

Room Rep Responsibilities

Must be a current PTA member

Communication

- Collect contact information from classroom families at Parent Info Night, Drop-off, and Pick-up
- Assist PTA & Teacher in communicating with classroom families
- Share Teacher's Wish List with classroom families
- Get volunteers for special events, fieldtrips, activities, celebrations, as needed
- Must have internet access and be proficient in email communication

Frozen Treat Friday - Coordinate 1 sale with whole grade (Friday 2 – 3pm)

Yearbook - Collect photos, share with Yearbook Chair, and design class page (April)

Carnival (Sat. May 4 - 8am-5pm)

- Booth - Coordinate class's Game Booth (decor, setup/down, get volunteers)
- Raffle - Coordinate class's Raffle Basket (collect & wrap donations)
- Auction - Volunteer to request donations, pickup, wrap, setup, or supervise

First Steps

1. Introduce yourself to your teacher, and then to your class at **Parent Info Night**.
2. Collect contact information from class families at Parent Info Night, Drop-off, etc.
3. We look forward to seeing you at the **Room Rep Orientation** (see reverse) on **Wed. Sept. 12th 8am-10am** where you will receive important information and meet with your teacher & fellow Room Reps.

Thank you for Volunteering!

Your Room Rep Coordinators

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&

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PTA

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