



## Room Parent Checklist

1. Decide which parent will handle the money and which parent will handle communication.
2. Contact the teacher to set up an introductory meeting.
3. Send the teacher a picture and a little blurb about yourself prior to the Curriculum night.
4. Attend Room Parent Meeting on Sept. 16<sup>th</sup> which includes Fresh Schools training.
5. Collect \$10 for class funds from each parent (keep track of all funds and give “receipts”)
6. Write a class funds letter to parents that did not donate. (this is found on here: <https://providencespringpta.weebly.com/room-parent.html>)
7. Print enough copies of the letter for the entire class and send a copy of the letter with an envelope home with each student.
8. Collect class funds as envelopes are returned to you.
9. Fill out the budget sheet for each receipt and email the parent a receipt so they know you got their money.
10. Email reminders to the class parents until you’ve received the majority of envelopes and funds back.
11. Look for email communications from the PTA or the PSE administration and forward them to your class list throughout the year.
12. Plan class parties with your teacher’s help by soliciting volunteers (up to 4, including room parents) from the class and purchasing supplies as needed with class funds.
13. Designate a photographer for events and remind volunteers to share photos. Parents will need to log into their TreeRing account and add pictures to the community folders for the yearbook. You will be able to add what class you are in and the description as well as tag the teachers and children.
14. On the last day of school, send the completed budget sheet to the PTA Treasurer: Lori Toney, [loriatoney@gmail.com](mailto:loriatoney@gmail.com)

Contact Amber Fudella ([afudella@gmail.com](mailto:afudella@gmail.com)) if you have any questions or need any help.