Room Parent Information Meeting Agenda  
September 8th

Room Parent Meeting – Denise Bickel / Liz Clink  
11:30 – 12:30

Role Of A Room Parent  
Room Parent To Do List  
Important Dates  
Questions or Comments?

12:30 – 1:00 Arts Attack Meeting  
Nicole Robbins

1:00 – 1:40 Class Photographer Meeting  
Jo Ann Sweidel
Role of a Room Parent

Thank you for volunteering to be a Willow Grove room parent this year! As a room parent, you will be serving as a liaison or point of contact for your classroom. Being a room parent is one of the most enjoyable and valuable volunteer opportunities at Willow Grove. You will be an important piece in communication between the parents, the teacher and the PTA/Foundation.

Room Parent To Do List

Volunteer Clearance:
Make sure your volunteer documents (Code of Conduct and Megan’s Law) are completed and turned in. You can get this from the front office or on our PTA website.
Make sure your TB Test is current
Sign in and wear your volunteer badge when on campus.

Meet With Your Teacher As Soon As Possible
Discuss voluntary monetary donations (We recommend asking between $25 and $35. Not to exceed $35.)
Decide on parties and events for the year
Shutterfly Site
Classroom Photographer
College T-shirts
Any other teacher or classroom needs
Set up a Mom’s Night Out for your classroom
  ➢ We suggest that you set up your 1st MNO in October and meet once a month thereafter.
  ➢ 7:00 to 9:00 pm might be a good time to suggest.
  ➢ Ideas for meeting locations: Westroot, Capri Blue, Karl Strauss, Outdoor area at Dolce, Rosina’s, Outdoor area at Fresco’s, etc. We recommend casual environments with outdoor seating.
  ➢ Please share your ideas with other room mom’s on our Facebook page.
Give them the “Teacher Favorites” questionnaire (Can be found on the PTA website under the Volunteer tab)

Write A Letter To Your Classroom (A SAMPLE can be found on the PTA website):
Introduce yourself
Discuss events and parties
Donations/monetary contributions (Be sure to note that all donations are voluntary)
Shutterfly site permission (A sample can be found on the PTA website)
Attach an envelope
After the teacher and all room parents approve the letter, it can be sent out to your classroom families.
Planning A Party:
Coordinate with the teacher as to a date, time and type of party your teacher wants.
Make sure all party themes and decorations are non-religious.
Make sure all families are informed of the party via email or Shutterfly.
Include a volunteer sign up sheet for families on Shutterfly.
Make sure to include enough time and volunteers for set up and clean up.
Make sure a classroom photographer can attend the party.
Consider purchasing water ice thru the PTA for your next classroom party.

Other Much Appreciated Duties:
Keep in regular contact with your teacher.
Let the teacher look at your emails BEFORE you send them out to families.
Keep in contact with your classroom photographer and make sure they are good for the yearbook deadline.
Encourage the classroom photographer and other parents to upload the pictures they take at school functions.
Collect funds and keep in a safe location (NOT THE CLASSROOM!).
Keep a good record of all money spent and a copy of your receipts for your own personal accounting purposes.
Help communicate via email PTA and Foundation events with your class.
Help find volunteers for large school wide events.
Help coordinate Staff Appreciation days and your classroom end of school parties.

Some Important Dates:
Set up a Mom’s Night Out in your classroom beginning in October
Barnes and Nobel Book Fair: October 14th thru 16th
Fall Hoedown: October 29th (1:00-5:00 pm) Consider making a classroom scarecrow to display at the Hoedown.
Foundation Golf Tournament: November 14th
Foundation Spring Fundraiser: May 6th
College Field Day: May 25th Make or order college t-shirts for your class early so that the kids can start wearing them each Thursday.
  ➢ You can create your own
  ➢ Link One Design – Gina Jaber ginapjaber@aol.com, Julie Hume juliehumet8@yahoo.com
  ➢ Sew-write Embroidery – jennifer@sew-write.com or text 858-603-9943
Staff Appreciation: May 16th thru May 18th.
Stay Connected:
For updates and current info, make sure to:

- “Like” Willow Grove Elementary PTA on Facebook
- Check out the Willow Grove PTA website at http://www.ptawillowgrove.my-pta.org/
- Follow us on Instagram @willowgrovepta
- Become a PTA member!

Encourage parents to register as PTA members!
When you become a member of the PTA, you help us continue to provide programs like Arts Attack, Fall Hoedown, Movie Night, Science and Robotics Night and so much more. We need everyone’s help to reach our goal of 400 memberships. If you submit your membership registration by October 13th, you will be entered to win some amazing prizes like restaurant gift cards, free massages, Sony headphones, free yoga, taekwondo and even a $150 wellness package from Hifai Chiropractic. Winners will be announced at the October 14th Friday Flag presentation.

Check out our website http://ptawillowgrove.my-pta.org/ to register or download the form. Forms can be returned to the front office or to your teacher.

Contact Information:
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