

Room Rep Guide

Time commitment- About 3 to 4 hours , August/September. This is a 2 person position (1 for K-1, and 1 for 2-3) no other volunteers are needed.

To Do List:

- The first week of September, obtain the list of volunteers for room parent from the parent volunteer chair.
- Select the room parent for each teacher. If there is more than one parent who requests to be room parent per class, then the following occurs: first, eliminate the parent who was a room parent the previous year. Then, randomly select a room parent. There can be 2 room parents per class if they are willing to share the position. It is not recommended that more than 2 parents be selected.
- Select a meeting date/time to discuss the responsibilities with the room parents. This is usually held the third week of September.
- Contact the parent and verify acceptance of the position. Verify phone number and email.
- Send a notification to each teacher with the name of the room parent and contact information. A form is in the master folder.
- Purchase a folder for each room parent. Copy the following forms to include in the folder: Responsibilities of parent liaison, blank parent introduction form, birthday list, class roster, and list of teacher's favorite things. The class roster is obtained from Mrs. Schultz.
- Third week of September, meet with room parents to review content of folders.
- Compile list of room parents with contact information for website/newsletter.
- The room rep chair for 2-3 is responsible for the third grade tshirt order, in the fall. The shirts were ordered from Star Sports in Brecksville in the past. Contact John there for design and pricing info. A copy of last year's order form is in the file.