



INDEPENDENT ELEMENTARY SCHOOL

PTO Room Representative Handbook

Updated 2025

Independent Elementary School
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School Website: <http://www.cv.k12.ca.us/independent>
CVUSD Website: <http://www.cv.k12.ca.us/>

PTO Website:

<https://sites.google.com/view/independent-elementary-pto/home>

PTO General Contact:

pto.independent@gmail.com

2025/2026 PTO Room Parent Coordinator:

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Welcome

Parents/Guardians,

First, THANK YOU for volunteering as a Room Representative this school year and for helping us make this school year fantastic! The Independent Elementary community is only as strong as the links that we create. This is a great opportunity to get involved and to contribute to the success of our children and their school. Your time, talent, and dedication are greatly appreciated. The school community truly appreciates your help!

As a Room Representative, you are the liaison between the PTO board, your teacher, parents/guardians, and students. Participation in Independent Elementary PTO events and meetings are strongly encouraged for ALL Room Representatives. Your participation in the PTO ensures that all children in the classroom will enjoy and benefit from the many classroom activities and special PTO programs planned for the year. With your help, these various events will run smoothly. We invite you to attend our PTO meetings which are held every other month starting in August (usually virtually and/or in the Multi-Purpose Room at school). Your input, ideas, and involvement are truly valued!

Inside this guide you will find information you need to be an effective and efficient Room Representative, including responsibilities, expectations, resources, and best practices. This guide is designed to set you up for success; if there's additional information you'd like, please send us an email.

Above all else, we hope you have a fun year as a room representative. Past Room Representatives often speak fondly of their experiences in this role as it enabled them to build a deep connection with the teacher and students, have a presence in the classroom, get to know other parents/guardians, and make a real contribution in the programs and opportunities our children have at Independent Elementary.

PTO is your resource so please feel free to connect with the Room Parent Coordinator or anyone on the board with questions.

Looking forward to a GREAT year!

Independent Elementary School Core Values

As an Elementary School, our highest priority is the academic and social education of our students. Our goal is to foster the development of all students, encouraging them to grow into their unique and inspirational selves. We want students to transition to their respective middle schools as emotionally literate, intellectually curious, academically capable, and socially conscious problem-solvers who have an appreciation and curiosity for difference and the skills necessary to achieve their goals. To accomplish this, it is necessary that all on campus demonstrate the characteristics we have determined to be necessary for student success. As a volunteer, you will be held accountable to demonstrating:

1. **A lens of Equity:** At Independent, we care about relationships with others and build them with people different from us. We strive to create an environment that welcomes all people by knowing who we are, where we're from, and the Independent community; and understanding how our actions affect others.
2. **Curiosity:** At Independent, we take initiative to problem-solve and seek multiple perspectives when doing so. We self-reflect and take action to constantly grow. We know it is important to approach life with wonder and appreciation and ask questions before giving answers.
3. **Perseverance:** At Independent, we see challenges as an opportunity to learn. We prioritize and manage time and energy well, responding mindfully in a variety of situations. It is important to focus on assets rather than deficits, and to participate actively in school and community
4. **Innovation:** At Independent, we are aware of our unique gifts and apply them to a purpose. We use creativity to find solutions, explore many areas of interest, and initiate new ideas. We collaborate with others.
5. **Kindness:** At Independent, we appreciate the gifts and abilities of others, and give generously of time and knowledge. We give joyfully without expectation of reward, and share the responsibility for collective work. Most importantly, we spread happiness to everyone we work with.

It is also important to hold others accountable if you see them acting outside of these values. Please do not hesitate to ask questions and have conversations with adults and students who need some extra support in this arena.

The Parent-Teacher Organization (PTO)

The Independent School PTO serves as the main line of communication and action among the staff, parents/guardians and students of Independent school. Its mission is to positively impact the lives of all children and families by enriching and enhancing educational programs and opportunities; and fostering communication among students, parents/guardians, teachers, and staff of Independent School and the community. Specific projects include coordination of Room Representatives for each classroom as well as parent/guardian volunteers to serve as classroom, library or computer room aides. PTO also allocates money from a variety of

fundraising activities to purchase instructional supplies such as computers and software, to promote activities such as assemblies and field trips, and to improve school grounds.

