

Crabapple Crossing Elementary



*everychild. onevoice.*

Room Rep Responsibilities  
2009 - 2010

**Back to School Night**

- A. Meet with your teacher – Room Reps for each class should schedule a meeting with their classroom teacher **prior** to Back to School Night to discuss volunteer needs for the classroom throughout the year. Some teachers may desire a classroom volunteer in the class on a regular basis or for special events. Once volunteer needs specific to your class are determined, you are better able to recruit parents for both these needs along with the activities and events listed below. You can reach your teacher either by a note sent through your child or by their school e-mail which is listed on the school web site. The Kindergarten and First grade teachers will have already met with the parents. The teachers were given packets with sign up sheets for parent class volunteer needs. Please meet with the K/1<sup>st</sup> grade teachers as soon as possible after our room representative meeting.
  
- B. Introduce Yourself to the Parents – Tell the parents a little about yourself and briefly tell them the activities the PTA and your specific classroom will be planning for the year.
  
- C. Distribute Volunteer Sign Up Sheets – Your Volunteer Sign Up Sheets should be distributed or available at or before Back to School Night. For the most part each classroom will need the same forms and these are available on-line at the Crabapple Crossing Elementary Web site. You can print them and have them ready for your assigned nights: Tuesday, August 11, 2<sup>nd</sup> grade 5:30p-7:00p, 4<sup>th</sup> grade 6:30p-8:00p.m... Thursday, August 13, 3<sup>rd</sup> grade 5:30p.m.-7:00p.m. , 5<sup>th</sup> grade 6:30p.m.-8:00 p.m.

In addition please have reminder sheets available for the parents to write down the event, date, time they have volunteered for.

- D. Student Birthdays- this year the students will celebrate their birthdays on a monthly basis. The administrative staff will call the students to the gathering area where each child will receive a small birthday token, and get their photo taken for the Birthday photo wall. These students will then place their own personalized candle on the front hallway birthday cake mural.
  
- E. Voluntary Monetary Classroom Donation- Distribute letter and explain that this is a voluntary donation and will be used throughout the school year for all teacher gifts, class parties, field day, etc. It will not include the basket donation

## Activities and Events

A. Parties – During the school year, there are three holidays that are celebrated with class parties in each classroom:

Winter Party – December 17, 2009 (Grades K-5)

Valentine Party – February 11, 2010 (Grades K-5)

End of Year Party – May 20, 2010 (Grades K-5)

1. **PLAN AHEAD!** Discuss with your teacher the type of party wanted. Your Volunteer Sign Up Sheet should give you a good head start for parents who are willing to help with the parties, but don't limit yourself to this list. You may have other parents willing to help once the school year is underway.
2. Parties are usually 45 to 60 minutes long. Your teacher will tell you the exact times of the party for your class closer to the party date.
3. A party typically consists of a game, a craft, and some type of snack, but is not limited to these activities. You may do these activities as an entire class or in centers. Please ask the teacher for his/her preference.
4. Most teachers leave the choice of what craft/game up to you. Be creative! Keep the activity **simple and age-appropriate**. Piñatas are not allowed.
5. Please do not prepare goody bags for the class. If you would like to provide a class memento for each child at the end of the year, this would be appropriate.
6. Siblings are **NOT** permitted at classroom activities so that full attention may be given to the CCES students.
7. Please keep the parties for the children. If your teacher is expecting or getting married, parties or showers for the teacher should be scheduled for another time.
8. Most important, please follow the teacher's wishes.

B. Tri-School Fun Run – The Colt's Cup will be held Saturday, May 1, 2010. Room Reps are asked to coordinate volunteers to help at the event. Please notify the chair: Tracy Merriam at [merriams@bellsouth.net](mailto:merriams@bellsouth.net) with the names/e-mail addresses and phone numbers of your class volunteers.

C. Fall Festival – Friday, October 2<sup>nd</sup> from 4:00 pm until 8:00 pm. CCE PTA will host a Fall Festival for the families of CCE. Room Reps will be responsible for the following:

1. Organize volunteers from your classroom to work at the festival. Exact jobs will be assigned at volunteer check in.
2. If assigned a game, supply materials and help create a game.
3. If you would like to help more please contact (**this position is still open**)
4. Each second and third grade class is responsible for creating a game to be played in the gym. More details to follow.

