

WE NEED ROOM PARENTS!

Halloween Party - October 31st

Valentine's Day Party - February 14th



Room Parents are Needed to Plan and Execute Two Classroom Parties as a Grade Level Team

Room Parent Job Description

- You must attend one informational meeting (October 1st at 8:00 p.m. in the Media Center) where class party money may be distributed, and the guidelines will be discussed.
- You **MUST** be available each party day, from set-up through party clean-up, often lunch time set-up and from party start time (about 2 pm) through the end of the school day.
- You must be willing to account for your class party money and retain and submit receipts for reimbursements.
- You must be present for both parties from set-up through clean-up (parties begin 2-2:30 p.m.).
- You must communicate with your fellow room parents and keep them informed via email.
- You must be willing to accept and follow through on group decisions with which you may not agree.
- Party planning will be done at grade level, and all students within each grade will have identical parties (food, games, etc.).
- One room parent from each grade (the Grade Level Representative) will communicate party plans to the teacher who is the Team Leader for the grade.

YOU MUST COMMIT TO BOTH PARTIES! If you are not able to commit to both parties, please note which party you can commit to. **Parents who are selected will be notified via email.**

YES...I want to be a room parent! I have read and understand the job description. **PLEASE PRINT LEGIBLY!**

My Name:	
Email Address (required):	

Will you commit to BOTH parties? Yes No

Would you be the Grade Level Representative? ** Yes No

If you have a preference of classroom, please indicate 1st choice, 2nd choice, 3rd choice, etc. under "Preference."

<u>Child's Name</u>	<u>Grade</u>	<u>Teacher</u>	<u>Preference</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To be considered, you must return this form to the school, **BY SEPTEMBER 18th!**

Questions? Email Crystal Kwon at travilahroomparent@gmail.com.

**** Grade Level Representative also agrees to track and reimburse money at each party, to be reported back after each party to Crystal Kwon.**