

Dear Parents,

We are looking for parents who would be interested in volunteering to be a **Room Parent** for their child's class this school year!

Being a Room Parent is a wonderful way to help support your child's teacher and classroom throughout the year. It does require some organization, communication, and a willingness to help with a few different activities throughout the school year.

Room Parent responsibilities will include:

- **Collecting money for teacher gifts** at Christmas and at the end of the school year.
- **Organizing Teacher Appreciation Week**, including coordinating gifts, treats, or other ways to show our teachers how much we appreciate them.
- **Organizing classroom parties**, such as Halloween and Christmas parties.
- Creating **SignUpGenius forms** for party snacks, drinks, games, crafts, supplies, etc.
- **Communicating with parents** by sending emails with reminders and important information throughout the year.
- Sending **follow-up emails and reminders** as needed to make sure parents have the information they need and know how they can help.
- Working with the teacher to make sure classroom activities and celebrations are organized and run smoothly.

We will select **one or two Room Parents for each classroom by the beginning of October**. Once selected, the Room Parent(s) will be expected to attend a brief **Room Parent Meeting on Tuesday, October 13, from 6:00–6:30 PM**. We will use this meeting to go over expectations, important dates, and answer any questions before getting started.

You do **not** have to do everything alone! The goal is to work together with the teacher and other parents to make the year special for our children while also making things as easy and organized as possible.

If you are interested in being a Room Parent, please [fill out this form](#). We appreciate everyone who is willing to volunteer their time and help make this a great school year for our kids and teachers!

Thank you so much for your willingness to help!

Warmly,
Lisa Caito and Emily Budde