D. Basket Raffle – Friday, February 5<sup>th</sup>. The basket raffle PTA person is Theresa Freas. Room Reps are responsible for coordinating and creating the basket. Ideas will be accepted on a first-come, first-serve basis beginning 12:01 a.m. on September 1<sup>st</sup> and ending at 11:59 p.m. on October 15<sup>th</sup>. Please email your 3 gift basket ideas to Theresa Freas at [dfreas@bellsouth.net](mailto:dfreas@bellsouth.net), indicating “**basket theme**” in the subject line. Be sure to prioritize your selections. There are a number of popular themes, so you will want to get your selection in early. If your first choice has already been taken, Theresa will select your second choice listed...and so on. Our goal is to have uniquely different baskets from each class.

E. Teacher Appreciation Day – Tuesday, May 4<sup>th</sup>. Room Reps are responsible for coordinating something special to honor their teacher on this day. Please involve and inform the parents and students. Some suggestions for honoring your teacher might be: a flower or card from each child, or a **small** gift certificate. simple lunches, and gifts **must** be given between 7:15am -7:45am.

F. Field Day – May 13<sup>th</sup> and May 14<sup>th</sup>. Each year the PE teachers organize Field Day, which consists of a day of fun and games for the children. The Olympic theme is our school tradition. Room Reps organize volunteers to staff games as needed. Each class will need 6 volunteers. The PTA Chair contacts for Field Day are Kim and Jeff Wilson: [kimbotennis@hotmail.com](mailto:kimbotennis@hotmail.com)

G. Academic Enhancement Programs

1. Read to Succeed – Request one volunteer to coordinate Read to Succeed for your class. Please inform co-chairs Dawn Studdard at [lstuddard1@bellsouth.net](mailto:lstuddard1@bellsouth.net) and Judy Wade at [judywade@mindspring.com](mailto:judywade@mindspring.com)
2. Book Publishing – This is a project for K, 1<sup>st</sup>, and 2<sup>nd</sup> graders. The teachers will let you know the dates of this activity. You should have volunteers sign up for typing and binding as well as you or a parent to coordinate the process. When you have your volunteers please e-mail Yvonne Latorre [ylatorre@comcast.net](mailto:ylatorre@comcast.net). She will contact the volunteers to set up training. This typically happens in January.
3. Literary Magazine – This is typically 3<sup>rd</sup> grade. The teachers will coordinate it with you. Be sure to check with them about their needs.
4. World War II - the 5<sup>th</sup> grade students will be putting together a WWII story book. The 5<sup>th</sup> grade teachers will inform the Room Reps as to what they will need.

H. Classroom Window Gardens. Each classroom has a small garden beneath the

classroom windows outside. Your teacher may want you to recruit volunteers to add new bulbs, annuals or mulch. They occasionally need weeding also. There is a new program with an award for “Window of the Month”. The PTA chair is Levy Crawford at [levycraw@bellsouth.net](mailto:levycraw@bellsouth.net).

- I. Scholastic Book Orders. Your teacher may like a volunteer to collect money and place the order for Scholastic Books.
  
- J. Yearbook. Each class will need a “picture person” who will be responsible for taking pictures of classroom events and parties as well as the children for possible candid shots to be placed in the yearbook. Remember when taking photos they should be of more than one student and be reflective of the class/school. The photos should be turned into the Room Reps who will forward to the yearbook committee. It is best that all photos be done digitally. Room Representatives need to burn the photos onto a CD that is labeled with: teacher/grade/photographer. There will be a variety of “deadlines” throughout the year based on the activities going on at school. The yearbook contacts will keep us informed. The PTA Yearbook Co-Chairs are Gretchen Simeone at [simeoneg@comcast.net](mailto:simeoneg@comcast.net) and Mary Nelson at [ecnmcb@aol.com](mailto:ecnmcb@aol.com)
  
- K. Box Tops/Campbell Soup Labels: Each month you will receive an e-mail reminder that it is time for collection. Please send this on to your classroom. Remind them that there are “class rewards” for participation. If you have questions the PTA contact is Kris Ware [mwwklw@comcast.net](mailto:mwwklw@comcast.net) and Mary Bates [batesmv@yahoo.com](mailto:batesmv@yahoo.com)
  
- L. Colt Family Night: You will also be receiving information about the monthly Colt Family Events. Please pass this information on to the class; again there are class awards for participation. The contacts are Tana Wagner at [ktwagner@bellsouth.net](mailto:ktwagner@bellsouth.net), Angie Butzow at [abutzow@mindspring.com](mailto:abutzow@mindspring.com), and Anne vonHildebrandt at [annevh@bellsouth.net](mailto:annevh@bellsouth.net).
  
