

Room Parent Volunteer Training Agenda

General Guidelines:

- Background check for Keller ISD - Link in Google Drive
- Join PTA
- Teacher will send out all emails to parents
- All food given to students **MUST** be store-bought. Check with teachers for classroom allergies
- SignUp Genius
- Most parents are willing and eager to help; give them the opportunity!

Carnival: This year's carnival will take place on October 13th. Each classroom will be responsible for supplying:

- 10 jammin' jars due October 12th (see examples on Google Drive)
- 3 dozen (store-bought) treats for the sweet treat walk due **before school** on October 12th
- A class basket for the raffle (see idea page on Google Drive). Baskets are themed and will need to be compiled by the room parent before October 10th.

Most room parents use a SignUp Genius to solicit donations for carnival. If you are unable to get the full amount of donations from your classroom please let me know

Parties:

- Winter party: December 14th
- Valentine's Day Party: February 15th
- Plan to meet with the teacher a week or two before the party to discuss menu and activities.
- Ask about classroom allergies and be sure to let parents know about them when you solicit donations.
- Remember SignUp Genius is your friend!
- **\$50 per year** per classroom budget (\$25/party or split cost however you want). Fill out reimbursement form (on Google Drive) to be paid back by PTA for party supplies purchased up to \$50/class/year
- Parties last about 45 minutes - not much time for elaborate activities.
- These are young kids; simple parties are great and a lot less work for you!

Teacher's Birthday (or half birthday): No budget for this, but ask the teacher to forward an email to parents in which you let parents know it's almost the teacher's birthday and include the document of the teacher's favorite things. I will email your teacher's document to you and give you a heads up about a week before their birthday (or half birthday for summer birthdays). If your budget and time allows, maybe ask the teacher if you can bring in class treats for their birthday. If not, just make sure all parents are informed and I'm sure (s)he will feel loved..

Contact information for Room Parent Volunteer Coordinator:

Rachel Mecham

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Resources available online:

PTA Website:

Calendar of Upcoming Events, links to join PTA, check out other ways to volunteer

<http://www.bluebonnetpta.org/>

SignUp Genius:

<https://www.signupgenius.com/>

Google Drive:

Examples of Jammin' Jars, Raffle Basket theme ideas and examples, Link to Volunteer Registration for Keller ISD, PTA Reimbursement form

[https://drive.google.com/drive/folders/1HTCp64nM-XVvdPpCq9aOXV3LIJu
oXoWn](https://drive.google.com/drive/folders/1HTCp64nM-XVvdPpCq9aOXV3LIJuoXoWn)