



Monthly Room Parent Responsibilities

Questions? Contact PCA President - pca@themarylhurstschool.org

- Attend monthly PCA Meetings, typically held on the second Friday of the month, October-May.
- Send out the informational recap of each meeting to your respective class. The recap will be provided by the PCA Secretary.
- Organize a class gift for the teacher's birthday.
- Volunteering to be a Room Parent fulfills all required volunteer hours for your family for the year.

October

- “All About Our Teacher” spreadsheet will be shared with Room Parents.
- Compose/Send an introductory email to class parents.
- Fundraising Event: Jogathon
- Community Event (PCA): Trunk or Treat
- Room Parent Welcome Meeting

November

- Fundraising Event: Participation Drive
- Auction class project planning meeting with teacher(s). Discuss ideas, timing, and ways to help.

December

- Begin the auction project work with the class.
- Organize a holiday class gift for the teacher(s).
- Room parents' check-in meeting

January

- Continue work on the auction project with the teachers.

February

- Turn in the auction project
- Room parents' auction meeting

March

- Fundraising Event: Auction

April

- Community Event (PCA): Earth Day

May

- PCA Event: Teacher Appreciation Week
- Room parents' check-in meeting
- Community Event (PCA): Marylhurst Community Dance

June

- Community Event: End of Year Picnic

Revised 8/21/24