



McNeil Elementary Room Rep Packet 2025-2026

Thank you for volunteering to be a Room Rep!

Your valuable time and support are needed and appreciated here at McNeil Elementary and we're going to have a great year!

The information in this packet is here to help you. You will find:

- Room Rep responsibilities
- Next steps
- Sample language for communications - introduction, teacher birthday, end of year gift letter

Please do not hesitate to contact me at ANYTIME with questions.

Thank you for volunteering your time to help our teachers, students, and staff!

Nicole Schmid
PTO Room Representative Coordinator
512-550-7991
RoomRep@McNeilPTO.com

Room Rep Responsibilities

- Serve as a **contact** for teachers, parents, and staff
- Help parents feel included and **welcomed** at McNeil
- Decorate your teacher's classroom for their birthday. You may purchase and use your own supplies, or you may use the supplies provided in the workroom.
- Copy help! One way we like to support our teachers is by assisting them with weekly copy help. If you are able to, please sign up to do your grade level copies. This also allows you to get more face time with your teacher. Sign up [here](#) for weekly sign ups. A link to the sign up can also be found on our [PTO website](#).
- **Communicate information** to classroom parents
 - Beginning of the year introductions
 - Volunteer opportunities, both ongoing (copies!) and event-based
 - Teacher birthday and end of year teacher gift.
 - You will be emailed a list of your teacher's favorites for gift ideas. You are welcome to organize a class gift for your teacher; however, be sure parents know this is optional and that the class gift will be from ALL the students, regardless of contribution.
 - Help to support the PTO with Harvest Festival silent auction class donations.
 - Teacher Appreciation Week
 - There will be several ways you and your class will be able to thank our teachers for their dedication to our students. You will receive more information on how you can help, as we get closer to the week.
 - Other miscellaneous teacher needs and PTO events
 - Teachers will organize the Winter Party and Valentine Party that will be held in each classroom and may need your assistance. Reach out to see if they need help.
- **Support PTO!!!** - Please show your support by joining the PTO!
 - Your name will be added to our PTO volunteer list, and you will receive emails from SignUpGenius. This is the volunteer signup website that helps PTO organize event volunteers.

Next Steps - complete ASAP

1. Complete your Volunteer Background Check (this needs to be completed each year)



<https://www.mckinneyisd.net/human-resources/volunteer/>

Please provide the above link to your classroom parents and tell them that in order to volunteer, they must complete the Volunteer Background Check as soon as they can.

2. Meet with your teacher and ask her/him...
 - a. What are the in-class volunteer opportunities available to the class parents?
 - i. Would she/he like a Mystery Reader organized?
 - b. What are the at-home volunteer opportunities available to the class parents?
 - i. Does she/he need support with cutting and/or sorting?
 - c. How does she/he prefer you to communicate to the class parents?
 - i. You do not have access to the class email list, so please send communication to the teacher, who will send it out on your behalf. Please do not use this contact information to email the class about b-day parties or solicitation.
 - d. What ways can you best serve them as a Room Rep?
3. Send an email to the class, and include the following...
 - a. introduce yourself
 - b. how they can contact you
 - c. ways to help the teacher
 - d. volunteer opportunities
 - e. link to volunteer background check

Sample email on following page.

IMPORTANT! In your introduction email, please ask parents to contact YOU so you can gather phone numbers and emails if they want to be included in a class directory to be shared with everyone for birthday parties, playdates, etc.

4. Sign up to receive the school's newsletter, the Pony Express. Visit McNeil's [website](#), and click Menu > News & Calendar> Pony Express Newsletter and click the link. Or sign up [here](#).
5. If you haven't done so already, please [join the PTO!!!](#) The PTO provides voluntary and financial support throughout the year and organizes special events for the school.

Sample Language for Communications

Dear Parents of [TEACHER NAME]'s class,

Hello and welcome to [GRADE LEVEL] at McNeil Elementary. I am [YOUR NAME] (parent of [YOUR CHILD]) and I am excited to be your Room Rep for the school year. I would like to take this opportunity to share a few things with you.

Throughout the year we will have various class activities and school-wide events that need your engagement and help, and I will keep you updated on what's to come. In addition, you can help in the following ways:

- Copy Room: Volunteers are needed weekly to help make copies for our teachers. You can sign up to help [here](#).
- At Home Helpers: The teacher will send things home that can be cut, sorted, etc when needed.
- Classroom Helper: Assist class in various ways such as reading with students, one-on-one help, etc.

To volunteer, you will need to complete the [Volunteer Background Check](#). This must be completed every year.

If you are not a member of our amazing PTO please take the time and join. By signing up for a membership you are helping support the many events that the PTO helps sponsor at our school during the year!

[Join Here!](#)

Also, we are attaching a list of the teachers' and staff's [favorite things](#) in case you want to pamper them throughout the year.

Lastly, please email me back if you'd like to be a part of our class directory and communications list.

If you have any questions or concerns, please do not hesitate to contact me. I'm looking forward to a great year!

Thank you!

NAME

PHONE NUMBER

EMAIL

Visit us on our website: <https://mcneilpto.com>

Become a PTO member: <https://www.zeffy.com/en-US/ticketing/mcneil-elementary-ptos-membership-25--26>

Be sure to like us on Facebook: <https://www.facebook.com/McNeilElementaryPTO/>

Follow us on Twitter: https://twitter.com/mcneil_pto

Follow us on Instagram: https://www.instagram.com/mcneil_pto

Teacher Birthday Gift Sample Email:

Dear Parents,

[TEACHER NAME] birthday is coming up on [BIRTH DATE], and we would love to celebrate with a special class gift! If you would like to contribute, donations of any amount can be sent via [INSERT PAYMENT METHOD venmo, zelle, etc]. Please send no later than [INSERT DUE DATE] to allow time to shop!

I've also attached a list of [TEACHER NAME] favorite things in case you'd prefer to pick out something on your own. Even something simple, like a homemade card or picture from your child, would mean so much and help make her feel celebrated.

Participation is completely optional, and the gift will be from the whole class, regardless of contribution.

Thank you for your support in helping us make [TEACHER NAME] day extra special!

Warmly,

Your Name

youremail@email.com

Teacher End of Year/Teacher Appreciation Sample Email:

Dear Parents,

Teacher Appreciation Week is approaching, and we would love to show [TEACHER NAME] our gratitude with a special class gift! If you would like to contribute, donations of any amount can be sent via [INSERT PAYMENT METHOD venmo, zelle, etc]. Please send no later than [INSERT DUE DATE] to allow time to shop!

I've also attached a list of [TEACHER NAME] favorite things in case you'd prefer to pick out something on your own. Even something simple, like a homemade card or picture from your child, would mean so much and help make her feel celebrated.

Participation is completely optional, and the gift will be from the whole class, regardless of contribution.

Thank you for your support in helping us make [TEACHER NAME] feel extra special!

Warmly,

Your Name

youremail@email.com