

Room Parent Duties 2017-2018

Thank you so much for volunteering to be a room parent at Roscomare. A classroom without room parents is like a plane without a flight crew: Sure, the teacher can fly that plane and land it, but then who's going to work the mic and hand out snacks? They need backup, and that's where we come in.

If you have any questions, please contact Heather Mock, the Room Parent Coordinator, at hcmock@gmail.com.

We ideally need 4-5 room parents per class to split up the duties between them. Pow-wow with the other room parents and meet with your teacher; you can all strategize how to divide it up; discuss grade-specific needs and activities; and set party plans, dates, and times. When it's all done, just let me know who's in charge of what.

The simplest way: Take one major job each, and then divvy up/join forces on the rest.

Major Jobs (details for all are on page 2):

- **Treasurer:** The money maven who helps track and balance the classroom budget.
- **Yearbook:** Make sure, as the year progresses, that we're getting enough good group shots and portraits to fill up our yearbook pages. Come spring, you'll be making those selections.
- **Kiss & Ride:** Assigning shifts, sending home a schedule in folders two weeks in advance, and sending e-mail reminders the night before each shift.
- **Shutterfly:** Set up and maintain the class page
- **Secretary:** Send out e-mail reminders. I do weekly newsletter-style e-mails, but that isn't required; everyone's choice there is going to vary. Can also be combined with Shutterfly job.

Group/Shared Jobs:

- **Back to School/Open House Night (Sept and May):** Help provide food or drinks (per your teacher's preferences) and support cleaning/organizing of the classroom. The room parents should be there to introduce themselves and do the wave. No, wait, *give* a wave.
- **Spring Gala Basket (February):** The grade level room parents figure out a theme and solicit donations.
- **Teacher Appreciation Breakfast (TBD):** A grade-level collaboration; each room covers a portion of the food.
- **Teacher Appreciation Week (May):** A little something special each day. Dealer's choice.
- **Party Plans:** Check sign-ups to make sure everything is covered -- especially Teacher Appreciation Events.
- **Emergency Backpack:** Check the class bag for stuff that's expired/needs replacing. You can ask for donations from parents for this, or see if there's room in your class fund.
- **F.O.R. Meetings:** They're not mandatory, but they're SUPER informative. If you want your ear to the ground, you can rotate who comes, either from your class or even across your grade level.

If it works better for you to split up more of those jobs, go for it. As long as y'all are clear. Here's one strategy:

Room Parent A: Schedules K&R #1, checks emergency backpack, sets up and mans Shutterfly from August to December; handles e-mail reminders from January to June.

Room Parent B: Schedules K&R #2, coordinates Teacher Appreciation Week (May) and breakfast, handles e-mail reminders from August-December, manages Shutterfly from January to June.

Room Parent C: Treasurer

Room Parent D: Photographer/Yearbook coordinator, schedules K&R #3 if you have one.

JOB DETAILS

Treasurer: The classroom fund pays for parties, teacher gifts (birthday, appreciation week, holiday, year-end), and other various supplies. You'll collect for the fund at the beginning of the year and open a bank account to manage it. Note: **This year we are encouraging \$115 per family -- \$100 for the regular class fund and \$15 for a dedicated tech fund** (to try and curb the need to raise more during the year). You should speak to your teacher about any potential pending tech or other big-ticket needs (printers, laminator, rug, etc), just to be sure, in case \$15 per kid won't cover it. If the money ultimately isn't needed you could always throw an extra class party or donate it to Friends of Roscomare. We encourage monthly or bi-monthly check-ins with the teacher and other RPs, so everyone is clear on what's being spent and how we're progressing. The treasurer provides a detailed accounting of the funds to the school's treasurer at the end of the year, and a check payable to "Friends of Roscomare" for any surplus. The treasurer also assists with collection of Annual Giving funds from every family in class.

**** Bank account:** You can use your own, but you have to keep VERY strict records and it's harder to do that. I've heard First Citizen Bank in Encino, and One West Bank in the Glen Centre, are places to try opening a no-fee checking account for this. You do have to pay for checks, but can get around that by writing all checks from your own bank account and then reimbursing yourself from the class fund. Whatever you do, just keep the records clean and meticulous. Thanks!

**** NOTE:** In the past we've accepted checks made out to CASH for the fund. **If possible, please avoid that this year. Too much can go wrong, and has.** Just have the checks made out in your name.

Shutterfly: Shutterfly sites are invitation-only and secure; you can only visit a class's site if you've been added as a member. To set one up, you'll need everyone's contact information, which we can also use to confirm the class roster. One way to do it: Send home the attached form in folders to collect data from the parents. You'll need the e-mail address they already use for Shutterfly so you can invite them, as well as their names to double-check spellings, their contact information, what of that information they're comfortable featuring on Shutterfly (phone numbers, addresses), and anything else you think is relevant (their child's birthday, for example). You'll also input sign-up sheets for parties and the K&R schedules, and anything else. I like to input the school calendar, including Minimum Days (no one ever remembers that they start early), and any spring forward/fall back clock changes. Also nice to have on the homepage: Your class's science, art, music, library, and PE schedule, and your teacher's preferred e-mail address.

Yearbook: Last year we had trouble filling some yearbook pages, so we really need this person to make sure photos are being taken continually -- at class parties, on random days, on Science Night, etc -- and that they're a good mix of group shots, action shots vs posed shots, and portraits. If you have a designated photographer, then great, but any parent can do it with their fancy camera or their smartphone. They just need to upload them to Shutterfly, which will make your life much easier come spring when you have to curate the yearbook pages. It's good to check as the year goes along that every student is represented at least once, so that no one is left out.

Kiss & Ride: Each class usually does three shifts. Keep track of when yours are and send home a schedule two or three weeks in advance, so parents can make adjustments. You'll need 11 families each day of the week. You can assign them however you choose -- alphabetically by kid's name, family name, astrological sign, whatever -- and have the Shutterfly parent input it into the site. We recommend sending out an email the night before to remind people, and designate a Kiss & Ride Point Person for each day (usually a fellow room parent) to track whether everyone has shown up, and beg for fill-ins if you have holes.

Secretary: Honestly, this could be a group job, or you could change who does it by each month, or by topic. The idea is to keep everyone as informed as they're willing to be. By now, most of you know the other parents in your class, and what they do and don't respond to, so pick a communication strategy that works for you, your room, and your RPs. Generally, I find people pay more attention to you the less they hear from you; fewer things get lost in the shuffle if they aren't sorting through piles and piles of emails. So I usually shoot for one e-mail on Monday or Tuesday that tells parents whatever they need to know for the coming week, and if there are late-breaking updates that cannot wait until the next Monday, then an update goes out. That regular email can also include pleas for annual giving, reminders to sign up for parties, solicit donations for the emergency backpack, poetry, GIFs, historical fiction, anything. If you're willing to take that on solo, then awesome. If you have another RP who'll do it on a rotational basis with you, super. Rock it out however you want. But do rock it out.