

## ROOM PARENT VOLUNTEER GUIDELINES

Room parents are responsible for helping to plan and supervise one of three school parties.

**\*\*\* The parties are a function of the PTA; therefore, each room parent must be a current member of the PTA. \*\*\***

**\*\*\* All volunteers must have clearances on file with BPSD and wear an assigned badge. \*\*\***

If you have more than one child at Memorial, you are able to work a different party for each of your children. You may not work in two different rooms for the same party. Please mark your party preferences so they do not interfere with one another or duplicate.

Room parents are also expected to volunteer for a shift (per student) at the Fun Fair on Friday, May 3rd, 2019 between 5:45-8:15pm.

### Halloween      Wednesday, October 31, 2018

\*\*Sign in from 1:50-2:00\*\*Parents to room at 2:00\*\*Parade at 2:15\*\*Party from 2:30-3:15\*\*

#### *AM Kindergarten:*

\*\*Sign in from 10:20-10:30\*\*Parents to room at 10:30\*\*Parade at 10:45\*\*Party from 11-11:45\*\*

### Holiday      Friday, December 21, 2018

\*\*Sign in from 2:20-2:30\*\*Parents to room at 2:30\*\*Party from 2:30-3:15\*\*

#### *AM Kindergarten:*

\*\*Sign in from 10:50-11\*\*Parents to room at 11\*\*Party from 11-11:45\*\*

### Valentine      Thursday, February 14, 2019

\*\*Sign in from 2:20-2:30\*\*Parents to room at 2:30\*\*Party from 2:30-3:15\*\*

#### *AM Kindergarten:*

\*\*Sign in from 10:50-11\*\*Parents to room at 11\*\*Party from 11-11:45\*\*

## THE PARTY

- \* **You must bring and wear your BPSD assigned badge.**
- \* A typical party consists of a simple craft, two activities, and a snack. Generally, students are split into three groups and rotated to each of the activities. Keep in mind that there is only a 40-45 minute time frame for each party; crafts should be simple and require little or no drying time as the children will have to take the craft home that day. *Please try crafts/activities at home to make sure they are a practical choice for the classroom and age of the students.*
- \* **A snack will be provided by the PTA.** Room parents can purchase water for the party and will be reimbursed. Please use the **request for reimbursement form** from the PTA website.
- \* The PTA will reimburse up to \$1.50 per student/per party. For example, a class of 25 students will have a budget of \$37.50 for a party. All receipts must be turned in with the **request for reimbursement form** (PTA website) in an envelope labeled **PTA Treasurer**. *You must turn in your receipts within 1 week of the party.*
- \* On party day, **no parking is permitted in the front circle.** Parking space is located in the neighborhood across the street from the school or in the back of the school lot.
- \* **Please note that long-standing school policy does not allow siblings to be brought into the classrooms for parties.**
- \* At the end of the party, you may sign your child(ren) out in the classroom and take them with you.

Please feel free to contact me with any questions. Thank you for your time and commitment!  
Room Parent Chair, Valerie Franks, 412.496.4919, [vfranks@mindworks.net](mailto:vfranks@mindworks.net)