

Dear Room Parents:

Thank you all for volunteering to be Room Parents! My name is Kristen Tighe and I am the room parent coordinator. I will be communicating with you regularly to update you on any changes to procedures, PTA happenings, and event dates so you that can plan ahead. If you have any questions, please don't hesitate to contact me.

As a Room parent, you will serve as an important contact person between your teacher, PTA board members/committee chairs, and Griffin parents. The extent of involvement varies from teacher to teacher, so you may be very involved or you may find yourself with very little to do.

There are three primary roles of a Room parent.

1. Assist your classroom teacher by helping to organize classroom parties and by organizing Teacher Appreciation activities. (Some teachers also rely on parent helpers to make copies, organize work folders, help with centers, assist with field trips, and organize book orders. You are responsible for helping coordinate these volunteers in your classroom if your teacher requests them.)
2. Assist the PTA by encouraging parents in your class to volunteer or participate in various events throughout the year. Remember, you are our direct line of communication to all parents.
3. Organize activities during Teacher Appreciation Week and holidays to celebrate your teacher. (Use google docs or sign up genius)

Please check the PTA Website regularly for updates to the calendar, PTA contact list, and other updates that you may need to reference. Get connected with the PTA. The PTA website is <https://griffinpta.org/home-page>. The PTA also has a PTA Facebook Page located at <https://www.facebook.com/paeppta/>.

Please do not hesitate to contact me with any questions, comments or suggestions. If you just get too busy, there is no shame in that (we are all volunteers) so please reach out, and we will find help. The sooner you reach out the better we can all help.

Recruit others. Help new parents get involved! Not only will this make your job easier, but many parents want to be involved as well. Have fun. Enjoy this time with your teacher, the children and the new friends you will make. This is sure to be a rewarding experience for you!

On behalf of the teachers, staff, PTA, and student body I would like to thank you for volunteering your time. We couldn't do what we do without our wonderful Room Parents!

Sincerely,

Kristen Tighe  
Contact via Remind me  
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