

# Griffin Elementary Room Parent Checklist

## 2021-2022

\_\_\_ Make sure you are cleared by the district to volunteer. This clearance is required EVERY year. [browardschools.com/volunteerapplication](http://browardschools.com/volunteerapplication)

\_\_\_ Meet with your child's teacher to get room parent expectations and go over any questions you may have about the role of room parent. Go over Do Not Photograph guidelines. It is vital that Food Allergies are discussed and addressed. Define ongoing volunteer needs with teacher. (This will vary from teacher to teacher)

\_\_\_ Remind your teacher to fill out their "favorites list". (Check PTA website if they have) If they have not completed it yet please have them complete it and then you can send me the results via Remind me. (Link for blank page is found on room parent page)

\_\_\_ Personalize the handouts found in the folder. (Room parent coordinator will send digital copies) Send them out to families by giving them to your teacher. Teacher will give them back and room parent can communicate with guardians who shared their email. (All emails should be BCC and CC the teacher) ---ALL COMMUNICATION FROM TEACHER TO ROOM PARENT GOES IN BLUE ROOM PARENT FOLDER

\_\_\_ Encourage parents to take photos and share them for our yearbook.

\_\_\_ Remind families to join PTA!

### **Activities to coordinate:**

Please coordinate and plan these events using criteria determined by your teacher.

(Remember to follow the Guidelines Regarding Food for School Parties/Celebrations provided by the District):

\_\_\_ Halloween Celebration

\_\_\_ Winter/Holiday Celebration      \_\_\_ Valentine's Day

\_\_\_ Staff Appreciation Week    \_\_\_ End of the Year Party