Independent Elementary PTO Board Members 2025-2026

- President:
 - Linda Brown
 - lzhang625@gmail.com
- Vice President:
 - Anna Ranili
 - anna.ranili@gmail.com
- VP, Fundraiser:
 - Mindy Rieger
 - mindyfink@gmail.com
- Treasurer:
 - Nancy Law
 - nnglaw@cv.k12.ca.us
- Secretary:
 - Ingrid Ibarra
 - wingsy3854@gmail.com
- Room Parent Liaison/Coordinator
 - Jeannie Cruz
 - Jeans914@gmail.com
- Social Media Coordinator:
 - Diane Duong
 - dianesduong@gmail.com
- Yearbook Coordinator
 - Rob Brandt
 - klipzlskim@yahoo.com
- Yearbook Coordinator in Training
 - Maria Burke
 -
- Communications Coordinator:
 - Meaghan DeRespini
 - meaghan.n.mccormick@gmail.com
- Hospitality Coordinator:
 - Sharon Nguyen
 - sharonnguyen168@gmail.com
- Member-at-Large:
 - Alix Gonzales
 - alix_gonzales@yahoo.com
- Principal:
 - Pat Hansen-Schmitt
 - phansenschmitt@cv.k12.ca.us
- Events Coordinator:
 - OPEN

For complete and updated list of PTO Board Members: please visit the PTO website:
[Independent Elementary PTO](#)

Independent Elementary School Calendar:
[School Calendar – Our School – Independent Elementary School \(cv.k12.ca.us\)](#)

The Room Representative Role

As a Room Representative, you will help your child's teacher do what they do best – teach! Teachers always look forward to working with the volunteers who will be their Room Representative, so please meet with your teacher as soon as possible and determine how you can help coordinate plans for a successful year.

Independent Elementary School has adopted a Room Representative Team philosophy. This ensures that one person does not fall responsible for all the work, and that any parent/guardian who would like to be involved has the opportunity to do so. With that in mind, we encourage you to consider having more than one Room Representative for the class, acting as co-room reps.

Room Representatives serve four important functions:

1. Parent/Guardian Volunteer Coordinator
2. Class Communicator
3. PTO Liaison for the Classroom
4. Class Party Coordinator

Note: you will find that all teachers have preferences about how much participation they require from their Room Representatives. Teachers are unique individuals and have different needs and requirements. Some teachers have fully established routines for parties and other activities, while other teachers are content to allow you to fully coordinate some events.

Please follow their lead and remember to always consult with your teacher before planning anything that involves the class.

Volunteer Coordinator...

Parent/guardian Volunteers often fulfill a variety of roles in the classroom, including the following: to help with classroom projects, to organize parties and volunteers for various events, as well as to disseminate school and PTO information for all families involved in the class. The PTO helps coordinate with a Room Representative for each classroom. parent/guardian involvement is a key component for a successful year. As a Room Representative, it is up to you to involve each parent/family in your classroom early in the school year. Let them know their involvement is essential and encourage them to participate in the classroom and school events. Together we can make a positive impact!

TYPES OF VOLUNTEERING

As the Room Representative, a primary job is to recruit and organize volunteers to support the needs of the classroom teacher. Be in touch with your teacher to determine what help they need. Encourage your families to find their niche in your class. These are some of the ways that families can help:

- **Routine in-class volunteering:** Volunteers may be needed on a recurring basis for activities like assisting during reading and math centers, collecting homework folders, supervising weekly library time. Your teacher may prefer to organize these volunteers directly.
- **Occasional/Special Event in-class volunteering.** Volunteers may be needed to assist for special projects such as reading to the class, helping with student presentations, hanging artwork, sharpening pencils, filing, etc..
- **Out of class volunteering.** Volunteers may be needed to help teachers with small projects that can be completed outside of school. One way that you, as a Room Representative, can facilitate this is by providing a take home tote that will allow materials to be transported with the kids home to their families.
- **Chaperones.** Volunteers may be needed to provide transportation for field trips and other off campus excursions. Driver's will need to provide appropriate documentation of insurance
- **Parties and celebrations.** Throughout the year your class may have small parties/celebrations. The Room Representative will help coordinate these with the help of other parents/guardians in the class (volunteering time and/or contributing snacks, materials, etc.)

HOW TO RECRUIT VOLUNTEERS

- Let your families know of all the different ways they can get involved with the class by sharing the class volunteer opportunities. **Encourage them to help in any way they can!**
- Distribute a calendar of anticipated needs as soon as possible. Be sure to indicate if any dates

are tentative versus fixed. Two to three weeks in advance of a scheduled event date, start emailing and getting in touch with the families. Advance notice is a good way to arrange volunteers. Remember that a last minute plea may also be necessary - and is often successful - so, don't rule out contacting your families even if it seems too late. **People may not know how needed they really are.** A website like Sign Up Genius, Doodle, Evite, or Google Documents is very useful as volunteers can see exactly when they are needed and what items might be needed.

