

Bascomb PTA Room Representative's Teacher Checklist

Schedule a meeting, email or phone is fine, with your teacher to discuss the following:

- What type of help does the teacher need in and out of class? Ex. Copy Help, Friday Reader, Media Volunteer, Literacy Centers, Scholastic Book orders (She will give you days and times.)
- What parties and/or centers are planned? Does the teacher need help planning the parties/centers?
- Offer to create Class Directory which is to be emailed to your class and only used for class and PTA needs. Make sure parents are aware that email is the preferred method of communication and ask them to list the email address class communications should be sent to. If a parent does not have access to email, you will need to provide them with a hard copy of the email.
*Please be sure to include Bascomb and Teacher name in subject of email.
- Get field trip dates and what is expected for each.
- Stay on top of food allergies or health concerns in the class when requesting snacks/food.
- Find out if there are any cultural or religious differences in the class that you need to be mindful of.
- Be sure that your teacher and/or parapro have filled out their "Teacher Favorites" sheet. This information, except phone number, can be shared with the rest of the class and is great for birthdays and gift planning.
- Throughout the year, keep up with any new families that join your class. Make them feel welcome and assist your teacher in giving them information.
- Make sure your teacher knows the best way to stay in touch with you!

Scheduling Classroom Volunteers

1. Introduce yourself to the parents with a letter. Include all known important dates up front so parents can save the date. *See PTA website for example.
2. Delegate responsibilities to other parents who want to volunteer. Ask your teacher for the volunteer sign-up sheets so you know parent interests and who to contact when it's time to plan a party or center.
3. Offer parents who work outside the home the opportunity to complete tasks at home or send supplies into the classroom.
4. Set up a signupgenius for class volunteers, center needs, etc. as soon as possible. You can set up a signupgenius monthly, bi-monthly or quarterly.
5. **Ice Cream Sales:** Each grade level is designated certain dates to sell ice cream in the cafeteria during lunch times. The grade levels then designate each homeroom certain days to supply volunteers to sell the ice cream. Not only is this a special treat for the students, but the profits are dispersed among teachers in the grade level selling to purchase items for their classrooms. Suggested shifts are 11:00-12:20 and 12:20-1:45. Please make sure your teacher's time slot has 2 volunteers scheduled each day during Ice Cream Sales. You can use signupgenius for this as well. *Schedule is on PTA website.
My Class is selling Ice Cream on _____.

Party Information

1. Each class is limited to 2 parties per year: Winter Holiday and End-of-the-Year. You may recognize other seasons or holidays with special centers.
2. No red or purple drinks are permitted.
3. While planning, keep in mind any food allergies, cultural differences, time restraints and age limitations.
4. Ask for volunteers to donate or bring items. Signupgenius is the best way for the class to keep up with items needed.
5. Have fun, keep it simple and ask parents to help.

Teacher Appreciation

Scholastic Book Fair: The Book Fair is held once in the fall and spring. Teachers have “wish lists” for books they would like for their classrooms. As Room Rep, you may want to present the books purchased for your teacher in a basket, bag, or other manner. If you decide to make a special presentation, please include this in the email to parents so they can add a book they have purchased to the class collection. **The book fair is scheduled for August 29 – September 8, 2011.**

Teacher Appreciation Week takes place during the spring. Administration and PTA decide on how best to recognize teachers during this important week. I will email instructions closer to the event. PTA hosts a luncheon for the teachers this week and may ask the room reps to help provide salads and desserts or other items. More information will be provided by the PTA in the spring.

Grade Level Appreciation Lunches are new this year and Hospitality Chairs will need parents from each grade to coordinate these lunches.

