



Griffin Elementary Room Parent Guidelines 2025-2026

Dear Room Parents,

Thank you so much for signing up to help in your child's class this year. You are an important partner for your teacher and help to make the year a successful one. Being a Room Parent is a great honor and should not be taken lightly – it's an important job. It is up to each teacher and grade level to decide how often or seldom to have in-class volunteering and activities/parties, so your responsibilities will be someone unique compared to other Room Parents. There are a few basic responsibilities that are standard among all Room Parents, and we'll outline those below:

1. Every Room Parent needs to send an introduction letter to the students in the classroom, so parents know who you are and how to contact you.
2. Room Parents should establish a standard form of communication with other class parents to share reminders, ask for donations, and coordinate volunteers for activities. Please utilize one of the following free apps for group chats: GroupMe, Remind, or WhatsApp. Do not start a standard text thread. Emails are best utilized for one-to-one communications.
3. Room Parents will be tasked with taking up class collections of donated items and money for class parties and teacher gifts.

4. Room Parents will help coordinate other parents to volunteer for class activities.
5. Room Parents will help plan and prepare materials for class parties.
6. Room Parents are responsible for helping to acquire class photos and uploading them to Tree Ring for the Yearbook.

Guidance for the above responsibilities:

- Keep a roster of student names to help with labeling, tracking donations, etc.
- Class chats should be informative. They should never be a platform to launch school/teacher complaints, arguments, etc. You have permission to kindly, but firmly express if conversation is not appropriate/in line with the purpose of the chat. If you ever find that you are unable to maintain chat decorum, please reach out to the PTA President and Room Parent Coordinator for assistance.
- It is requested that Room Parents participate in and promote the PTA. Griffin's PTA provides so much for our school (curriculum enhancements, incentives, technology & safety upgrades, events, and more). Having support and involvement is the only way we can continue to provide these resources to the school.
- When the PTA issues important announcements about events, is looking for volunteers, etc. The Room Parent should share with the class to promote involvement and keep parents informed. The Room Parent should also remind parents about school events and important memos that are issued as well. Don't assume that because you saw it, they saw it.
- The Room Parent ensures that a teacher is acknowledged by the class for their birthday, holidays and teacher appreciation week.

- Helping the students sign a card and give it to them for their birthday
- Remind the parents about the teacher's birthday and holidays
 - Send out a copy of the teacher's favorite things list
- Bring in a treat for the teacher's birthday
 - Always coordinate the class celebration with the teacher first
- Send out reminders prior to Teacher Appreciation week (usually first week of May), along with a suggestion for a daily memento (i.e. everyone brings a card on Monday, a treat on Tuesday, a flower on Weds, etc)
- Re-issue the favorite things list as holidays approach
- Remember any food brought into the school must be store bought and packaged. Nothing homemade.
- Class collections and activities should be budgeted to be no more than \$20 per student each semester. It is recommended that you speak with your teacher at the beginning of the semester and ask what the planned events are. In return, notify parents of the expected activities and request the financial donation for the semester. It is up to you if you require cash only sent into the classroom, or if you accept payment like Venmo, CashApp, Zelle. No matter what you do, a document of the collections should be kept for the entire school year.
 - You can always include a new that says "we know some may not be able to give \$20, just give what you can, and we know some may wish to contribute more, and more is always welcome"
 - A general rule of thumb would be to divide the money and designate a portion to class parties and the rest to teacher gifts.
 - Example: A class of 25 students collecting \$20 each:
 - Class has fall party \$5 per child (\$125 for decorations & materials & food)

- Class has winter party \$5 per child (\$125 for decorations & materials & food)
 - Teacher birthday \$5 per child (\$125 (\$25 cupcakes; \$5 card, \$90 teacher birthday gift card)
 - Holiday Teacher Gift \$5 per child (\$120 gift card for the holiday, \$5 for the card it goes in)
 - If financial donations don't seem to be enough to covered planned activities or food, utilize www.signupgenius.com to ask for specific items for parents to donate.
- Room parents should keep their receipts for all items purchased for the class. This ensures that if a parent ever has a question about how their money was spent, a clear answer can always be provided. Any remaining money at the end of the year should be donated to the teacher as a thank you.
- PTA generally offers a \$50 reimbursement to each room parent for classroom supplies they purchase each school year (receipts must be provided and reimbursement form completed & approved). This is in our PTA plan for the year but will not officially be approved until our September general meeting.
- Coordinate with your teacher if volunteers are needed for an event and how many, and then ask parents to volunteer. Provide list of volunteers to the teacher so they can provide it to the front office.
 - Make sure all parents know they must be approved with the district prior to volunteering.
<https://www.browardschools.com/community/volunteer/volunteer-application>
- Be mindful of classroom photography rules. Not all parents grant permission for their child to be photographed – it is important for you to know if there are

any children in the class that cannot be included in photos. Photos may be shared with the parents of the class and for the yearbook but should never be put in a public forum without express permission from the parent to do so, each and every time.

- Be sure that at each event you are taking photos for, **every** permitted child gets photographed.
 - Make sure to upload to the correct classroom folder in Tree Ring.
 - Specific information on uploading will be provided by the Yearbook committee.
 - The students & teacher are the focus for the yearbook; parent photos should be kept for their personal memories and not for the yearbook.
- Room parents should never visit the classroom without arranging with the teacher first. Instruction time must be protected and therefore it is not acceptable for room parents (or any parent/volunteer) to stop by for a visit that has not been arranged.
 - Please note that if parents/room parents/volunteers repeatedly violate this, your volunteer privileges may be revoked or limited.

Please never hesitate to reach out to the Room Parent Coordinator with any questions or concerns. Have a great school year!!

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