

Welcome Roosevelt Room Representative,

Thank you for volunteering for one of the most important positions within the Roosevelt PTA, Class Room Rep! As a Room Rep, you are pivotal in ensuring the non-academic portion of your child's class runs smoothly throughout the school year. You are the go-to parent for your child's teacher and other parents. You are also among the first to hear what is happening at the school. Your dedication helps to ensure that Roosevelt continues to be a great school with a wonderful community of families. Most importantly, your child will be thrilled to see you helping out in her class.

In order to support you, we the Room Rep Grade Chairs have developed these guidelines. Please take the time to read through them. If you have any questions, please contact your Room Rep Grade Chair.

ROOM REPRESENTATIVE GUIDELINES

1. ROOM REP TEAM

Roosevelt's success is partially based on its wonderful parent volunteers. No where is this more apparent than in the number of parents who sign up for Room Rep. Most classes have 2-4 Room Reps which is fabulous for balancing the amount of work anyone person has to do. Working parents as well as stay-at-home parents all have an opportunity to participate.

We recommend that as soon as you have identified your team members you meet with your teacher. Learn his/her priorities.

Be sure you delegate responsibilities. Here are some of the responsibilities that you may want to consider:

- Lead Rep – some teachers appreciate the team concept but prefer to interact with one person to avoid confusion. The Lead Rep then communicates the teacher's wishes to the other Reps as appropriate.
- Events – whether it's Back-To-School-Night, a holiday celebration or Writer's Workshop there is an event to plan. Potluck sign-up, decorations, etc. Collecting money – there will be several events throughout the year that will require money is collected from families, including celebrations, teacher appreciation gifts, etc.
- Class fund – some classes maintain a class fund collected at the beginning of the year to cover the cost of the projected year's celebrations, teacher gifts, etc. (More information on the Class Fund on the following pages.)

- Correspondence – class web page, class roster, important dates and events, communications passed on from the teacher, PTA, Booster Club, emails, etc.
- Sign-ups and volunteer solicitation – Book Fair volunteers, Popcorn Friday, Summer Splash volunteers, etc. This provides an excellent opportunity to get other parents involved. However your team divides up responsibilities please make sure it is transparent to your teacher to avoid any confusion on his part.

2. USING THE WEB

Rooseveltschoolpta.org

Rooseveltschoolpta.org, is a wonderful resource for gathering information and passing information. Use it frequently. Personalize your class web pages, calendar, add class pictures, upload homework assignments, newsletters, etc.

Find someone (teacher, room rep, other parent) to upload informative and current content, including classroom calendar items, relevant newsletters, homework assignments, etc. onto your class page. There are parents who can't read all emails and others who don't receive them at all because of their email SPAM filters. If you post information on the site, they'll have access to it 24/7.

Other Websites

There are a number of web pages available to aid you in planning classroom events, etc. Please take precaution when using them that a you never use a child's name. Extreme care must be used to ensure the safety and privacy of our children. For example: MySignUp.com publishes the signup sheets to the WEB, visible to everyone. If using MySignUp.com please password protect the sign up sheet so that it is only visible to your class.

3. COLLECTING MONEY

*****These guidelines MUST be followed*****

Collecting Money for Class Funds

Many classes find it beneficial to collect money at the beginning of the school year. Collected money is put in a class fund for activities throughout the year. This can be an effective option versus asking families several times a year to give money towards individual celebrations (i.e., the holiday party, teacher appreciation, etc.). Historically the amount collected has ranged from \$60 to \$100 per family. The amount is based on the projection of your individual class' activities and it is only a *suggested* contribution. Participation in the class fund is **strictly optional!** No pressure should ever be placed on anyone who cannot or does not give to the

fund. It is okay to provide gentle reminders, to the entire class, that you are accepting money throughout the year. **Please maintain a hassle-free environment.**