- Social networking like a private Facebook group is also a nice way to get the word out about volunteer needs.
- Personally ask the families to help. If you see them on campus or at drop off/ pick up, take a moment to chat with them and encourage them to participate. If you are really struggling for help, ask your key volunteers to also personally recruit additional volunteers. They may have personal connections with other families in the class and can provide successful outreach.
- **Remember to thank your volunteers!** We all like to have our work acknowledged and appreciated. This will foster good will that will encourage repeat volunteerism.
- If you are short on volunteers, please reach out to your fellow room representatives! Your 3rd grade class may not have enough chaperons but there could be a 1st grade parent/guardian willing and able to go! **Work together as a community.** If you find yourself in a volunteer shortage the day of an event (like a classroom party), contact your Room Representative coordinators to see if they can help.

IMPORTANT INFORMATION TO SHARE WITH VOLUNTEERS

1. **How to be a good volunteer:** All in class volunteers need to know that volunteering in the classroom is a privilege. Volunteers are there to support the teacher; it is not appropriate to socialize, observe the class, or have a private conference with the teacher about their child. Volunteers that are a distraction or abuse their time in the class may be asked to leave. Let your families know how important it is to be responsible and courteous when they are in the classroom. Our volunteers can be great role models for the students by remembering to:
 - Sign in at the office and wear your volunteer tag at all times.
 - Be on time.
 - Be reliable.
 - Find a substitute if you are unable to make your shift.
 - Do not commit to something like chaperoning if you are not sure you can do it. The teachers count on every chaperon and they can be left in a very awkward situation if a volunteer cancels at the last minute or does not show.
 - Follow your teacher's lead on how they like their class to be run.
2. **Volunteer Guidelines:** The teachers, staff, and students appreciate Every Volunteer! Whether you are in the classroom once a week, once a year, or even if you can only help at home! The following guidelines and procedures will help you and the school staff get the most out of your volunteer experience.
 - Volunteers must complete a Megan's Law Volunteer Volunteer Screening Request Form at the beginning of each school year.
 - Volunteers must "sign in" at the office regardless of how long you plan to stay. This is for the safety of our students and your safety as well.
 - Volunteers must also "sign out" **at the end** of their stay. This is for your safety. In the event of an emergency, Staff and First Responders will review the Visit Log and will only look for persons who are signed in as being on campus. If you have signed out preemptively no one will look for you in an emergency situation.
 - You must wear a name badge sticker or lanyard while on campus.
 - If you cannot come at your scheduled time or if you will be late, please try to contact the

- teacher or the main office. Teachers plan activities for volunteers to do with the students and they may have to make adjustments.
- Room Representatives are respectfully asked to defer to the teacher's guidance regarding events, parties, snacks and overall class needs. Teachers have access to information that allows classroom and grade level activities to be effectively coordinated and balanced with academic lessons.
 - Please ensure that students treat one another and the adults respectfully. If a disciplinary situation occurs, please ask a teacher or administrator for guidance. Discipline is handled by teaching students to balance their own rights and needs with the rights and needs of others. Our school uses a positive approach to discipline. Holding students to these standards helps them gain the skills that lead to greater confidence, autonomy and success.
 - It is impossible to list all situations that might be encountered. Promoting the "Golden Rule" by treating others as you would like to be treated, exercising discretion and diligently looking out for the overall welfare of students and participating adults will cover more situations than pages of rules. The main thing to remember is to always err on the conservative side when it comes to safety and constructive behavior.
 - Confidentiality is very important to our teachers, students and families. Volunteers are sometimes in a position to make observations about our student's social skills, academic work and other interactions. It is important to keep such insights and observations confidential. As always, parents/guardians are strongly encouraged to communicate any concerns with teachers or administration.
 - Students must be supervised at all times.
 - **All adults should use the faculty bathrooms.** Please ask in the office for the key.
 - All art materials need to be non-toxic and safe for children. Be aware of potential allergies. (All teachers have a list of student allergies/medical conditions. Peanuts and latex are notorious offenders). Each staff member knows where to locate and how to use emergency medications/first aid supplies and know how to perform C.P.R.
3. **Clearances:** Please visit the Independent Elementary/CVUSD website or contact our school Secretary for information on volunteer clearances.
 - Clearances (Megan's Law and proof of TB test) are necessary for weekly in-class volunteering. However, they are not necessary to attend parties or participate in school-sponsored events like the Walk-a-thon.
 4. **Confidentiality:** Independent Elementary takes student confidentiality very seriously. Everything that you see and hear in the classroom is confidential. This really means everything, from "M. is an amazing reader!" to, "J. had to go to the principal's office today!" and anything in between. These things, especially the more positive ones, may seem like they shouldn't be a problem but they really can be and you never know. **Do not discuss observations and interactions that you witness or are part of at school; that is not your responsibility.** The teachers and staff will share academic, social, behavioral and emotional information with the respective families as needed. Room Representatives set the tone among the other parents/guardians in the class, so your help is appreciated.

