

Role of OP Room Parents

Prerequisites:

Must be a member of PTA - [join here](#)

Must be a CMS registered volunteer - [register here](#)

Duties during the year:

-Introduction email from the class communication lead with the collection of class party funds for the year by 9/17. Class funds are used for class parties (Winter, Valentine's Day and End of Year party)

- ASAP - Communication lead will send a message to introduce yourselves as room parents to your teacher and ask for a class email list and any allergies to be mindful of. Please copy all room parents on this email ([sample message](#))
- [Room Parent Letter](#)- communication leads can use this sample to introduce themselves to the other parents in the class
- Send no later than Wednesday, September 17th
- Please blind copy (BCC) parents on all class communications to avoid accidental reply-alls and any privacy concerns

**Collecting Class Funds* - Funds will be submitted to the PTA and distributed equally. Donations can be made here: [PTA website](#).

-Celebrate & support your teacher & staff person:

- Look up your teacher & designated staff person favorites (You can find your assigned staff person [here](#)) Favorites are here: [OP Resources — Staff Favorites & Room Parents](#)
- Birthdays: Please set a reminder in your phone and remind your class before your teacher and assigned staff person's birthday. If you have a teacher/staff person with a summer birthday, please pick another day to celebrate them, their ½ bday, etc.
- Check in with your teacher periodically to see if they need any supplies or help in the classroom.
- **New this year:** Room Parents may collect money for a group gift for their teacher/school staff. When requesting contributions,

please keep requests positive and optional—families should never feel pressured to give.

- Provide a suggested range so parents know roughly what to contribute (for example, \$5–\$20). This helps set expectations while allowing families to give what they are comfortable with.
- Always emphasize that participation is voluntary and that any amount is appreciated.

-Together We Grow (10/1-11/3) Our biggest school fundraiser of the year. During this event we will work together alongside the PTA to get 100% participation for each of your classes. We will need your communication help. More details to come.

-Winter Party (12/18 & 12/19) All parties will focus around an all inclusive winter theme. Teachers will also give further direction on their preference. In the past this would include a snack, craft and game. For this party, room parents are able to attend and help. No siblings are allowed.

-Valentine Party (2/14) will take place on or around Valentine's Day. Details, date and times will be released in early February. This party is usually smaller and just run by the teacher, however the room parents may be in charge of sending items in to assist the teacher.

-Staff Appreciation Week (2/9-2/13) This is a big one! Communication is key! We will need your help in ensuring your class is on board with all the activities throughout the week, as we are showering our staff with gratitude and do not ask the teachers to communicate for this.

-End of the Year Party (6/8 - 6/9) All parties will focus around a summer theme. Teachers will also give further direction on their preference. In the past this would include a snack, craft and game. For this party, room parents are able to attend and help. No siblings are allowed.

-Grade Level Leads will communicate with room parents in their grade to plan a theme for all grade level parties. Grade level leads will be responsible for creating an amazon wishlist with crafts, snacks, games etc for all classes. Wishlists must be completed and sent to the PTA treasurer in time to purchase and ship before each party.

-Communication Leads - in order to streamline and minimize emails to the class, one person per class will send out emails. Please remember to blind copy parents.

-Party Leads - will coordinate with room parents and their grade level lead to plan parties for the class.

-Yearbook Photo Leads - will attend as many class and school events as possible and prioritize taking pictures of all students in the class. Photo leads will upload class pictures to the yearbook app or website throughout the year.

-Reimbursements will be submitted digitally through the PTA website this year. Please make sure you take pictures of all your receipts and upload them with your request. Please consider purchasing things as a grade level in order to reduce the need for the treasurer to issue several checks per class. Grade Level Leads can also create Amazon wishlists and submit them to the treasurer at treasurer@opknightspta.com. This eliminates the need for reimbursements.

Things to be mindful of:

-No siblings are allowed in with volunteers.

-At OP we celebrate many different holidays, religions and cultures. Please be mindful with planning your parties.

-You will need your ID every time you volunteer in the building. No exceptions.

Please let me know if you have any questions at all and thank you again for your willingness to serve in this role!

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