Winter Holiday and End-of-the-Year gifts are always appreciated. You may only collect donations for a class gift at these times. Parents choose if they would like to donate to a class gift and parents choose the amount they would like to donate. You can not ask for a specific amount and you must make it clear that any donation is voluntary. **Mrs. Flowers must approve your letter to parents before you email it to the class. Send your email to Mrs. Flowers at Ruth.Flowers@cherokee.k12.ga.us. Under no circumstance should an e-mail or letter be sent that states who has or has not participated in the class gift. I will put an example of a letter on the PTA website.**

Teacher Birthday: Students love to celebrate their teacher and/or parapro birthday. You are welcome to remind your parents with an e-mail that includes some of their favorite things from the “Teacher’s Favorites” sheet. All teachers’ birthday gifts must be from individual students – no class gift.

Bascomb PTA Room Representative’s PTA Sponsored Activities Checklist

Science Fun Day

Science Fun Day is an all day event for 1st through 4th graders filled with activities designed to get the children excited about science. Homerooms are typically asked to provide two volunteers to assist with the activities for the entire day. The volunteers can be split into shifts to help accommodate more volunteers. This year the dates for Science Fun Day are: **Training – October ? (3rd & 4th grade) & ? (1st & 2nd grade) and the Science Fun Days are October 5th – 3rd and 4th grade, October 7th – 1st & 2nd grade.** Volunteer shifts are 8:30-11:30 and 12:00-2:30.

Family Fun Nights

These are evenings where the PTA offers fun activities at school for the entire family. More information will be sent from the PTA once the times and themes are planned.

Skate Night

Each month Bascomb will hold a skate night for the school. The event takes place at the Hot Wheels Skate Center in Woodstock. Each Skate Night is from 6-8pm on the 3rd Thursday of the month. Admission is \$3.50 per skater which includes Skate Rental. Inline skates are an additional \$2.50. For each skater that attends, Bascomb receives \$1 from the skating rink. Family and friends attending can also get credit for Bascomb as long as they pay to skate. Each month the classroom with the most attendance for Skate Night will receive treats the next day at school. The classroom with the most attendance for the year will receive a pizza party the last day of school!

Field Day

As Room Rep, you may be asked by your teacher to provide a cooler with cold water for the children as they participate in Field Day activities. The entire school participates in the Opening Ceremony and then each grade level participates at their designated time.

This year Field Day is scheduled as follows:

May th: Opening Ceremonies & 4th grade

May th: 2nd grade- 9:30-11:30 & 3rd grade – 12:30-2:30

May th: Kindergarten – 9:30-11:30 & 1st grade – 12:30-2:30

PTA Forwards

Specific requests, reminders and other important information will be sent to you. Please forward these emails to your class distribution list as soon as possible. Please make sure that bascombptavp@gmail.com is on your "safe" list.

PTA General Meeting Attendance

Each class should be represented at PTA General Meetings held on Tuesday, October 11 (6:30pm), December 13 (9:30am), February 7 (6:30pm), and April 10 (9:30am). If you cannot attend, please ask another parent in your class to attend the meeting, take notes and email the notes to you for distribution to the class.

Please Remember

-Keep your parents informed and your teacher supported! Room Representatives keep parents in the loop by communicating teacher and PTA information to their classes through emails and signupgenius.

-Information including e-mails and letters that include requests for monetary donations **must** have prior approval from your teacher AND Mrs. Flowers. Please e-mail Mrs. Flowers at Ruth.Flowers@cherokee.k12.ga.us or you may turn in hard copies to Sue Hotaling in the front office 48 hours prior to when you plan to distribute your information. Be sure to include an e-mail address and/or phone number so they can reach you with approvals or questions.

-Administration is asking that you do not collect classroom funds up front. This should be handled on an "as needed" basis. For parties or special centers, please attempt to assign items needed to the parents. **There are only two times during the year that you are permitted to ask for class donations for teacher gifts: Winter Holiday and End-of-the-Year.** If someone would prefer to make a monetary donation for party supplies, you may accept specific party donations.

-Check the website, www.bascombpta.org, for useful information and important dates.

-Click on the Room Representative tab for specific info to help you throughout the year.

If you have any questions, please feel free to contact me at bascombptavp@gmail.com or 770-378-2214.

Thank you for serving as a PTA Room Representative! I hope you have an exciting year!

Kim Nicassio