Class Communicator

As a Room Representative it is important to encourage positive, open communication between home and school. Please try to get to know your class parents/guardians and teachers so that you can effectively communicate the class and school needs to them. The parents/guardians and teachers need to feel like they can come to you with their questions and/or concerns. Your Room Representative Coordinator will be happy to help you answer these questions if you are not able to.

TEACHER COMMUNICATION

While most of the teacher communication will center on planning class events, your teacher may use you as a resource for other activities. Above all, approach these tasks with a collaborative spirit and focus on a successful result. At the beginning of the school year, your first step should be to set up an initial meeting with your teacher to introduce yourself and to set expectations for the year. **Please see the Template provided at the end of this handbook for this first meeting.** In general you should plan to discuss ways to:

- **Identify the best method and frequency for communicating with your teacher during the year.** For example, your teacher may want to set up a bi-monthly check in.
- **Pinpoint how the teacher likes to work with parents/guardians and use parent/guardian volunteers in the classroom.** This will help you determine the greatest needs for parent/guardian volunteers throughout the year, whether it's field trips, class parties, etc. Once you have an understanding of your teacher's expectations around parent/guardian volunteers, determine the best way to recruit from your class.
- **Compile a list of key events and dates during the year such as class parties, field trips.** At the start of the school year, not all dates will be finalized, and new events will likely arise as the year goes on. However, it's helpful to start a running list for the class calendar in order to have ample time to plan events, recruit necessary volunteers and generate parent/guardian attendance.

You will be provided with a **class roster** with contact information for the families in your classroom. **Your teacher cannot give you this information under [FERPA privacy rules](#).**

PARENT/GUARDIAN COMMUNICATION

As room representative, you are the key link between class parents/guardians and the teacher. At the start of the year once you have compiled your class roster, **send an email to parents/guardians** to introduce yourself and to let them know they can expect to hear from you on a regular basis about class events and projects, PTO news, etc. Be sure to:

- Strike a tone that is enthusiastic and yet informed.
- Let parents/guardians know you are a resource and are always available to answer questions.
- Check in with parents/guardians on a regular basis to share pertinent information. Be sure to find the right balance between keeping parents/guardians informed versus feeling spammed.
- You may opt to create an additional resource for families in the form of a class Website. Shutterfly offers great templates that allow you to input a class and school events, solicit volunteers and post photos and videos. Creating a class Web site is completely optional but you can feel free to make one if you feel it will be beneficial for your class.
- If a new family joins your class during the year, please use your position as room representative/guardian to be helpful and to welcome them via a group email to the class parents/guardians as an introduction. Perhaps plan for a follow-up during the school year. Also, be sure to add the new family to the existing classroom group email/shutterfly.

PTO COMMUNICATION

Room Representatives are the perfect channel to inform parents/guardians of PTO events or programs happening at the school and you will periodically be asked by the PTO to share relevant information about upcoming events. This fosters a more direct and personal approach in reaching out to the parents/guardians in your classroom, and it will also help Independent Elementary reduce the amount of paper used at our school. Please always be prompt when asked to forward a piece of information to your classroom. The PTO Room Representative Coordinator will aim to make this a turnkey task for you by presenting you with an email template that can be customized and forwarded quickly.

PTO Liaison in the Classroom

In addition to coordinating classroom volunteers, Room Representatives also fulfill a vital link between the PTO and the classroom. If there are co-room reps, the role of PTO Liaison in the classroom can be shared with co-room representatives/guardians alternating responsibility of representing their class at PTO general meetings (held every month).

OUR DIVERSE SCHOOL COMMUNITY

We are all fortunate to live in one of the most culturally diverse areas in the country and our students need to know that every voice matters. **It is our goal at Independent to incorporate all families into the school community.** We can model an inclusive approach with your help by making information available to our non-English speaking families and bridging that communication gap.

