

Room Representative Guidelines 2020-2021

Thank you for volunteering to serve as a Room Representative for the 2020-2021 school year. Your time, talent and dedication are greatly appreciated.

Room Representative Responsibilities

May include but not limited to:

1. Act as a liaison between classroom parents and the PTA. You will be given information periodically (via email and text) that you are asked to distribute to classroom families.
2. Plan & implement classroom celebrations per the guidelines/wishes of the teacher.
3. Monetary donations may be asked for from families for gifts for the teacher, but you must be clear on the intended purpose, and specify that all donations are suggested and appreciated, not mandatory.
4. If asked, assist the teacher in the classroom or at home on special projects and tasks. Not all teachers utilize room representatives for these types of projects.
5. Assist the teacher with planning and implementing special events and projects.
6. Coordinate volunteers as requested for classroom activities.
7. Recruit volunteers for PTA events, if asked to do so by the PTA.

Getting Started

At the beginning of the year the room representative coordinator will reach out for a meeting and provide any necessary resources and answer any questions you may have about your role. You should also reach out to your teacher and set up a meeting to discuss their expectations of the room representative and what you will oversee. Discuss how you will collect parent contact information and what class pages you will be setting up. Ensure you both have a clear understanding of the expectations.

Setup Classroom Pages

Create a classroom page on Shutterfly and invite parents via email. While you are not required to setup a Shutterfly we encourage you to do so as a way to share photos and calendar events all in one place. Create a class Remind page. The Remind app will allow you to text parents. This provides a simple way to send reminder messages and to engage in more immediate communication as needed.

Communicating with Classroom Parents

The room representative is to provide ongoing communication to all parents in the class. Room representatives should coordinate volunteer opportunities and activities deemed necessary by the teacher. Encouraging other class parents to get involved is key to a successful year. When volunteers are needed, it is helpful to give parents a minimum of two weeks' notice to plan ahead if possible.

Teacher Favorites List

Send the teacher a “favorites” list at the beginning of the year to get an understanding of what types of things they like and do not like. This list helps tremendously when planning gifts or surprises for the teacher.

Activities and Events for the school year

There are many activities that will take place over the school year that the room representative will be involved in. You will be asked to help coordinate signups and parent volunteers in addition to sending out general information and reminders to parents.

Collecting Money for Events

We ask that you refrain from collecting money at the beginning of the year to be put into a classroom fund that you’d use all year. We suggest that when you have parties, you create a sign up genius and ask for donations of all items. This eliminates the need for collecting money from people for celebrations. Should you have a need to collect money, you must specify that it is a suggested donation. Nobody is required to pay.

Teacher Appreciation Week

Teacher Appreciation Week is a full week of fun activities hosted by the PTA to let the teachers know that they are appreciated. Teacher appreciation week will take place the week of May 3-7 for this school year. The PTA, with the Room Representative Coordinator will coordinate the theme, activities and food for the teachers every day of the week. The room representative can coordinate something special for their teacher on only one day, which will be specified by the PTA as the event gets closer. Information pertaining to dates, theme, etc., and guidelines will be sent out a few weeks before the week begins.

Teacher Birthday’s

Children love to celebrate their teacher’s birthday. Please use your judgment on how to celebrate the teachers’ birthday. The room representative can send an email out to all classroom parents informing them of the teacher’s birthday so that all the children are aware and have an opportunity to say “Happy Birthday.” If you plan to get a group gift for the teacher, you may ask for a suggested donation. Keep in mind, nobody is required to pay. Please make sure the amount you’re asking for is fair.

PTA Activities and Events needing Volunteers

To ensure the following activities and events are a success, if necessary, room representatives can be asked to help recruit classroom parents to volunteer. The PTA committee head in charge of these events may contact you through the room representative coordinator. Examples include: Book Fair, Science Fair, Spelling Bee, Multicultural Fair, etc.

Thank you again for volunteering to serve as a Room Representative. You are an integral part of the success of Bixby Elementary. If you ever have any questions, please let me know.