

To Willis Room Parents:

Please review the enclosed information. This will be especially helpful for first-time room parents. Remember that we'll email you information prior to all events, but if you have any specific questions, please contact us at any time!

Room Parent Duties:

Classroom Celebrations

There will be some classroom celebrations this year. This usually means the Fall party, holiday party, the spring fundraiser, and Teacher Appreciation events, but the teacher will determine the dates and times of the celebrations.

Ask your teacher for details. Most parties, generally limited in time, include a craft, game, and/or food.

As the room parent, you will want to collect donations from the parents for these events. We are not allowed to ask classroom families for an exact amount of money. Suggesting specific items such as plates, napkins, craft items, etc. are allowed. Online websites make communication visual for all parties and help with organizing specific needs. These websites are free and easy to use: www.signupgenius.com and www.evite.com.

Important Dates and Events

We are planning a few fun family events this year! Room parents will help encourage classroom parents/guardians to volunteer for the events. Volunteer opportunities will be posted on the PTO Facebook page and PTO website. We'll forward more info as the dates get closer, and you can then email that info out to the class. *(Dates subject to change)*

Class Directory

Many teachers like to send a class directory home to each student. If your teacher asks for help in creating this list, first obtain permission from each student's parent or guardian before you include them in a directory. *(Note: this information is for the communication among the families of this classroom ONLY and not for public knowledge or solicitation).*

Some general info to include:

- Parent names
- Emails
- Phone numbers
- Addresses

Keep an updated copy so you can communicate throughout the year with the parents.

Since you'll be communicating with many families, try to:

- keep an eye out for new students who may move in during the year to ensure that their parent/guardian is receiving your emails.
- send hard copies to any family if the teacher mentions they don't have home Internet access.

Guidelines About Gift Giving:

The room parent may ask for monetary donations for the teacher's birthday, holidays, etc. Here are some simple guidelines to follow:

- You cannot ask for a specific amount, but may suggest to parents to contribute however they are financially able.
- If you ask for contributions, tell parents what you plan to buy. Another idea is to send the parents a picture of the gift once it's been purchased.
- Most room parents include a note home that says "please include the money in a sealed envelope marked with [my child's name] written on the envelope and he/she will bring it home to me."
- Record the money that you receive for verification. Also keep receipts for your records.

Other options are to give each parent a copy of the teacher's favorites list and allow them to send in a gift if they wish, have students make cards, etc. Keep in mind that no child should feel left out. All gifts presented to the teacher from the class should be from the ENTIRE class.

In all situations, make sure that the parents understand that participation/contributions are optional and never a requirement.

Teacher Birthdays

Feel free to plan some way to celebrate the teacher's birthday. A party cannot be

planned, but you may find a small way to celebrate such as a card, small gift from class, etc. The room parent can make the parents aware of the date and the teacher's favorites list so they can send in a gift if they choose to do so. Please refer to the general gift giving guidelines above.

Signing in/out

Whenever you are at school to volunteer, you must sign in and out with the front office and wear a volunteer sticker. The first time you will be asked to show your driver's license. Please email Donna Scofield at scofielddd2@manateeschools.net or Ceira McDuffie mcduffiec2@manateeschools.net at the front desk 24 hours prior to volunteering so that they may have your sticker readily available. Please make sure you wear your volunteer bandage visible and above the chest for security purposes.

All Contact Information

Names, phone numbers, email addresses, and street addresses provided to you by your teacher or PTO are for the purpose of soliciting help/volunteers only and not to be used for private matters or public use.

We are looking forward to a great year, and we thank you again for volunteering to be the liaison between PTO and your class. Any questions, please email us at willisptopresident@gmail.com.

Sincerely,
2023-2024 PTO BOARD

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