If you speak one of the languages spoken by our Independent families, we'd love to have your help as a volunteer resource for a non-English speaking family and/or for PTO related information sent out within our school community. As many of us have learned the hard way, Google translate and platforms like it can be flawed with their translations. It would be helpful to have volunteers willing to contribute time to overseeing the translations prior to them being made available to families. Please reach out to our PTO Room Representative Coordinator who will collect your contact information and add you to our Translation Team. We appreciate your help!

SCHOOL/PTO ACTIVITIES

Please note that events and dates are subject to change. For more information on these events, as well as descriptions and time commitments for volunteers needed, please visit this google doc: [Independent Elementary School - Calendar of Events \(google.com\)](#)

Classroom Party Coordinator

Perhaps the most fun (and stressful) Room Representative responsibility is coordinating party planning and execution. Be sure and spread the volunteering opportunities around since we do not want anyone to feel left out (and don't just choose your friends to help!). Even if you have a brain filled with fantastic ideas, it is nice to solicit more. You never know what other families may come up with!

Your teacher may have very specific ideas about how they want parties to be run so always be in touch with them before making any plans or arrangements. Please do not plan the party without running it by your teacher. It's even a good idea to mention things like proposed materials...for example, some teachers really dislike when things like glitter are used in their classroom!

PARTIES

During the school year, parties typically fall around holidays and seasons. Here's some information to get you started in planning a memorable celebration:

- **Communicate** with your teacher to determine the day, time, theme, rules and parameters for the party. Decide if there will be food and games. Once the major details are finalized with your teacher, be sure to share with your class parents/guardians so they can save the date and begin thinking about how they'd like to be involved.
- **Collaborate** with a few willing parents/guardians to brainstorm fun ideas for the party. Check out online resources such as Pinterest to get inspired and touch base with other grade-level room representatives/guardians to share ideas.
- **Develop** an action plan and timeline. Planning early is key!

- Your plan should include pertinent info such as date/time/location, supplies and volunteer needs, food/beverages and games/activities. Consider if it is possible for some families to donate money towards the event while others may donate goods.
- Let parents/guardians know where you'll need help. Sites like Shutterfly are great for organizing volunteers. Some parents/guardians will want to volunteer on the day of the party, others would rather support the event by sending supplies. Offer a wide array of options so parents/guardians can choose a meaningful role that works best for them.
- After the party make sure to send an email to your parents/guardians to thank volunteers and to share event photos.
- **Organizing** a classroom party can be a lot of work, especially with several parties to plan. You can ease the burden by having parents/guardians "own" a specific party and lead the planning and execution.
 - Surround yourself with great parent/guardian volunteers.
 - Ask for help when needed.
 - Allow others to step in as needed.

Note regarding end-of-year parties

The 5th Grade parents/guardians plan the end-of-year party for the entire 5th grade. If you would like to be part of that planning, please contact them directly. There has also been a tradition of having an all-school Kindergarten end-of-year party. The Kindergarten room representatives/guardians should collectively discuss this idea with their teachers.

GUIDELINES REGARDING FOOD AND SCHOOL ACTIVITIES

In an effort to protect students with severe food allergies, diabetes, and other health conditions and preserve instructional time, the following guidelines have been developed:

1. **Birthday celebrations** – No food treats are allowed in school for any birthday celebrations. Birthdays are special to students. If parents/guardians would like their child to share something with his/her class in honor of his/her birthday, here are some suggestions: a book, playground equipment, or rainy day game for the classroom collection, pencils/erasers for classmates, or a plant to plant in the school garden. Teachers may also choose other ways to acknowledge these days, such as allowing the Birthday student to be the line leader, student of the day, or being teacher's helper for a day.
2. **Classroom/School Wide Parties** – Classroom parties should be limited to no more than 5 times a year. parents/guardians must be notified in advance of classroom parties. All foods are to be store bought and clearly labeled with ingredients or prepared according to District Policy.
3. **CVUSD Policy:** The Castro Valley Unified School District recently adopted a wellness policy regulating food and beverages served at celebrations and school events. The policy was adopted, in large part, to comply with state law and federal regulations. But it also reflects the school district's commitment to the health of our children and ensuring they are fit and ready to learn. Classroom parties and school events during the school year involving food should:
 - Occur after the last lunch period
 - Include no more than one item that does not meet nutrition standards
<http://www.schoolnutritionandfitness.com/index.php?sid=0404141758142192&page=wellnesspolicy>
 - Be offered no more than once per class per month. (There is no limit on celebrations that do not involve food).
 - Be planned keeping food allergies in mind. **Please check with your teacher regarding any foods (tree nuts/peanuts, dairy products, gluten, eggs, and any others) that should be avoided.**
 - Food should be wrapped in original packaging (no homemade foods)

- When planning parties, room representatives may wish to have a sign up sheet for parents/guardians to contribute items, while others may prefer to collect money from each child to purchase the materials needed. Please note that if money is collected from parents/guardians, to offset the cost of the parties, that the money be used solely for that purpose.

