**Tremont Elementary Room Parent Handbook - Roles and Responsibilities**

Thank you for volunteering your time as a Room Parent. This is one of the most meaningful ways to get involved in the classroom. As a Room Parent your responsibilities include:

* Coordinating Class Parties
  + There are 3 parties planned - All parties are held from 2:00 – 2:45
    - Fall - October 31st
    - Winter – December 21st
    - Valentines – February 14th
  + At the beginning of the year, volunteers signed up to plan the party, if there are less than 2 volunteers, you will need to assist in planning. Your role is to:
    - Communicate the date and time to the coordinators
    - Instruct the planners to connect with the teacher for ideas and allergies, some teachers like to be involved in the party planning that others
    - Share the district party guide for guidelines and suggestions (will be sent to you once received)
  + Party suggestions – for each party, you can recommend the following:
    - Stations of activities for the kids to flow through including: snack table, crafts and games
    - Create a sign up genius for classroom parents to contribute supplies to the party, it is not the responsibility of the party planners to buy all the supplies needed, while some like doing it, encourage your planners to ask for help from the other parents
      * Donations can include: drink, salty snack, sweet snack, napkins/plates, prizes, craft supplies, game supplies, etc.
      * If collecting monetary donations, be sure to track on the donations spreadsheet
  + Class gifts
    - You may choose to collect voluntary donations for teacher gifts for Winter Break, End of Year, and/or Birthday from your class
    - All donations need tracked on the TSA Tracking sheet to ensure all money is accounted for ([form is located on the TSA website](https://www.tremontpto.org/handbooks))
    - A few suggestions
      * Collect donations at the beginning of the year to use for all gifts vs collecting for each
      * Review the teachers favorite things sheet to see what they would enjoy (will be sent to you or can be found in the school office)
  + Coordinate class basket and Not so Silent auction art
    - TSA hosts 2 fundraising activities throughout the year – Fall Fest (October) and Not so Silent auction (March)
    - A volunteer should of signed up to plan each, if not you will need to recruit a parent or coordinate yourself
      * Fall Basket for Fall Fest in October
        + Each class determines a theme for their basket that is raffled off at the event (be sure to coordinate with the teacher)
        + Ideas for baskets include: movie night, family game night, Upper Arlington themed, fidgets and squishes, legos, lion themed, crafts, cooking, gift card tree, etc.
        + Each volunteer should work with their teacher and class on the theme

Thank you for volunteering to be a room parent and helping bring our sponsored activities to life. Should you have any questions, please don’t hesitate to reach out to Megan Briggs (email: [Mrloren@hotmail.com](mailto:Mrloren@hotmail.com) or text 614-570-5939) or Ramona Kline (email: [ramona.g.kline@gmail.com](mailto:ramona.g.kline@gmail.com))