

Things to Remember

- Please meet with your teachers to determine their needs and the needs of the classroom.
- A teacher's and teacher's aide gift for mid-year and year-end should cap out at a reasonable amount. We do not want any teacher receiving more than \$400 for mid-year and \$400 for year-end. For more info on that please contact your RR Chair.
- Remember that Roosevelt is a diverse community; some can contribute easily, some cannot. We need to respect that. A class gift is just that - a CLASS GIFT from all students/families.

It is good practice to:

- Have a treasurer. The room rep requests funds and hands them over to treasurer.
- Keep receipts; share with them with the treasurer.

BUDGET well so that you don't have a HUGE amount of money left over at the end of the year. If there is a large amount of money because the teacher and aide chose not to participate in PTA Events (BTS Picnic, Spring Event, Pier Pleasure, Poker night etc.) or the class celebrations were potluck, think of imaginative ways to spend your overage. Maybe a year end field trip?

Please look at the sample contribution sheets.

Again, for any questions, please contact your grade level chair or anyone on the team.