Teacher Gifts

Class Gift

Our teachers support our students in countless ways; gifts are one way we can demonstrate our gratitude for their hard work. There are several times during the year when room representatives/guardians can organize a teacher gift on behalf of the class: Meals for teachers, Teacher Appreciation Week, the Winter Holidays, Teacher Birthday. and the End-of-Year. As a room representative, you can decide how and when to organize these gifts. Here are some tips to keep in mind concerning class gifts:

- **Be creative** about how you choose to thank your teacher. Refer to their “Favorites List” to get inspired and find items you know they’ll love. (Note: this list can be found in the office)
- **Gift baskets** are a great way for each family to contribute an item of their choosing. As a room representative, you would supply the basket and families donate small gifts.
- **Student-made gifts** are touching mementos for teachers. Check out online resources or confer with other room representatives/guardians to get inspired. Collaborate with other class parents/guardians.
- **Gift cards** are always appreciated. You may want to offer parents/guardians a suggested donation amount. Make it simple for parents/guardians to contribute money, you can:
 - Offer to be at the classroom either at drop-off or pick-up on certain days so parents/guardians can deliver their donation to you in person.
 - Provide parents/guardians your home address so they may mail their donation to you.
 - Set up a PayPal, Venmo or Zelle account so parents/guardians can send a donation electronically.
- Lastly, while it is wonderful to garner as much class participation as possible, please remember that contributions to the **class gifts are optional**. Be respectful of those families who opt not to participate or to do their own separate gift.

Teacher Birthdays

Our teachers are wonderful and many parents/guardians want to do something to acknowledge them. If your teacher’s birthday falls within the academic school year but not on a school day, pick a day during the week to celebrate. Please try to keep this simple. Some teachers do not enjoy the spotlight or attention. It is not necessary to send gifts. However, any monies used from the collected class fund to purchase a gift must be presented as from the whole class.

Templates

Room Representative Sign-Up

Teacher & Grade _____

We would like one or two classroom representatives/guardians to be the go-to person to help organize class volunteers, special events, field trip chaperones, and parties, and to distribute information regarding class, school, and PTO events (if needed).

As Room Representative you may be asked to:

1. Create and maintain the class directory
2. Communicate the teacher's needs to the rest of the parents/guardians
3. Ask for volunteers in the classroom and PTO events directly impacting teachers/classes
Organize school parties and events (Halloween, Walk-a-thon, Teacher Appreciation Week and end of school events)
4. Help with additional teacher requests as needed

This is not a significant time commitment, and you will have fun getting to know your teacher and the parents/guardians while supporting your child's class!

Parent/guardian name: _____

Child name: _____

Telephone: _____

Email address: _____

Parent/guardian name: _____

Child name: _____

Telephone: _____

Email address: _____

Room Representative Volunteer Information & Consent Form

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Phone: (____) _____ Alternate Phone: (____) _____

Email: _____

Driver's License # _____ State: _____

As a Room Representative Volunteer, I acknowledge and understand that I will be held to the same Code of Conduct as the students, staff, and faculty of Independent Elementary School. Violation of this Code of Conduct could result in removal as a Room Representative Volunteer by the Principal of Independent Elementary School.

As a Room Representative Volunteer, I acknowledge and understand The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1 232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to their children's education records. All Room Representative Volunteers will follow the guidelines of FERPA and maintain a student's information as both confidential and private. Violation of a student or parent/guardian's rights under FERPA could result in removal as a Room Representative Volunteer by the Principal of Independent Elementary School.

Room Representative Volunteer Signature: _____

Date: _____

Room Representative Introduction Letter Sample

Dear Parents/Guardians,

Welcome to the 2022-23 school year! We would like to introduce ourselves as this year's Room Representatives. We will be organizing class parties and classroom volunteers. It is also our responsibility to reach out to you on behalf of the Independent Elementary PTO throughout the school year, to help inform you about various events in your child's classroom and school community.

