

ROOM PARENT TRAINING MEETING – SEPTEMBER 3, 2021

AGENDA/ROOM PARENT TIMELINE

1. 2-3 Room Parents – Head + Support team

Head Room Parent: _____

Support: _____

Jobs to decide after today's meeting:

- Decide who will pass on emails from Wendy: _____
- Decide (from the entire grade level) who will create the Teacher Coffee Sign-up:

- Decide who will create and send the Car Line sign-up for your class (IF this becomes an option in the future): _____

2. Zoom Meeting with Teacher – contact teacher for a date that works for her/him.

At this meeting, find out when/how the teacher wants:

- Class Parties – Holiday and End of Year
- Library support
- Computer Lab support
- Clerical Support
- Other support?

3. Send out Room Parent introduction email to generate class roster. Do this by sending a letter to your teacher for her/him to forward to all parents. Ask your teacher to send the initial email and reminders until you have class email roster. Once you have all email (or all who wish to be included), then send your introduction email. Sample attached to email.

4. Introduction email: Recruit volunteers for Library, Computer, Clerical, etc. support. Consider creating a SignUpGenius for the different volunteering opportunities. Create a schedule of volunteers for the teacher, if needed.

5. Classroom Parties & Teacher/Aide Gifts – Holiday & End of Year

- Classroom parties – format and ideas to be discussed at meetings closer to the party dates.
- Teacher/Aide gifts
 - **Use 1-2 payment platforms of your choice: Venmo, PayPal, Zelle are preferred.**
 - Send out preapproved letter to parents with payment platform information with follow-up reminders – dates TBA early December & early may.
 - Send group email to parents who contributed to let them know you received their contribution (BCC and do not state what each gave).
 - In final reminder email to entire roster include that all have been contacted who gave. So, if someone gave and was not account for, it can be resolved.
 - Keep an excel document of names, emails, and amounts of contributions.
 - Email excel document and copy of gift card receipt(s) to Treasurer and Asst. Treasurer, and CC Wendy.

NEED HELP?

Wendy Goldsworthy - 2nd VP of Volunteers, Goldsworthygang@gmail.com or text 818.731.2659

Amelia Lapeña - PTA President, amlapena.pta@gmail.com or text 818.433.2489