- M. Boosterthon Fun Run: will be held on September 10<sup>th</sup>. We will be having a pep rally on August 31<sup>st</sup> for students, staff and room reps. The school needs two parents volunteers from each class to help on September 10<sup>th</sup>. The co-chairs are April Petros at [petrosmj@bellsouth.net](mailto:petrosmj@bellsouth.net) and Ashley Paden at [ashleypaden@bellsouth.net](mailto:ashleypaden@bellsouth.net).

## MISCELLANEOUS INFORMATION

- A. Your Teacher's Birthday/Preferences. If possible, find out your teacher's birthday (the teacher and the assistant teacher if applicable) in order to acknowledge the day with a small gift. A questionnaire is given to your teacher at the beginning of the year. This is available on line. You can ask your teacher to complete and e-mail back to you. Please make sure your gifts to the teachers are dropped off at the front desk so as **not** to interrupt instructional time.
- B. Teacher Gifts. It is typical for the class to give the teacher a group gift at the Winter Party, Teacher Appreciation and at the End of the Year Party that is usually coordinated by the Room Representatives. Some parents prefer to give an individual gift, so please let them know that any donation is strictly voluntary. Budget the monies you have collected to include these gifts.
- C. Volunteer Donations. Room Reps are to ask for a one time voluntary monetary donation from each family in their class at the beginning of the school year.
- D. Copy Center. Copy Center volunteer hours are Monday, Tuesday, Wednesday and Friday, 9:00 am until 12: 00 pm. You may leave items for the Copy Center to copy for you. If you choose to make your own copies, please do so outside of Copy Center hours. PTA contact is Holly Townsend [twmfmy@bellsouth.net](mailto:twmfmy@bellsouth.net)
- E. Special Snacks. Discuss with the teacher if there will be times during the year that she/he might like a special snack sent for the class (i.e.CRCT, ITBS etc.) In addition ask the teacher about specific allergies in the classroom.
- F. Class Donations from Community: As Room Reps you are NOT to go out to our community partners or others businesses in this area to ask for donations. The Community Partner co-chairs are: Tana Wagner [ktwagner@bellsouth.net](mailto:ktwagner@bellsouth.net), Angie Butzow at [abutzow@mindspring.com](mailto:abutzow@mindspring.com), and Anne vonHildebrandt at [annevh@bellsouth.net](mailto:annevh@bellsouth.net).
- G. Volunteer Time: Don't forget to sign in each time that you go to school to volunteer. All the time you spend at home working on school volunteer projects should be reported to Natalie Smith at [nataliesmith86@yahoo.com](mailto:nataliesmith86@yahoo.com). Also remind the parents in your class to do the same.
- H. Budget: When you collect the voluntary donation of \$35/family here is a sample budget based on 20 students: \$700 ( \$125 Field Day, \$75 parties, \$50 teacher Appreciation, \$150 Winter teacher gift, \$150 end of year teacher gift, \$50 garden, =\$600, this still leaves you some monies to work with)
- I. PTA Membership-in order to be a Room Representative you must belong to PTA. If you have not completed the paperwork please do so now. Contact Mercy Vennel at [mercyvennel@yahoo.com](mailto:mercyvennel@yahoo.com).

## **COMMUNICATION**

- A. Classroom: The easiest way to communicate with your classes is through e-mail. At back to school night collect each parents e-mail address. You will be

using this throughout the school year to communicate not only the information you need to pass on as the Room Rep but also information from the school and the PTA.

- B. Class Directory: Many classes have a parent/or you as room representative create a class directory. You need to get each parents permission to include their child's information.
- C. Master Volunteer List: After you have collected the sign up sheets it is helpful to type up a Master Volunteer List. You can then copy it and send it home with each student.
- D. Friendly Reminders: This is another simple way to be sure that the volunteers in your class are involved in the class. A few days prior to their volunteer time e-mail them a friendly reminder.
- E. Volunteer Thank You's: It is always a nice idea to thank those who have helped you out. You can send a simple thank you to the parents through e-mail, or through their child.
- F. Events/Activities: You will need to e-mail the following people with the name/e-mail of the volunteers for their activity. Field Day, Book Publishing, Fall Festival, Colt's Cup,
- G. Room Rep.: Please keep each other informed of all information in the class.

#### **WHERE TO GO FOR HELP??**

Jeanne Stewart and Barbara Stander are the PTA Room Representative Co-Chairs and are available throughout the year to answer any questions you may have. They may not have all the answers, but can give you direction on whom to talk to. Don't hesitate to call with any questions or concerns.

We like to communicate by e-mail, it is fast and quick and we can reach ALL of you at once!! Hopefully you will check your mail often!! You can e-mail us at: [roomreps09@aol.com](mailto:roomreps09@aol.com) . Thanks again for all of your hard work!