Roosevelt is a school consisting of families of broad economic diversity. Please be sensitive to individual families and their ability and/or desire to give. Some families may give the *suggested* total contribution at one time; others will give in installments throughout the year; and others will not give at all. Expect it and accept it! Please maintain confidentiality regarding who gives and who does not, the amounts given, etc. **This information can only be shared among Room Reps.**

Please

- Provide a class fund activity budget/breakdown to your families indicating how the requested amount will be spent throughout the year. Try using a contribution breakdown like our example
- Designate a finance team, have a Treasurer (Room Rep or not). It might be helpful to have those that request the funds, spend the funds and a treasurer to “bank/handle” the funds
- Manage the money and maintain accurate records, **keep receipts**, etc. Take photos of each check or check # and keep good records. Have the checks written to cash and write class fund in the memo. **Be sure to send a receipt to everyone who makes a donation.**
- Utilize an excel spreadsheet or other similar ledger to keep track of all money collected and how the money is spent. Ensure the document is available to any participating class member who asks.
- Remember that the contribution guideline is just that. If you find that you have budgeted funds for parties that you never used and would like to apply it towards other items **for the class** – review this with the parents. Just as we have budget meetings for approved expenses in PTA this can be done in the classroom as well.
- If you are asking for party donations and have already accepted contribution funds, remind the parents that their funds will be used for this event, this is for those that have not already contributed or if they choose to contribute something more. All donations are appreciated.

Please include all family/children’s names on teacher cards whether or not they give to the fund!

Collecting Money for Individual Celebrations

Most classes have several celebrations throughout the year. To ensure the success of these celebrations you may choose to collect money from families as the events are planned. As mentioned above:

Participation – in any class celebration is **strictly optional!** No pressure should be placed on anyone who cannot or does not give. Roosevelt is a school consisting of families of broad economic diversity. Please be sensitive to individual families and their ability and/or desire to give. Please maintain confidentiality regarding who gives and who does not, the amounts given, etc.

Combo Method

Often a combination of the above two money collection methods takes place in a class. Some parents give to the class fund while others give to events as they occur. Be prepared and be open.

4. COMMUNITY BUILDING

One element that makes Roosevelt so special is its sense of community. Please consider activities to further that sense of community in your classroom. Examples include an off campus potluck, play date at the park, Mom's Night Out, class hike, etc.

Be inclusive. If you have people in your class that want to get involved give them opportunities, i.e., ask them to take responsibility for the class roster, a celebration, etc.

Be open. Recognize we are a school of many different cultures. Some cultures may have a more difficult time speaking up or getting involved. Be friendly and seek them out. Don't wait for them to initiate. At the same time, don't be pushy.

5. CONFIDENTIALITY

As a Room Rep you will undoubtedly learn things about your class families and children. Sometimes information comes directly from the teacher. Please maintain strict confidentiality regarding any information you hear and read. You are considered a leader within the school. Please do not part take in class gossip, etc.

6. OTHER TIPS

- Attend Room Rep meetings and PTA meetings.
- Talk to your teacher about time at Back-to-School Night for the Room Reps to talk and be prepared to introduce yourself and communicate information to the class.
- Recruit volunteers (check the Calendar of Events & Volunteer Requirements)
- Prepare a class roster, include e-mail addresses. This is helpful if completed prior to BTS Night so that they can approve the info and approve its use for the "in class" roster. It is also okay to do this at BTS Night.
- Encourage all parents to join the PTA, donate to Direct Investment and SMMEF, get involved, etc.
- Encourage use of Rooseveltschoolpta.org, join class page and committees
- Become familiar with legislative issues, Direct Investment, Read-a-thon, and all other activities happening at Roosevelt. You are the **go-to parent** in the class.
- Smile – Be friendly and positive, you are representing your classroom and Roosevelt.

We welcome your questions, thoughts and ideas! If you have a comment or other information you would like to share with other Room Reps please use the Room Rep blackboard on the MyRoosevelt.net website or contact your Room Rep Grade Chair.

And most importantly ...

THANK YOU!

Thank you for your time and tireless efforts. For taking on the commitment and sticking with it.