Please fill out the attached form and return it to your teacher via your child's classroom folder. Also, understand that completing this form does not require you to volunteer in the classroom, rather it allows us to include you in our classroom communications.

Sincerely,

Your Room Representatives

1. _____

(Room Representatives name, Contact Information, and Student's name in class)

2. _____

(Room Representative Name, Contact Information, and Student's name in class)

Parent/Guardian Information Form**

_____ (Teacher's Name) Class

(Please fill out for your room representatives)

Name of Student: _____

Home Phone: _____

Name of Guardian #1: _____

Guardian #1 primary phone: _____

Guardian #1 email: _____

Name of Guardian #2: _____

Guardian #2 primary phone: _____

Guardian #2 email: _____

Other Support Person Name: _____

Support Person primary Phone: _____

Support Person email: _____

Preferred language: _____

* Email will be the main method of communication UNLESS you specify otherwise. Email addresses will only be used for class communication.. We will not publish or make your phone numbers or email addresses available to third parties.

** Your teacher should have sent an email to the class if anyone wanted to be removed from RP communications.

Spotlight on our Teacher!

Name: _____

When is your birthday? _____

(You do not need to include the year)

What is your favorite color? _____

What is your favorite flower? _____

Do you have a special hobby? _____

Where are your 3 favorite places to shop?

1. _____

2. _____

3. _____

Name your top 3 favorite restaurants?

1. _____

2. _____

3. _____

What are some of your favorite treats? _____

Do you like chocolate? _____

Do you drink coffee? What's your favorite? _____

What do you enjoy doing in your leisure time?

Do you have any allergies? If so, what type? _____

Are there any items you would WISH to have in your classroom? Please share.

Any items you have enough of and do NOT need? Please specify.

Room Representative - Teacher Meeting Questions Template

- **Teacher Contact Information:**
 - How does (s)he prefer to be contacted by the room representative/guardian & by other class parents/guardians?

- **Class Parent/Guardian Communication:**
 - Creation and/or distribution of class roster.
 - Is there a class webpage? Who keeps it up?
 - Policies/expectations for ongoing communication with parents/guardians

- **Parent/Guardian Involvement/Volunteer Needs:**
 - Ongoing parent/guardian support needs?
 - One time parent/guardian support needs: Field trips, parties, special days (field day, talent show)
 - At home involvement: (Ex. Class project prep, organizing field trips, class website).
 - Cultural involvement needed: Family Traditions, holidays, food & music to share with class.

- **Materials and Supplies:**
 - What does the teacher need that (s)he would have to pay for out of pocket? Can parents/guardians help? (Ex. tissues, antibacterial wipes, art supplies, dry erase markers, glue, ziploc bags...)

- **Class Party/Celebration Dates & Plans:**
 - How many parties?
 - Who plans (teacher or parents/guardians)?
 - Food requirements (healthy or sweets)
 - Allergy considerations in class?
 - Timing and activities/games/crafts

Requesting Donations...

INDY strives for consistency in requesting monetary donations from families to ensure all families feel comfortable and to maintain clear and steady expectations year to year. To accommodate varying financial situations and preferences, donations should be collected at the time they are needed, rather than in bulk at the beginning of the year. This approach respects families who may not feel comfortable with large upfront donations or entrusting significant amounts of money to others. In the past, concerns about the misuse of funds have arisen, so this method also promotes transparency and accountability.

If a classroom has difficulty meeting its donation goals, PTO leadership will establish an "expected yearly classroom expenditure" amount. If donations fall short of this amount, the PTO will provide additional support. However, if donations exceed this amount, the classroom's room representatives will need to adjust their plans accordingly.

Sample Classroom Donation Letter:

Dear Parents/Guardians,

During the course of the year, Room Representatives are responsible for coordinating classroom activities and projects such as:

- Class Parties
- Classroom projects (art, science, music, drama, etc.)
- Teacher and Assistant birthdays

In an effort to involve parents, Room Representatives will be encouraging participation in classroom enrichment activities throughout the school year. Parents/Guardians may be requested to assist with materials and supplies, time, and/or voluntary donations.

We are currently planning _____. To cover the cost of classroom activities, your room representatives/guardians are requesting an OPTIONAL donation of \$xx per student. Please make your check payable to the Lead Room Representative in your classroom. Send the check to school with your child or bring it to the school office. Please remember that contributions are optional.

Thank you very much!

Room Representatives for _____ Classroom

Sample Follow Up Letter:

(Please insert your name, phone and due date.

This should be sent to all families.)

Dear Families,

A big thank you to those of you who have made your contribution to [_Insert_Activity_]! This money will ensure a wonderful and memorable event for each child.

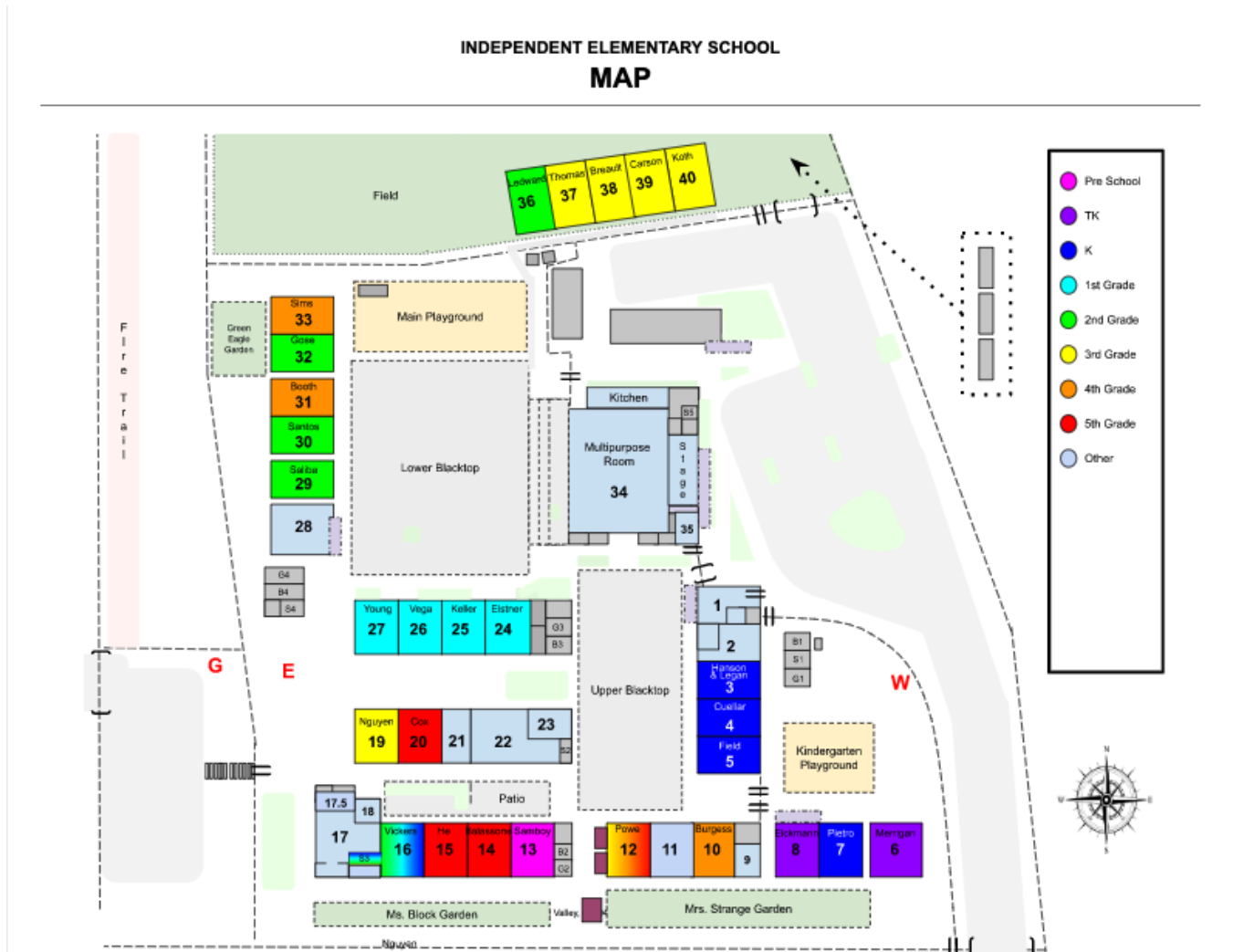
If you have not yet had the chance to send your check or money, you may still do so by sending it to school with your child. We are asking for a (\$amount) voluntary donation by (INSERT A DATE).

If you have any questions please call me at (INSERT PHONE NUMBER/email).

Thank you again for your support,

(Room Representative)

INDEPENDENT ELEMENTARY SCHOOL MAP



Link to document: [INDY MAP w/ TN & GL](#)