



## Room Parent Guide and Instructions

Thank you for volunteering to be a Room Parent. Your job is vital to the success of our continued growth as a school and community. The teacher, the students, the parents, and the PTO Coordinator all appreciate your efforts. Thanks again!

The following is a list of your duties:

### 1. RECRUIT VOLUNTEERS and VIPS

One of your most important roles will be recruiting your class parents to volunteer for your class needs. In order to volunteer in the school, parents, grandparents and special friends must be registered with the HISD VIPS program. Please encourage your class' parents to register on the HISD's VIPS website and allow the school front office to make a copy of their driver's license. There is a link to the HISD VIPS registration web page on the HEROD PTO website [www.herodpto.org](http://www.herodpto.org). Remind parents to always check in at the front desk when volunteering at the school and to get a name tag.

Along with VIPS Herod offers a Jet Pass for parents. For a \$5 fee you are provided with a campus photo ID to ease your volunteer efforts. Forms are available at the front desk.

### 2. TEACHER MEETING

Communicate with your teacher ASAP to determine specifically what they need and when. For example the classroom may need parent readers every Friday at 8:30 AM in the classroom, or an art helper once per month. Teachers need lots of copies and general help. They know where and when help is needed and you can help communicate this information to your fellow parent volunteers.

### 3. CREATE A CLASS CONTACT LIST

Ask your teacher for a class roster so you know if you have each child's parent information. Compile information from the teacher or parents such as student names, parent names, phone numbers (Home, Work and Mobile) student birthdays and email addresses. To help gather information, an email sign up list was provided to your teacher at Open House. You could send home a contact information request to the families in your class asking for additional information. Please ask your parents it is ok to distribute your contact list so that everyone in the class has this information.

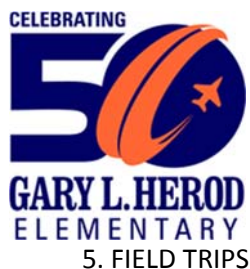
### 4. CONTACT PARENTS AND KEEP THEM INFORMED

There will be many times during the year when you need to contact your class parents. Your first communication should be to introduce yourself. Introduce yourself and let parents know that you are the room parent.

☐ Contact parents to keep them informed of events happening in the class.

☐ Your teacher may also ask you to distribute information to the parents in the class.

☐ Make sure that parents are aware that there is a PTO email communication and encourage them to sign up on the PTO website and Facebook Page



The Room Parent can help recruit volunteers to go on field trips, if needed. Teachers will notify you about how many volunteers are needed for a particular field trip. Field Trip Volunteers must have background clearance (VIPS). If you have too many volunteers for field trips, the teacher may want to draw from a hat or ask to mix with another class.

#### 6. SPECIAL EVENTS

You will be asked to help find volunteers for various events throughout the year, which may include asking your class parents to help at book fair, auction or other PTO events. You can call the individuals who agreed to assist first then if you need additional help contact the other parents from the class. Use the example activity sign up form to find out which parent has offered to help with the specific events.

#### 6. PARTIES

You are asked to plan two parties a year (winter holiday and end of the year). You should ask other parents who are interested in helping as well. You will need to communicate to fellow parents the day, time and how many volunteers are needed. Having a chat with your teacher beforehand will make planning go easier. Your teacher knows their students' allergies and interests so that everyone has a great time! Please be considerate when requesting funds from parents for these parties. Requests should be limited to \$5. Requests for specific food or drink donations are often very successful.

#### 7. RECORD KEEPING

Each class is provided \$100 from the PTO to use for classroom parties for the year. These funds may not be used for any other purpose. If money is collected or spent and a parent needs to be reimbursed, please submit the reimbursement form (with receipt attached) to the PTO Treasurer. Many purchases made for use in the classroom are considered tax exempt so make sure that the tax exempt forms are easily accessible for parents. The form is available on the PTO website at [www.herodpto.org](http://www.herodpto.org) and hard copies can be found in the PTO Room. Please note that **PTO will not reimburse for sales tax**, so be sure you use this form.

#### 8. TEACHER INFORMATION SHEET

It is a good idea to ask the teacher to complete an info sheet. You can get an information sheet from the PTO website (also included in this packet) You can use this information to choose gift and or gift cards for teacher gifts and during teacher appreciation.

Feel free to contact me anytime with questions, comments or concerns.

Sarah Levit

Room Parent Chair 2016-17

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