

Room Representative Checklist 2020-2021

____ Meet with the room representative coordinator to learn more about your role as a room representative and go over any questions you may have.

____ Meet with your child's teacher to get room representative expectations and go over any questions you may have about the classroom and teacher needs.

____ Have your child's teacher fill out the "favorites list." There is a template you can use, or you can create your own.

____ Compile parent contact information for your class. There is a template provided or you can create your own. You should be collecting parent names, phone numbers, and emails.

____ You can create a [Shutterfly Share Sites](#) class website and invite each parent to access it. Make sure this account is private and only accessible by classroom parents/guardians. This is a great way to keep parents informed. Access includes a calendar of events, signup sheets for class activities and the opportunity to upload pictures that can be shared amongst the class.

____ You can create a [Remind](#) class that will allow you to text with your parents providing another opportunity for engagement and sending reminders.

____ Make sure you have turned in your volunteer clearance form and you are cleared to volunteer in the classroom. Please remind all parents that if they plan to volunteer in the class during a party they need to be cleared by the District.