher or send an email to discuss expectations, volunteer needs and ideas for the upcoming year; bearing in mind that your teacher may have other classroom specific activities that require your assistance.
3. Send a welcome/introductory email to all parents as soon as possible. Be sure to include your teacher's and support staff's ***Favorite Things*** Lists. Attached is a copy. These lists are to help you and classroom parents with ideas for your teacher throughout the school year. When communicating to the class parents it will be helpful to outline gift giving guidelines, how classroom celebrations will be handled, etc.
4. Please try to take as many group photographs of class activities, events, and field trips as possible so they can be included in the school's Memory Book. Don't worry if a student is allowed to be photographed or not, that is handled by the Memory Book Committee in conjunction with school administration. Please email all photos to vp2.pasadenapta@gmail.com. Be sure to put the teacher's name and event in the subject line of the email.

Teacher Birthdays:

Feel free as a room representative to plan a way to celebrate the teacher's birthday. The teacher's birthday is listed on the ***Favorite Things*** form. Unfortunately parties cannot be planned, but there are other creative ways to celebrate such as a handmade card, gift from class, etc. As a room representative you can make the parents aware of the birthday date so they can send in a gift if they choose to do so. Please be sure to refer to the general gift giving guidelines.

Important Dates:

- National Teacher Appreciation Week is May 4th- May 8th. The goal for this week is to show our teachers how much we truly appreciate them. More details to follow when it gets closer. General expectations include:
 - The room representatives will be responsible to come up with an idea or theme for each day or the overall week. Coordinate the theme each day of the week; I.e. Tuesday each child brings a flower to fill a vase.
 - Decorate the classroom door to correlate with the Teacher Appreciation Week. You may wish to use the teacher's ***Favorite Things*** as a guide to make the door extra special.
- Each grade will be asked to assist in donating food for teacher appreciation luncheon. That committee will reach out to the room representatives to forward their Sign Up Genius.

If you have any questions please feel free to reach to Becky Knighten at vp2.pasadenapta@gmail.com. Thank you again for your time and commitment to the students, teachers, and school.

Sincerely,
Becky Knighten

Room Representative Expectations/Duties/Guidelines

Volunteering In Classroom

Same procedures should be followed as outlined in the school safety guidelines. All room representatives must be a registered Level II volunteer. You must be wearing your badge and present your driver's license to front office staff when volunteering in the classroom.

Classroom Communication

1. Your teacher will provide you a list of contact email addresses. These will be provided once the teacher has secured written permission from each parent/guardian (the process of securing permission is handled by the teacher).
2. Any form of communication to parents *must* be approved prior to sending out – this includes emails, sign-up geniuses, etc. Approval process is: email Mrs. Hoffman at HOFFMANST@pcsb.org with subject line as **PTA Room Rep Approval Needed**; attach what is needing approval include any forms, etc. Please make sure you give adequate time to review and approve any requests (especially if it is time sensitive). If you have not received a response in a timely fashion please reach out to Mrs. Hoffman via phone.

*****Names, phone numbers and email addresses provided to you by your teacher are for the purpose of soliciting help/volunteers only and not to be used for private matters or public use. *****

Inclusion

Please include all of the parents who are willing and want to help in classroom activities and school wide events. The room representatives are not expected to do everything and/or meet all of the needs of the classroom. It should not be overwhelming or a financial stress. Remember that you are a valuable asset to your teacher and class. Enjoy this year while making lasting memories and new friends!

Classroom Celebrations

Classroom celebrations occur each year, which are determined by the teacher. Each teacher will have dates and times identified along with what his/her plans are. Numbers of celebrations are based on grade level, administration approval, etc.

What you can do to help the teacher?

- Offer to assist teacher in brainstorming and/or planning of predetermined celebrations.
- Collect items from parents that are needed for the event by asking parents to sign-up to bring in specific items prior to the event (e.g. plates, cups, napkins, pipe cleaners, etc.). Online websites make communication easier and help with organization.
 - **Sign Up Genius** website is free and easy to use: www.signupgenius.com

Gift Giving

The room representative **may not** ask nor collect monetary donations and/or gift cards for the teacher's birthday, holidays, etc. As room representative you may collect items to give to the teacher. In your correspondence to the class you will want to reference the teacher's ***Favorite Things*** list.

*Teachers may accept individual and independent gifts (including gift cards) from parents to show their appreciation outside of the PTA Room Representative program.

Important Items:

- Teachers cannot accept money
- In all situations always make sure that the parents understand that participation and/or contributions are optional and never a requirement.
- Keep in mind that no child should feel left out. All group-organized gifts presented to the teacher should be signed/presented from the ENTIRE class.