

Madden Elementary School PTO

Plan of Work

<b>Position</b>	Room Parent Coordinator
<b>Position Type</b>	Committee Co-Chair (Shared Role: focal for Pre-K – 2; 3-5)
<b>Role Overview</b>	To ensure all teachers have room parents or classroom helpers. Help coordinate classroom events throughout the school year. Help address questions and concerns from parents.
<b>Budget for Role Activities</b>	\$2500 <i>(To Be Confirmed Following Budget Approval - May 2023 Meeting)</i>

<b>Required Activities</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Notes</b>	<b>Budget</b>
Room Parent Sign-up	July	Meet the Teacher Night	<ul style="list-style-type: none"> <li>● Google Form tested and live for the start of Meet the Teacher</li> <li>● QR Codes / Website information distributed to teachers ahead of time</li> </ul>	\$0.00
Room Parent Validation	First Day of School	First Day + 2 Weeks	<ul style="list-style-type: none"> <li>● Validate all volunteers have completed background checks                             <ul style="list-style-type: none"> <li>○ Coordinate with VIPS/Mrs. Escobar</li> </ul> </li> <li>● Select 2 room parents for each classroom                             <ul style="list-style-type: none"> <li>○ Recommend Random draw for classrooms with more than 2 signups w/in first 24 hours</li> </ul> </li> <li>● Request any teachers with less than 2 volunteers contact class for additional volunteers</li> </ul>	\$0.00
Room Parent Notification	First Day + 2 Weeks	First Day + 2 weeks	<ul style="list-style-type: none"> <li>● Email ALL room parent volunteers to notify either selection or not, with request to continue to look for future volunteer opportunities</li> <li>● Email ALL homeroom teachers to provide names and contact information for room parents</li> <li>● Close form - any classrooms still requiring room parents should be handled by direct email.</li> </ul>	\$0.00
Wreath Contest	First Week November	Wreaths due First Week December	<ul style="list-style-type: none"> <li>● Room parent meeting to define Wreath Contest Rules and Expectations</li> <li>● Verify every classroom will have a wreath provided</li> <li>● Coordinate volunteers to adopt classrooms that may not be receiving wreaths</li> </ul>	\$0.00
Winter Party	First November	Date TBD December break	<ul style="list-style-type: none"> <li>● Coordinate with Nurse, Administration, and Teacher Representatives for party plan (cupcakes and craft, typically)</li> <li>● Verify enrollment numbers for each classroom</li> <li>● Order cupcakes (via Exec Board with PTO Debit Card)</li> <li>● Room parent meeting to review rule and expectations</li> </ul>	\$1000

			<ul style="list-style-type: none"> <li>● Package crafts for classroom delivery</li> <li>● Coordinate Cupcake pickup and delivery to classrooms day-of</li> <li>● Coordinate volunteers day-of</li> </ul>	
Winter Party Plan-Ahead	December Break	January	<ul style="list-style-type: none"> <li>● Plan-ahead shopping for the following year party for crafts on post-holiday discount <ul style="list-style-type: none"> <li>○ Coordinate with PTO Debit Card holders for purchases</li> </ul> </li> </ul>	\$500
Valentine's Day Party	January	Feb 14	<ul style="list-style-type: none"> <li>● Coordinate with Nurse, Administration, and Teacher Representatives for party plan (cupcake only, typically)</li> <li>● Verify enrollment numbers for each classroom</li> <li>● Order cupcakes</li> <li>● Room parent meeting to review rule and expectations</li> <li>● Coordinate cupcake purchase and delivery to classrooms day-of</li> <li>● Coordinate volunteers day-of</li> </ul>	\$1000

Resources