

ROOM REPRESENTATIVES To-Do List

1. Teacher Meeting:

You will want to have a meeting with your teacher ASAP to discuss various issues, such as "wish list" items, class parties, field trips and regular classroom assistance. This information will be helpful to have in preparation for Back-to-School night.

You will need to make a "Back-to-School Night" poster listing all the items on the teacher's "wish" list, regular classroom assistance needed and the class events that will occur. It works best if you have the parents sign the poster and then take a post-it reminding them of their commitment. This is a great opportunity to get other parents/families involved to help assist you in your role as Room Representative and sign up parents for open classroom positions such as Head Room Representative, Ast. Room Representative, Yearbook coordinator, Fox Fiesta art project coordinator, and School Force Classroom liaison. Try to include as many parents as possible in classroom activities.

2. Wish Lists:

Teachers may wish for items that are needed for their classroom that have not been ordered through school supplies. We don't want to hit parents twice for the same things. Teachers may not wish for money or gift cards since it is not possible to validate their use for the classroom. It is important to remind both teachers and parents that the list is a "wish" list. They may not get everything on their list.

3. Class Roster:

Class rosters are listed online under the Parents tab, Room Representative information. In order to access them, you will need to know the user and password. Please contact webmaster@foxschoolpta.com for that information. Class rosters are considered confidential and should not be distributed to the class. Families wishing to have their contact information distributed will do so through the school directory.

4. Back to School Night:

Give a brief talk:

- introduce Room Representatives,
- explain the "wish list" and open position sign-up sheets,
- encourage people to complete their volunteer forms by September 18th,
- convince them to sign up for eScrip,
- encourage them to sign up for egroups as the groups and the web will be the primary form of communication as we go green, and
- verify contact information.

5. Emergency Supplies:

You will need to make certain that the Class Emergency Supply Kits are current and complete. See document for a list of supplies.

6. **Emergency Phone Tree:**

You will need to create a phone tree listing the student's name, parent's name, and an emergency daytime phone number where a parent can be reached in the event of an emergency. Consider dividing the class up and making other parents responsible for making these calls.

7. **Volunteer information:**

Check to ensure that all classroom/field trip volunteers have the proper documentation on file in the office, including a ***TB test certification, copy of drivers license, and automobile insurance policies***. Please note that a copy of their auto insurance "ID card" is **NOT** acceptable. A copy of the actual policy is required to ensure that the minimum \$50,000 liability and \$100,000 accident coverage requirements are met.

8. **eScrip:**

Please encourage all parents in your class to sign up for eScrip and remind them occasionally to maintain current credit card numbers. This program is essential to our fundraising efforts. Parents can sign up at www.escrip.com or contact David Hendershott @ da_hendershott@yahoo.com for more information.

9. **Fox Fiesta Art Projects:**

Room representatives are responsible for creating (with the help of other parents, of course) a class art project to be auctioned at our annual Fox Fiesta fundraiser. More information will come later. If you have questions or would like to volunteer to help with the Fiesta, please contact fiesta@foxschoolpta.com.

10. **Yearbook:**

Room representatives are responsible for creating (again with the help of other parents) yearbook pages for the annual yearbook edition. Don't freak out! You can recruit! However, whoever takes on the job must complete it by the deadline or it costs Fox extra money. If you have questions or would like to volunteer to help with the Yearbook, please contact yearbook@foxschoolpta.com.

11. **Ownership for Parties and Field Trips:**

You will need to sign parents up to be in charge of each of the parties and field trips that occur through the year. It is important to remind them about their commitment before the event. If you don't get someone to be in charge of them, you will need to take charge of them.

12. **Miscellaneous:**

Throughout the year the PTA or the school administration will ask you to communicate information to the parents in your classroom.

13. Class Gifts:

There are typically several occasions when the class may choose to give a gift to the teacher such as birthday, Christmas, Teacher's Appreciation Week and at the end of the year. It is typically the responsibility of the Head Room Representative to collect money and purchase those items. It is up to you and the class as to which occasions you would like to present a gift.

14. District Wellness Policy:

The district has implemented a Wellness policy to encourage healthy eating and exercise. It is important to limit sweet treats for birthday celebrations and class parties. Discuss with the teacher a suitable birthday policy for the classroom. Perhaps the child could bring small prizes or healthy treats instead of cupcakes, cookies or other sweets. For class parties, limit sweet treats to one small treat per party.

15. Field Trips:

Most teachers plan their own field trips and count on the room representatives to line up parent drivers, but occasionally you are asked to schedule the field trips as well. No child shall be asked to pay more than \$5 per field trip. It is considered a donation and it is not required for the child's participation. No siblings or dogs allowed on field trips. All field trips need to have three types of forms completed: student permission slip, parent driver's information form and a list of parent drivers for the office.

16. No dogs on campus during the school week.

17. School Communication:

- Website - fox.brssd.org
- Weekly email to foxschoolparents@foxschoolpta.com sent by the PTA President.
- Other emails sent to eGroups.

18. eGroups:

To email an eGroup at Fox, send email to group@foxschoolpta.com. All families checking yes to eGroups during registration will be added to the following groups. Only the primary email address for a family is added to the lists. Families may request to be added to the list on our website under the News tab.

- foxschoolparents@foxschoolpta.com – All parents.
- Room#@foxschoolpta.com – All parents for a given room number.
- grade@foxschoolpta.com – All parents for a given grade.