

# ***Parent Mentor***

Thank you for volunteering your time to be a Parent Mentor for your Class/Grade. While this is a volunteer assignment it does require commitment from you for the entire school year.

The following are just some of the duties:

1. Encouraged to attend PPST and Parent Volunteer Meetings for event information and School News
2. Answer parent questions, direct to appropriate party if necessary and encourage parents to stay involved with upcoming events
3. Collect Room Dues and distribute to Volunteer Coordinator.
4. Distribute teacher wish list to all parents in your class
5. Explain the expectation of duties to your class parents (signing up for parties and activities) All areas should be assigned.
6. Be sure to keep in contact with class parents for all questions regarding school activities and party assignments. This is CRUCIAL for you to keep all parents informed (suggestion to add a Grade Facebook Page – great resource to get to know all parents)
7. Party Committees should be reminded no less than three weeks in advance of party to begin planning. Please remind them to seek out the teacher’s advice for party location and whether or not the classes will be combined.

If you are interested in serving as your Room/Grade Parent Mentor please email Anna Kilburn – [amstout@outlook.com](mailto:amstout@outlook.com) and she will forward available information. Registration Due Friday August 16, 2019.

Name: \_\_\_\_\_

Grade/Teacher: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_