



# Room Parent Resource Guide

Thank you for offering your valuable time and effort to be a part of the Room Parent Team. In doing so, you are helping to ensure that your children will have positive memories at Auburn Elementary School. Through your support as a room parent, AE continues to blossom with parent involvement, school spirit and teacher-parent communication. The sky's the limit on how much impact you can have for our students by serving your teacher and your families.

## To-Do List

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- **Contact your teacher ASAP to set up a meeting** to go over their expectations, how they like to communicate, and to find out how they need your help in preparing for class activities.
- **Prepare Sign-Up Sheets** for classroom events that need to be out at Parent's Night. Please see the volunteer overview sheet in this packet.
- **Start a class roster with e-mail, and phone numbers.** Please re-enforce that this list is for classroom related communication, not personal use. Be sure to include your teacher in your class e-mail list, with their consent.
- **Begin to build a rapport with each family in your class.** This will go a long way in securing volunteers for your class. Reach out especially to your working families to make sure they feel included. Send a letter or email introducing yourself and encouraging everyone to participate in class activities.
- **Be your teacher's right hand:** Fill needs as they arise, stay flexible and don't be shy about asking for assistance (from other parents or the Room Parent Coordinator).
- **Be open to assisting school wide events:** Carnival, Movie Nights, etc.
- **Holiday Parties:** three major class celebrations take place during the year - Halloween, Winter Holiday, and Valentine's Day. Make sure to mark the dates, find out what your teacher and students want, and plan for volunteers. Students want to see their parents at these events; it makes them feel their family is involved in their class. Parents are welcome to help, yet siblings are encouraged not to attend. It is important that all class parties provide healthy treats to promote a healthy lifestyle. A sample sign-up sheet is provided.
- **Teacher Gifts:** AE PTO encourages our families to express their appreciation for their teacher's efforts and special occasions in their own way. The PTO provides teacher appreciation and gifts throughout the year with budgeted funds. Teacher

birthday gifts, Christmas gift, and Teacher Appreciation Week gifts are not provided by PTO and are the responsibility of parents in each class.

- **Yearbook Photos:** Try to assign a parent with the responsibility of documenting the class activities with photos and providing them to the yearbook committee.
- **The Scratching Post:** This is printed a couple times a month. E-mail [aescratchingpost@gmail.com](mailto:aescratchingpost@gmail.com) as soon as you know of upcoming events for the class. Also, send in information about special projects, field trips, achievements, etc. The students love to see and hear about their class.
- **Delegate, Delegate, Delegate:** You should not try to do everything yourself. If you are having problems getting volunteers, talk with your teacher and possibly send a note out. Sometimes a note from the teacher will help. Make sure you prepare the note for them to sign, make the copies yourself and ask how your teacher would like for them to go out.
- **Enjoy yourself:** Treasure this special time with your children, their friends and the AE Families. Enjoy getting to know your teacher more deeply than you otherwise would---they are amazing!! And as always, remember, it's all for our students!!



# Parent Volunteer Agreement

Auburn Elementary School 810 N Commercial St, Auburn, KS 66402 785-339-4400 <http://ae.usd437.net/>

Dear Parents,

Thank you for volunteering at Auburn Elementary School. Your support not only teaches your children the importance of service, it also creates a valuable connection between home and school.

Please read carefully, sign the bottom portion of this form, and return it to your child's teacher.

**Support & Confidentiality:** I understand that Auburn Elementary School is placing a trust in me that I will support classroom teachers and that I will not discuss any student or events of the classroom with anyone other than the grade teacher to protect the privacy and the trust of the classroom.

**Siblings:** I agree that when I volunteer my services in the classroom that I will not bring any siblings. I understand that siblings can be a distraction to the class. I also understand that there is a certain liability in the event of a non-enrolled student being injured and realize that Auburn Elementary School assumes no responsibility for my personal safety or the safety of any non-enrolled students.

**Field Trips:** I understand that no siblings or other friends are to accompany me while on field trips. I understand that Auburn Elementary School assumes no responsibility for my personal safety or the safety of my property.

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\_\_\_\_\_  
Child's/Children's Name/s (please print)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_



# Room Parent Budget and Expense Sheet

Working with your teachers and/or fellow parents, plan out your annual expenses by activity, and then record your expenses in the correct column as they occur. Share your budget and plan with the Room Parent Coordinator by the end of September, then give them a copy of the final expense allocation by the end of May.

Activity	Planned Expenses (\$)	Actual Expense (\$)

Room Parent Name:

Teacher: