

Dear Room Parent,

Thanks for taking on this important role in your child's class this year! I know many of you are seasoned "room mom" veterans, while many of you are first timers. Just so we are all on the same page, you will find a "Room Parent Starter Guide" on the pages that follow. It outlines your responsibilities and offers tips on what has worked for room parents in years past. You are more than welcome to incorporate additional ideas and events for your class as you and your teacher see fit. We just wanted to provide you some basic guidelines.

Thank you again for volunteering. Please let me know if you need anything or if you have any questions!

Danielle Davis

## Class Parties

Your class will have three parties throughout the year: Fall, Winter, and End of Year. Your teacher will provide you with the exact dates and times of the parties, usually a few weeks ahead of schedule. You are responsible for organizing games, crafts, and snacks, as well as running the actual party. If you are struggling for ideas, please check out the FHR Room Parent Page on Pinterest: <https://www.pinterest.com/gt3386b/fhr-room-parent-ideas/>

### Snacks

Be sure to work closely with your teacher when planning party snacks. Try to refrain from including known allergens (i.e. peanut butter) and offer some healthy options. You will need to provide the teacher with ingredient labels, so he/she can send home food permission slips with the students.

### Party Supply donations

Please use [Signupgenius.com](http://Signupgenius.com) to solicit donations for food, craft, and game items for each party. Donation items should cover a variety of price points to enable every parent the financial ability to contribute.

If you prefer, you may ask for funds to cover party expenses throughout the year. Requesting upfront funds works especially well if you plan to use prepackaged craft kits (such as from Oriental Trading Company), have an elaborate snack that needs to be assembled ahead of time (for all of you Pinterest-lovers), or have an especially long list of supplies you will need for each party. If you choose to collect party expense funds, **you must leave the donation amount to the individual parent**, rather than requesting a specific dollar amount from each student.

Below is an example of some language you may choose to use to solicit funds:

- Instead of asking you all to bring in various food and party supplies for each party, I would like to ask for a donation to cover the three parties (Fall, Winter, and End of Year). This does not include teacher appreciation or holiday gifts. I'm merely asking for donations towards the food and supplies for each classroom party in one up front fee. Based on the donations collected, I will purchase the food, the supplies, and plan for each party. All we need from you is a one-time donation and some volunteers at each event to ensure they go off smoothly. I will leave the amount up to you; but if you would like a suggestion, please contact me separately.

## Science Explosion Week

If requested, work with your teacher to coordinate volunteers for Science Explosion Week.

## Teacher Gifts

You may want to have your teacher fill out a “Teacher Favorites” Questionnaire to help you—and other parents—come up with great gift ideas. Room parents may or may not choose to collect for a group gift.

If the room parent does not wish to collect for a group gift, she should communicate this to the parents.

If the room parent chooses to collect for a group gift, please note the following guidelines:

- Contributing to the group gift is optional.
- The room parent may not suggest a donation amount.
- The gift will be from the entire class.
- Communicate to parents how the funds were use (i.e. “Dear Parents, Thanks to your generous contributions, the class was able to give Ms. Smith a gift card in the amount of XXX.”)

## Teacher Appreciation Week

Room parents organize the class's activities to show teachers how much they mean to students and parents. The PTA’s Teacher Appreciation Week Chairman will advise you of the week’s theme and suggest activities for each day.

Teacher Appreciation Week kicks off with decorated classroom doors! Room parents will need to decorate your classroom door after school on the Friday before Teacher Appreciation Week begins. Feel free to use the big reams of paper in the supply room at FHR to assist with door decorating.

Following the aforementioned guidelines for party and gift donations, room parents may either collect upfront funds or use a signup genius to cover the expenses of this week.