

Bellefonte Elementary School PTO

Homeroom Captain (HC) Guide

Thank you for volunteering your time to serve as a Homeroom Captain for your child's class!

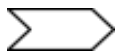
Because of your willingness to help, you've lightened the load of your teacher's year!

What are Homeroom Captains?

BES Homeroom Captains (HC) support their child's class by helping the teacher with classroom events and facilitating communication between the teacher, PTO, and families. You will work with your teacher to determine what type of assistance is needed from you. The HC does NOT need to be available to come into the classroom often. You may even ask another parent in the classroom if they would like to be a co-captain with you to split up the responsibilities if it becomes too much.

Communications throughout the Year

- **Connect with your teacher:** Reach out to your teacher via email to get to know them. Find out what they expect from you, and how you can help them throughout the year. Things like classroom supply restocking, cutting things out, organizing work packets, etc. can all be things you can offer to help with. As a holiday approaches, ask about preferences and guidelines for class parties and snacks and how else you can help them during that time.
- **Connect with your classroom families:** Reach out to families with a group introduction email. Share class parties and donations/needs, send PTO events and reminders about fundraisers, events, programs, share info from the teacher as needed, etc. At the beginning of the year, we ask that you also encourage your classroom families to participate in the PTO membership drive for your class to win an ice cream party.



Did you know?... You can create an email distribution list after receiving contact information for your class to make reaching out quicker.

Class Party Planning and Organization

This is one of the most fun aspects of serving as a HC! You will be responsible for organizing and setting up your classroom holiday parties **per the teacher's requests. You will need to confirm with the teachers what they would like for you to put on the sign up.** You will set up a sign-up genius for donations of snacks, drinks, plates, etc. You will then need to email an announcement of the party with a link to the sign up genius included. **PLEASE remember to keep in mind any allergy concerns that parents have shared with you. Remind the class if they need to provide peanut free options, etc.**



Did you know?...Organizing a sign up genius sign up is VERY easy with step by step instructions. If you need any help with your first one, please reach out to us!

Teacher Gifts

The PTO website has password protected access to our teachers favorite things lists.

Go to our website, go to About, then Teachers Favorite Things. When you click on the page, you are prompted to enter the password. The password is **bestteachers100!**

TEACHER APPRECIATION

- Remind and encourage parents to participate in teacher appreciation week by gifting something small or having their child create a card or homemade gift.
- A School wide effort from the PTO will also be shared for you to forward to families of things everyone can help with during that week.

MR. BAUGHMAN will share your classroom emails with you directly. In the meantime, email your teacher so you are ready to communicate with your families right away.

Quick Check List

Done	Task
	CONTACT YOUR TEACHER via email -find out their preferred method of communication.
	Ask your teacher to discuss specific classroom needs. Ask about dates/requests for classroom parties.
	OTHER HOMEROOM CAPTAINS -reach out to other HCs in your grade if you need help.
	PARENT EMAILS -create contact folder to make forwarding easier and quicker.
	Write an email introducing yourself to the class and telling parents how and when they should expect communications from you.
	Ask about allergies in the classroom so parties can be safe for all students in the classroom.
	Provide information about upcoming events or PTO announcements .
	PLEASE watch for emails from the PTO that we need you to forward information to parents.

On the last pages are some email templates that might make reaching out to your teacher and families a little simpler. Please feel free to use your own wording, but please be sure to include asking about allergies. If you'd like to copy and paste them directly to email, please visit our website and go to How to Be Involved, then Homeroom Captain Program. Click HC Program Guide. Don't forget to change the words in the parenthesis :o).

We hope you find this information guide helpful! Please don't hesitate to reach out with any questions you have by contacting us at bellefontept@gmail.com.

THANK YOU FOR TAKING ON THIS EXTREMELY HELPFUL ROLE! WE APPRECIATE YOUR SUPPORT AND THE TIME YOU ARE ABLE TO GIVE!

INTRODUCTION TO TEACHER EMAIL TEMPLATE

Hello (*teacher name*),

My name is (*your name*) and I am the parent of (*your child's name*). I will be filling the role of your Homeroom Captain this year.

Please let me know your preferred method of communication between us, whether through email, phone or in person. Also, please let me know if you have an updated teacher website you would like for me to share with the classroom families.

Some of my responsibilities will be: organizing classroom holiday parties, requesting classroom supplies when needed, forwarding information from you and the PTO and anything else you might need such as cutting things out, organizing work packets, etc.

Please feel free to share any other information that you feel would be helpful for me to know. I will be reaching out to our classroom families to introduce myself and ask about any allergy concerns.

I look forward to working with you and helping where I can throughout the year!

(*your name*
email address and phone number)

INTRODUCTION TO FAMILIES EMAIL TEMPLATE

Hello families!

My name is *(enter your name here)* and I am the Homeroom Captain for *(enter teacher name here)*. I am the parent of *(enter child's name here)*. I am excited for the year ahead and am looking forward to getting to know our classroom families!

(Teacher name) has created a very helpful website *(insert link here)*. Please visit that when you get a chance to get to know *(teacher name)* better! ******Only include this if you have confirmed with your teacher that they have a website set up!**

I will be helping coordinate classroom parties, forwarding information from the teacher and from the PTO, etc. Please keep an eye out for communications from me through the year. I will share sign-ups, reminders and opportunities to volunteer in the classroom (**please note you will need to be a registered volunteer to be in the building during the School day - this is a School requirement**). To find out how to become a registered volunteer go here: <https://www.basd.net/o/basd/page/volunteer-program>

Please share with me personally any allergy concerns you have for the snacks in the classroom during parties. We will do our best to accommodate and make available safe snacks for your child.

Lastly, if you'd like to send a teacher gift at some point, there will be directions in the next email about how to access the teacher's favorite things lists through the website with a password.

Please watch for our first PTO informational email to be forwarded soon! These update emails will contain important information, reminders of fundraiser deadlines, fundraiser pick up times, event information, etc. **PLEASE be sure to read them.**

I am looking forward to sharing a great school year with you and your family! Please don't hesitate to reach out with questions.

*(Your name
Email address)*