



Rising to the Challenge

## Room Representative Responsibilities

Meet with your teacher to determine his/her expectations regarding your role as their Room Representative.

### **Volunteer Staffing.**

The Room Rep is responsible for circulating the Class List sign-up sheet during Open House. This class list will allow parents to volunteer in a capacity in which they are comfortable. Volunteer opportunities include Classroom Volunteers. Field Trip Volunteers. Sock Hop Volunteers. Field Day Volunteers. Volunteers for the Holiday Party, Teacher Appreciation Week and end of year. The number and frequency of classroom volunteers is dependent upon your teacher's needs. Volunteers are subject to school/PTA Volunteer Guidelines and should only be in the classroom at scheduled times. Once this list is complete, one copy should be given to your teacher and one copy should be kept for your records.

### **Class Funds.**

Collecting classroom funds and overseeing expenses is the responsibility of the Room Rep. Every family grade K – 4 are asked for a minimum donation of \$10.00 to help with classroom incidentals and special projects. The donation for 5th grade is slightly higher to help offset the end of the year picnic. You should begin collecting this at Open House. If a parent does not donate money that evening, a letter or email can be sent as a reminder. Under no circumstances is the room rep allowed to request additional money during the year.

Once collected. 20% of the total funds go to the teacher for use in the classroom. This is the PTA's policy to set aside this amount in lieu of a birthday gift for the teacher. Other funds will be used for the holiday party, field day, class activities and teacher appreciation week. Every room rep should have a reasonable determination of how all funds will be spent by March. This is so the current funds collected go these years' school activities as opposed to leaving funds for the next years' class.

The Class Funds Status form should be maintained to track classroom expenses. Submission of a balance sheet is required twice during the school year. Once in January and once in May. Copies are to go to the PTA Co-Presidents, Room Rep Coordinator, Teacher, and one to the classroom parents. It is essential that you keep accurate records and retain all receipts.

**Class Directory.** Information for each class will be provided by the parents on Open House night. This information can be pulled from the Class Directory Sheet provided. Please check with your teacher in how he/she would like for the Class Directory information to be compiled and distributed.

**Memory Book.** As Room Rep you are to assist with the collection of photos for the yearbook. Photos will be digitally compiled on a CD and provided to the year book company.

**Teacher Appreciation Week.** Management of Teacher Appreciation Week is a Room Rep responsibility. Expectations and Ideas will be discussed as we draw closer to this event which happens in early Spring.